



Cassia County Board of Commissioners

SPECIAL MEETING MINUTES

Tuesday, January 16, 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) 9:02 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) 9:11 AM Calendar, meetings, committee reports, and correspondence were reviewed.
 - a) 1/17/2024 - South Central Public Health District meeting - Kunau
 - b) 1/17/2024 - Fair Board meeting - Beck
 - c) 1/18/2024 - South Central Community Action Partnership meeting - Kunau
 - d) 1/18/2024 - Planning & Zoning meeting - Beck
 - e) Burley Highway District's Howell Canyon report was received.
 - f) 11:06 AM McMurray read a letter that will be sent by the Prosecuting Attorney in regards to some property cleanup requested on a deceased person's estate.
 - g) 11:10 AM Searle reported on juvenile detention statistics for Cassia County. Searle was asked to calculate Cassia's cost per day based on those figures.

9:11 AM Mr. McMurray entered the meeting.

- 5) 9:17 AM Approve payables for 1/16/2024

9:20 AM **Motion and Action:** Approve payables as presented on 1/16/2024 in the amount of \$473,014.00, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:26 AM Prosecutor Larsen joined the meeting.

- 6) 9:29 AM Approval of the minutes from 1/8/2024

9:29 AM **Motion and Action:** Approve minutes from 1/8/2024 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 7) 9:30 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

CASSIA COUNTY COMMISSION
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Instrument # 2024000184

BURLEY, CASSIA, IDAHO

1-22-2024 12:46:14 PM No. of Pages: 8

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EL

9:30 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 11 and deny one junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:31 AM Personnel Matters - Change of Status Requests

- a) Cassia County Sheriff's Office - Cameron Prewitt - Certified Patrol City - transfer
- b) Cassia County Sheriff's Office - Christian Villanueva - Uncertified Patrol County - new hire
- c) Cassia County Sheriff's Office - Tristin Carsner - Certified Patrol City - grade change
- d) Cassia County Sheriff's Office - Trevor Downey - Senior Investigations County - transfer
- e) 10:25 AM Cpt. Thompson provided additional information on the open positions and post certification requirements.

10:27 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) 10:36 AM Executive Session

10:37 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) (d) to consider records that are exempt from public disclosure, Idaho Code § 74-206 (1) (f) to communicate with legal counsel regarding pending/imminently-likely litigation, Idaho Code § 74-206 (1) (i) to communicate with risk manager/insurer regarding pending/imminently-likely claims, **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.

11:02 AM Upon exit of Executive Session, the board took the matter under advisement.

10) 9:34 AM Review ballot for approval of Mid Snake Regional Water Resource Commission's amended budget for 2023-2024, and accompanying information, and action on ballot

- a) With the executive director passing away last year, the commission has approved a new executive director as well as secretarial help. The original budget for 2023-2024 was \$29,950.00 and needed to be amended to satisfy the reallocation of funds for those changes. The new budget amount proposed is \$37,700.00. The Mid Snake Regional Water Resource Commission has opted to use their own reserve funds to fill the gap between the originally approved budget and their newly amended budget request for this year.

b) The ballot being presented was to either approve or disapprove of the new proposed amended budget. The invoice before the Board is for \$2,552.00.

9:37 AM **Motion and Action:** Approve the presented ballot with a positive vote from the Mid Snake Regional Water Resource Commission, with the amended amounts coming from their reserves, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11) 10:28 AM Approve and sign Resolution No. 2024-001 adopting general notice of regular open meetings for Cassia County

CASSIA COUNTY COMMISSION
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10:29 AM **Motion and Action:** Approve Resolution No. 2024-001 regarding the general notice of regular open meetings for Cassia County, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12) 10:31 AM Approve and sign Resolution No. 2024-002 classifying certain Extension/4-H records as semipermanent and authorizing destruction of such records

10:32 AM **Motion and Action:** Approve Resolution No. 2024-002 allowing for the destruction of certain Extension/4-H records, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

13) 10:33 AM Approve and sign Resolution No. 2024-003 regarding non-medical indigent matters

10:35 AM **Motion and Action:** Approve and sign Resolution No. 2024-003 regarding non-medical indigent matters, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 9:22 AM Review and approve invoice from Rocky Mountain Transport and Excavation for demolition of bleachers

