



Cassia County Board of Commissioners SPECIAL MEETING MINUTES

Tuesday, January 2, 2024

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) 9:02 AM Roll call

Roll Call.

Present: Leonard M. Beck - Chair, Kent R. Searle - Member, Bob Kunau - Member, Cally Velasquez - Deputy Clerk (Not voting).

- 4) 9:02 AM Calendar, meetings, committee reports, and correspondence were reviewed.
 - a) 1/4/2024 - Republican Central Committee meeting
 - b) 1/4/2024 - Idaho Public Safety Communications meeting in Boise - Searle
 - c) 1/10/2024 - South Central Community Action Partnership ground breaking ceremony for their housing project in Heyburn
 - d) 1/12/2024 - Judge selection meeting in Shoshone - Beck
 - e) 1/19/2024 - Discussion of routes on the Gateway Project
 - f) 1/18/2024 - Gateway discussion with utilities company in Power County.

9:04 AM Mr. McMurray entered the meeting.

- 5) 9:09 AM Approve payables for 1/2/2024

9:10 AM **Motion and Action:** Approve payables as presented on 1/2/2024 in the amount of \$337,936.23, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- 6) 9:11 AM Approve minutes from 12/18/2023

9:11 AM **Motion and Action:** Approve minutes from 12/18/2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 7) 9:12 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:12 AM **Motion and Action:** Approve Clerk's Office recommendations to approve one junior college Certificate of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

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Instrument # 2024000045

BURLEY, CASSIA, IDAHO

1-8-2024 11:11:01 AM No. of Pages: 9

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

A handwritten signature in black ink, appearing to be "EL", is written over the "Index to: COMMISSIONERS MINUTES" text.

- 8) 9:13 AM Personnel Matters - Change of Status Requests
- a) MCCJC - Sergio Ramirez - Certified Deputy - certification
 - b) MCCJC - Heather McCormick - Certified Deputy - certification

9:14 AM **Motion and Action:** Approve Change of Status Requests as presented **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- 9) 10:44 AM Executive Session

10:45 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.

11:06 AM Upon exit of Executive Session, the board took the matter under advisement.

11:06 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.

- 11:54 AM Executive Session

11:54 AM **Motion and Action:** Enter Executive Session pursuant to 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.

12:06 PM Upon exit of Executive Session, the board took the matter under advisement.

- 10) 9:15 AM Decide on meeting schedule for week of 1/14/2024

- a) It was discussed that Monday, January 15, 2024 is a federal holiday.
- b) The board decided to hold a special meeting on January 16, 2024.

- 11) 9:16 AM Review and approve letter of appreciation for Project Mutual Telephone - Searle

- a) Matter to be considered on the next meeting agenda.

- 12) 9:16 AM Sign Indemnifying Affidavit to clarify title vehicle mileage for State of Idaho

- a) Young Automotive dealership received an incorrect mileage report on a 2011 Ford Crown Victoria that the county had traded in.
- b) The mileage had been reported at 89,320 miles but the correct number was 88,512 miles.
- c) They requested an affidavit be signed acknowledging the clerical error and the correct mileage of the vehicle be identified.

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9:19 AM **Motion and Action:** Approve the chairman's signature on the indemnifying affidavit to Young Automotive, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

13) 9:20 AM Transmittal letter and packet from P&Z for Midway Dairy CUP/CAFO application

- a) McMurray presented the Planning & Zoning recommendation packet for Midway Dairy's application. The hearing before the P&Z committee occurred November 16, 2023.
- b) The applicants are seeking to supplement their existing permit to allow for additional buildings and an expanded commodity feed area on the dairy. The Planning and Zoning commission recommended approval of the application.

14) 9:23 AM Set hearing date for Midway Dairy CUP/CAFO application

9:23 AM **Motion and Action:** Set the hearing for the Midway Dairy Conditional Use Permit and CAFO application for February 12, 2024 at 1:30 PM, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 11:12 AM Discuss repairs needed on the Misdemeanor Probation building - Beck

