



Cassia County Board of Commissioners

SPECIAL MEETING MINUTES

Tuesday, October 10, 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) 9:03 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) 10/10/2023 - Fair Board meeting - Beck
 - b) 10/11/2023 - Mini-Cassia Transportation meeting at 7:00 AM - Beck
 - c) 10/12/2023 - Soil Judging Contest
 - d) 10/12/2023 - District IV Elected Officials meeting
 - e) 10/12/2023 - Lunch meeting with State EMS officials - Searle
 - f) Beck reported on the meeting he attended with the Forest Service. He requested that McMurray draft a letter to federal legislators requesting help for the Forest Service and to have it on next week's agenda for approval.
 - g) 9:24 AM Beck reported on a meeting with Ryan Ward and officials from other road districts. He felt it went very well and thought this type of meeting would be beneficial to have quarterly or at least twice a year.
- 5) 9:12 AM Approve payables for 10/10/2023
 - a) Beck said there were changes made on the payables from when they were submitted last Friday for review. They discussed that bottom-line amounts were the same, but explained how some payables were switched from different funds and fiscal years.

9:18 AM **Motion and Action:** Approve payables in the amount of \$544,255.16 for FY2023 on 10/10/2023, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:23 AM **Motion and Action:** Approve payables in the amount of \$12,967.52 for FY2024 on 10/10/2023, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

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Instrument # 2023003433
BURLEY, CASSIA, IDAHO
10-23-2023 11:02:40 AM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy *EV*
Index to: COMMISSIONERS MINUTES

6) 9:24 AM Approve minutes from 10/2/2023

9:24 AM **Motion and Action:** Approve minutes from 10/2/2023 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 9:25 AM Approval of synopsis for September 2023

9:25 AM **Motion and Action:** Approve synopsis for September 2023 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:26 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:26 AM **Motion and Action:** Approve Clerk's Office recommendations to approve three junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) 9:27 AM Personnel Matters - Change of Status Requests

- a) MCCJC - Michel Dudley - Part Time Detention Officer - Cost of Living Increase
- b) MCCJC - Veronica Fierro - Part Time Detention Officer - Cost of Living Increase
- c) MCCJC - Nathalie Ortiz-Martinez - Part Time Detention Officer - Cost of Living Increase
- d) MCCJC - Katherine Vincent - Part Time Detention Officer - Cost of Living Increase

9:28 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.

9:35 AM Prosecutor Larsen entered the meeting.

10) 9:42 AM Executive Sessions

9:43 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, 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.

10:35 AM Upon exit of Executive Session, the board took the matter under advisement.

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11) 10:35 AM Consider and approve contract proposal with erstad Architects

- a) Beck observed that the architect firm cannot move forward any longer until the contract for services is signed.
- b) Searle requested a copy of the contract so that he could review it and make a decision on it next week.
- c) McMurray said he could not see any legal reason to not sign the contract.

12) 10:42 AM Approve E911 Mapping grant fund request

10:44 AM **Motion and Action:** Approve the transfer as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 10:45 AM Decide on SCPHD Board of Health Representative Ballot

10:46 AM **Motion and Action:** Approve the vote for Susan Bolton to be the Gooding County Representative to the South-Central Public Health Board, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

14) 10:47 AM Sign Request for Bids Documents on Fair Grandstands

- a) McMurray presented the request for bids. He wanted it to be noted that plans have already been submitted to the City for their review. All pertinent officials have seen the plans and are supportive so there should not be any hiccups in the permitting processes moving forward.

10:54 AM **Motion and Action:** Approve submittal of request for bids in the local paper, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10:55 AM **Motion and Action:** Approve the submittal letter to the proposed bidders, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 10:56 AM Set meeting date with Lori Bergsma to review ICRMP policy

- a) It was determined to schedule the item for October 23, 2023 at 11:45 AM

16) 10:59 AM Discuss County participation in County Health Insurance meetings' giveaways

11:01 AM **Motion and Action:** Approve up to \$500.00 in the giveaways for the insurance open house, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

17) 9:30 AM Review of county cell phone reimbursement - Clerk Larsen & Deputy Auditor Wallace

- a) Clerk Larsen introduced the request to consider increasing the cell phone reimbursement due to increased costs of owning cell phones.