- a) Beck discussed his concern that the invoice of \$35,000.00 was substantially higher than previously discussed for the demolition of the grandstands. The company representative gave three reasons for the increase. He reported that of the two buildings beneath the grandstands to be taken down, one was made of cinder blocks which required more time. A second reason was that the Board had requested the asphalt under the bleachers be left intact as much as possible to it took more time and labor to cut the buildings away from the asphalt. A third reason was that they took out the asphalt between the bleachers and the fence.
- b) The company said they had not taken the restrooms or the Uscola building down. They estimated about \$2,500.00 for the restrooms and at least \$10,000.00 for the Uscola building because it had a ground hoist that needed to be dealt with. They have not looked at the cost to demolish the Mason's Lodge building yet.
- c) Beck expressed concern about the dramatic increase in costs for demolition and asked if it should be considered that the expenses be covered from a different fund than previously thought.
- d) McMurray advised them that they would only need to request bids if the estimated demolition cost was going to exceed \$75,000.00.
- e) Additional information as to payment to Rocky Mountain was given. The Auditor's Office will need information from that company to set them up as a vendor so a check can be issued.

9:28 AM **Motion and Action:** Approve the Rocky Mountain demolition invoice of \$35,000.00, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

15) 11:03 AM Discussion on health agencies contracting with Cassia County

- a) Beck will contact Clerk Larsen and relay that the Board would like him to proceed with contacting the five local health care facilities in pursuit of a working contract with the county.

**CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, January 16, 2024**

SCHEDULED ACTION AGENDA ITEMS

16) 9:05 AM VSO periodic update report - Driscoll

- a) Mr. Driscoll reviewed his monthly statistics report with the board. He said they were able to provide Christmas dinner to eight veterans' families in December. He reported on two homeless veterans he is currently working with to get some sort of housing for them. He also said he attended ten military funeral services during the last two weeks in December, which is high compared to usual months of three or four per month.

17) 9:39 AM Consider approval of cancellation of property taxes on RPBB001104001A

- a) This request is a continuation from last week. There was debate as to which statute the request actually qualified under. Prosecutor Larsen was unable to give clear determination on the statute to use as the appellant was not present to answer questions from him or the Board.
- b) Assessor Adams will contact the appellant, Mr. Cook, to schedule a time to appear before the Board and explain his request for a cancellation of taxes on the parcel.

18) 9:51 AM Reconvene Board of Equalization hearing for tax year 2023

- a) Missed Roll
 - i) Prosecutor Larsen advised the Board that some procedures in the presentation presenting the Missed Roll and amended Missed Roll to the Board may have been taken out of turn. According to the Assessor's Handbook from IAC and Statutes 63-308 and 63-311, only the Board of Equalization can direct the Clerk of the Board to change any numbers presented on the assessment rolls once they have been submitted by the Assessor.
 - ii) Prosecutor Larsen asked if there had been any increases in value on the corrected missed roll. Assessor Adams stated that there had not been any increases in value.
 - iii) Assessor Adams was asked to submit the requested reports to the Clerk's Office and the Prosecutor's Office.
 - iv) There was discussion that the Missed Roll had been corrected to remove land that should not have been included, as well as three occupancy parcels.
 - v) Prosecutor Larsen advised revisiting the Missed Roll matter next week to ensure that everyone has been brought up to speed on guidelines, requirements, and responsibilities of those participating in the BOE process to ensure procedures are done correctly.
- b) Occupancy Roll
 - i) Assessor Adams asked if the Board would consider the Occupancy Roll at this time
 - ii) 10:21 AM Assessor Adams reaffirmed that there had been no changes to the Occupancy Roll and didn't see that any changes needed to be made.

10:22 AM **Motion and Action:** Approve the Occupancy Roll, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously. Upon the deputy clerk's request to include the value of the roll in their motion, which was \$21,918,859.00, the Board assented to the addition and voted again. Motion passed unanimously.

- c) 10:24 AM The BOE hearing will be continued next Monday.

19) 10:25 AM Review and approve needed repairs to Misdemeanor Probation building including, but not limited to, roof replacement, flooring replacement, and security gate replacement

- a) No new information was provided at this time. This will be carried to next week.