- a) Director Prewitt made the board aware of a flood that occurred in the Misdemeanor Probation building recently. They are looking to get a new water heater, which they believe caused the flood.
- b) Other needed repairs to the building were brought up in conjunction with this disaster such as the roof that has several leaks in different areas of the building and the carpet needing to be completely replaced.
- c) Prewitt reviewed the bids she obtained for the replacement of the roof, the replacement of the carpet and a new security gate system. The current gate is obsolete and no replacement parts can be obtained to repair it.
- d) The most expensive roof bid came in at \$48,169.98. A second roof bid was considerably less at \$19,435.32. The third roofing company has not responded with an estimate yet.
- e) The three bids obtained for the carpet replacement were \$22,951.00, \$26,961.72, and \$34,593.55. The replaced flooring would be a carpet tile system so that sections of carpet could be replaced as needed instead of an entire room or open area.
- f) The bid for the replacement gate was \$13,066.00. The rough total estimate for these repairs was between \$57,000 and \$60,000. The owner of the building was contacted and offered to pay for the needed repairs. Two of the three repairs were needed immediately.
- g) Prewitt was instructed to seek the third bid from Roberts Roofing Company and bring the matters before the Board again next week for a final determination. There was also concern of how quickly payment from the owner could be secured so that the County did not need to cover the cost of the repairs.

SCHEDULED ACTION AGENDA ITEMS

16) 9:24 AM Review and approve Cassia County Auditor's Insurance Enrollment Policy - Clerk Larsen

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- a) An examination of the insurance policies and payroll benefits tied to employees in the county revealed some holes in the system.
- b) This policy is an effort to correct what was lacking in the county insurance policy and procedures. The policy was reviewed with the Prosecuting Attorney and is intended to also help increase cooperation and communication with MBA Benefits Administrators and Bowen's Insurance Group.

9:34 AM **Motion and Action:** Approve the Cassia County Auditor's Insurance Enrollment Policy as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:26 AM Prosecutor Larsen entered the meeting.

17) 9:36 AM Request approval of cancellation of taxes for approved Homeowners Exemptions - Treasurer

- a) Treasurer Greener presented seven parcels for cancelation of taxes. These requests were received from December 23, 2023 to December 29, 2023. The total amount being canceled is \$4,431.54.
- b) It was discussed that the amount of taxes cancelled since July 1, 2023 was \$24,745.16. Greener was asked to bring back a comparison from previous years' cancelations to see if this amount is normal for a given fiscal year.

9:43 AM **Motion and Action:** Approve the request for cancelation of taxes for the seven properties presented in the amount of \$4,431.54, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 9:44 AM Board of Equalization

9:44 AM **Motion and Action:** Enter Board of Equalization hearing, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- a) Appeal of missed roll assessment of RP09S27E362300 by Virginia Kathryn "Kate" O'Bryan
 - i) The oath of witness was administered and the participating parties all assented. Ms. O'Bryan presented her appeal. She felt that the assessment was incorrect due to inaccurate information, which she discussed. She also requested that her properties be reevaluated and if the assessment were to stand, that she be allowed to make payments as she can't afford to pay the sum total all at once. She stated that the bill amount being assessed to her is \$707.80.
 - ii) 10:13 AM Assessor Adams reviewed his office's side of the appeal. He reviewed what steps had been taken to communicate with the homeowner their assessment. He acknowledged that, according to her current testimony, the assessment was calculated using inaccurate information. He was more than willing to sit down with the homeowner and reassess the property to come up with an accurate assessment.
 - iii) Adams further explained part of the confusion came from not explaining the reason the homeowner received multiple assessment notices. The first assessment was entered incorrectly and subsequent notices were sent to her without explanation of the reason for the additional notices.
 - iv) An updated and accurate assessment was needed to be conducted before the missed tax rolls for 2023 could be presented to the Board.
- b) 10:35 AM Update on status of sub and missed rolls for tax year 2023