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- b) The Board agreed to increase the reimbursement amount to \$40.00 per month and expected to make a motion to that effect at next week's meeting.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

18) 11:01 AM Proposed County Building Discussion - item was discussed with agenda item #11 earlier.

19) 11:01 AM Adjourn

11:02 AM 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

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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

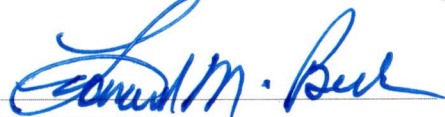
102% OF FISCAL YEAR ELAPSED

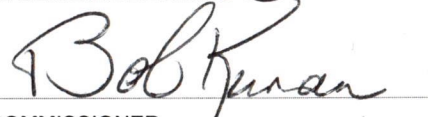
* UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,237,898.00	4,614,319.73	108,995.63	623,578.27	12%
0002 ROAD & BRIDGE	579,720.00	476,772.78	3,793.22	102,947.22	18%
0006 DISTRICT COURT	374,120.00	287,189.57	4,761.27	86,930.43	23%
0008 JUSTICE FUND	12,291,405.00	11,409,752.49	248,841.92	881,652.51	7%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	1,004,835.91	22,079.20	93,614.09	9%
0015 CONSOLIDATED ELECTIONS	217,865.00	138,103.77	3,874.57	79,761.23	37%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	337,836.75	9,091.45	409,281.25	55%
0018 CASSIA COUNTY FAIR	270,708.00	211,873.36	1,446.00	58,834.64	22%
0020 REVALUATION	452,825.00	387,664.75	8,984.29	65,160.25	14%
0025 WATERWAYS	50,000.00	19,787.62	1,986.15	30,212.38	60%
0027 NOXIOUS WEED & PEST	426,030.00	321,511.53	46,436.30	104,518.47	25%
0029 PHYSICAL FACILITIES	274,300.00	813,295.04	17,811.77	-538,995.04	-196%
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	3,349,990.15	66,153.39	271,499.85	7%
		Total Amount Paid	544,255.16		

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 10-10-2023

COMMISSIONER


COMMISSIONER


COMMISSIONER

attest: Cally Velazquez deputy clerk

* WARNING: This fund is over budget

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

UNPAID CLAIMS GENERAL GOVERNMENT FUNDS

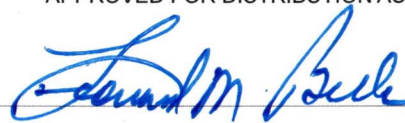
2% OF FISCAL YEAR ELAPSED

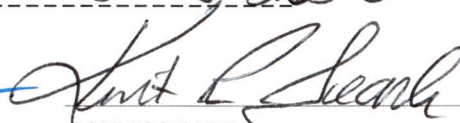
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,736,912.00	71,611.63	11,559.25	5,665,300.37	99%
0002 ROAD & BRIDGE	754,095.00	2,892.00	209.99	751,203.00	100%
0008 JUSTICE FUND	13,922,579.00	142,842.00	1,198.28	13,779,737.00	99%
		Total Amount Paid	12,967.52		

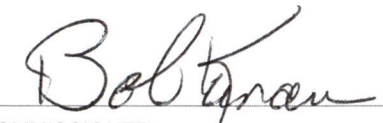
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COMMISSIONER


COMMISSIONER


COMMISSIONER

attest:  deputy clerk

Cassia County Commissioner Meeting

Attendance Log

Date: 10/10/2023

NAME (Please Print)	TOWN	REPRESENTING
1. J. Thompson		CEO
2. Michelle Wallace	Rupert	Auditor
3. JOE LARSEN	Burley	CLERK
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