CASSIA COUNTY COMMISSION

SPECIAL SESSION

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20) 11:12 AM BoCC tour of Razor's Edge and Masonic Buildings

- a) At the Masonic Lodge the Board discussed what could be done with furnishings left behind such as seating, chairs, mirrors and the heavy beams on both floors of the building. Individuals from a demolition company were also there to take samples throughout the building to test for asbestos or other hazardous materials before demolition can begin.
- b) At the Razor's Edge building the Board discussed possible accommodations for the Public Defender's Office or the Coroner in that space. Deputy Clerk Velasquez was asked to get a footprint calculation of the building's square footage and also a history of the utility costs to compare to current costs at the Public Defender's current office. These matters will be brought up for discussion again next week.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

21) 11:05 AM Discuss need for geotechnical survey

- a) McMurray identified a firm that is headquartered in Twin Falls.
- b) McMurray will try to contact them this week for information.

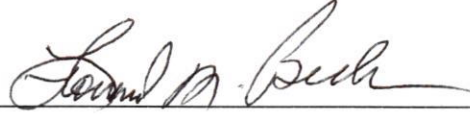
22) 11:05 AM Proposed county building discussion.

- a) Beck requested current square footage information from the various departments to include in considerations for next week.

23) 12:02 PM Adjourn

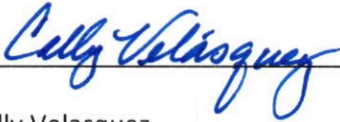
12:03 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

APPROVED:

A handwritten signature in black ink, appearing to read "Leonard M. Beck", written over a horizontal line.

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

A handwritten signature in blue ink, appearing to read "Cally Velasquez", written over a horizontal line.

Cally Velasquez

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

28% 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 | 1,497,497.03 | 14,219.64 | 4,239,414.97 | 74% |
| 0002 ROAD & BRIDGE | 754,095.00 | 106,594.26 | 1,386.59 | 647,500.74 | 86% |
| 0006 DISTRICT COURT | 377,630.00 | 66,450.45 | 1,457.65 | 311,179.55 | 82% |
| 0008 JUSTICE FUND | 13,922,579.00 | 3,170,489.20 | 44,564.97 | 10,752,089.80 | 77% |
| 0009 K-9 EXPENSE | 4,000.00 | 447.67 | 197.67 | 3,552.33 | 89% |
| 0012 M-C MISDEMEANOR PROBATION | 1,184,800.00 | 322,664.16 | 7,011.41 | 862,135.84 | 73% |
| 0013 911 COMMUNICATIONS | 866,250.00 | 63,660.55 | 6,205.08 | 802,589.45 | 93% |
| 0016 SOCIAL SERVICES-ASSISTANCE | 537,550.00 | 45,026.99 | 216.00 | 492,523.01 | 92% |
| 0020 REVALUATION | 356,180.00 | 87,772.37 | 425.24 | 268,407.63 | 75% |
| 0027 NOXIOUS WEED & PEST | 439,385.00 | 68,195.05 | 557.44 | 371,189.95 | 84% |
| 0028 SNOWMOBILE | 86,425.00 | 2,977.76 | 384.78 | 83,447.24 | 97% |
| 0029 PHYSICAL FACILITIES | 12,041,300.00 | 575,824.61 | 190,000.00 | 11,465,475.39 | 95% |
| 0032 PREVENTIVE HEALTH FUND | 270,000.00 | 67,449.78 | 22,483.26 | 202,550.22 | 75% |
| 0048 EMPLOYEE BENEFITS FUND | 3,873,550.00 | 870,683.71 | 183,551.32 | 3,002,866.29 | 78% |
| 0053 NARCOTICS SEIZED ASSETS FUND | 40,000.00 | 7,954.34 | 352.95 | 32,045.66 | 80% |
| | | Total Amount Paid | 473,014.00 | | |

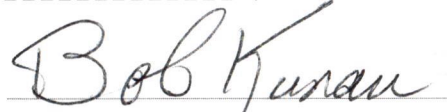
STATE OF IDAHO
CASSIA COUNTY

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

1-16-2024


COMMISSIONER


COMMISSIONER


COMMISSIONER

attest: Cally Velasquez deputy clerk

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 01/06/2024

| NAME (Please Print) | TOWN | REPRESENTING |
|---------------------------|---------------|------------------|
| 1. <i>Chuck Driscoll</i> | | <i>VSO</i> |
| 2. <i>J. Thompson</i> | | <i>CCSO</i> |
| 3. <i>Mirella Mancias</i> | <i>Burley</i> | <i>Assessors</i> |
| 4. <i>Whit Hays</i> | <i>Burley</i> | <i>Assessors</i> |
| 5. <i>Laura Greener</i> | <i>Burley</i> | <i>Treasurer</i> |
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