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- i) Since the numbers for this appellant's case need to be recalculated, another BOE hearing will need to be held before the end of January to comply with statute.
 - ii) 10:44 AM The hearing is to be continued as soon as the new assessment has been conducted.
- 19) 11:07 AM Urban Renewal Project update - Assessor Adams
 - a) Assessor Adams gave an update on a new urban renewal project that was recently approved by the City of Burley. They approved the project retroactively to the beginning of 2023. Adams contacted the state because tax assessments and budgeting had already been calculated and accounted for FY2024. Alan Dornfest from the State Property Tax Policy Bureau assured Adams that current budgets would not be affected.
 - b) The reason given for the urban renewal designation was so that sewer infrastructure could be upgraded to handle the proposed building project at High Desert Milk.
- 20) 11:40 AM Review 2024 State Insurance Fund Workers Comp and Liability Insurance Policy - Clerk Larsen
 - a) Clerk Larsen presented the policy for consideration and explained the reason for its introduction. The State Insurance Fund conducted an audit of Cassia County since there were an unusual number of claims coming from the county this year. There will be a notable increase in rates for the next fiscal year because of the high volume of claims being paid out for FY2023. For every category that was compared in the entire state, every rate decreased except for Cassia County in which every rate increased.
 - b) They recommended having monthly or quarterly trainings conducted for those departments that have an alarming rate of claims submitted and to have a workman's comp contract with local medical providers established for preferred vendors. Trainings should be organized in cooperation with the Risk Manager. Office procedural changes were also recommended including an incident report tracking system being implemented. Specifics on certain alarming claims would need to be discussed in executive session.
 - c) A second thing suggested to do was that during the budget process, to evaluating where claims have been during course of year so training can be specialized for those departments. Some claims have extended beyond fiscal years, which is unavoidable. But the nature and expense of some of the claims could have easily been resolved at an urgent care clinic rather than the ER for a much lower cost.
 - d) The hospitals have solicited for a workman's comp contract from the county in the past. Larsen will forward those emails again to the Board for their consideration of the matter, in light of the increase in claims and rates. The rates were increased by 36%.
- 21) 11:37 AM Discuss Parks and Rec Grant from Law Enforcement - Cpt. Thompson
 - a) Cpt. Thompson just advised the board of the intention to seek a grant to buy two new snowmobiles. He will be asking for assistance from Snowmobile Advisory Board for some sort of match.
 - b) The snowmobiles they currently have are old and they would like to replace them. They would surplus the old machines and donate them to Search and Rescue.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

- 22) 12:06 PM Consider XCell Engineering LLC contract for geotechnical survey
 - a) A Jerome County commissioner gave Commissioner Beck another name of someone that could conduct a geotechnical survey for the county.
 - b) He recommended seeking Steven Anderson from Civil Science. Beck will forward the information to both Commissioner Kunau and Mr. McMurray to follow up on.

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23) 12:07 PM Proposed county building discussion

- a) Kunau stated that the survey needed to be secured and then they could go back to the architects with their new plans.

24) 12:08 PM Adjourn

12:09 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

APPROVED:

A handwritten signature in cursive script, reading "Leonard M. Beck", written over a horizontal line.

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

A handwritten signature in cursive script, reading "Cally Velasquez", written over a horizontal line.

Cally Velasquez

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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

25% 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)	5,736,912.00	1,335,510.98	6,004.89	4,401,401.02	77%
0002 ROAD & BRIDGE	754,095.00	100,844.40	246.60	653,250.60	87%
0006 DISTRICT COURT	377,630.00	60,930.67	245.98	316,699.33	84%
0008 JUSTICE FUND	13,922,579.00	2,798,940.07	7,772.15	11,123,638.93	80%
0016 SOCIAL SERVICES-ASSISTANCE	537,550.00	33,759.03	4,465.50	503,790.97	94%
0029 PHYSICAL FACILITIES	12,041,300.00	385,536.74	266,779.50	11,655,763.26	97%
0048 EMPLOYEE BENEFITS FUND	3,873,550.00	640,613.83	51,599.59	3,232,936.17	83%
0098 WIDOW'S BENEFIT FUND	5,000.00	822.02	822.02	4,177.98	84%
		Total Amount Paid	337,936.23		

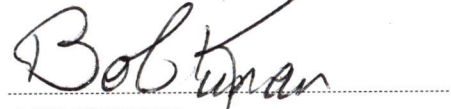
STATE OF IDAHO
CASSIA COUNTY

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

1-2-2024


 COMMISSIONER


 COMMISSIONER


 COMMISSIONER

attest: Cally Velasquez

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 01-02-2024

NAME (Please Print)	TOWN	REPRESENTING
1. JOE LARSEN	Burley	CLERK
2. Mark Adams	Burley	ASSESSOR
3. Mirella Mancias	Burley	ASSESSORS
4. Laura Gittins	Rupert	ASSESSORS
5. Janet Molina	Burley	ASSESSORS
6. Laura Greener	Burley	Treasurer
7. Sharene Aulin	Paul	Clerk's Office
8. Kate O'Bryan	Rat River	Self
9. J. Thompson		CCSO
10. Amber Prewitt	Burley	Probation
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