



# Cassia County Board of Commissioners

## REGULAR MEETING MINUTES

### Monday, May 20, 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) 9:03 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:06 AM Roll call

#### **Roll Call.**

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

- 4) 9:06 AM Calendar, meetings, committee reports, and correspondence were reviewed.
  - a) The ambulance report for April was received.
  - b) Beck stated that the county had been awarded the bid on the truck from the solid waste district.
  - c) 9:08 AM It was discussed that the City of Rocks is behind on reimbursement of expenses. Ryan Ward will contact them.
  - d) Beck reported that the Mid Snake Water Commission's secretary has been assuming the responsibilities of the executive director that had resigned. It was discussed that the annual assessment may increase up to five percent. Mr. McMurray stated that he had yet to receive an assessment.
  - e) Beck recently attended a meet and greet event at the Solid Waste District. He stated that they have four employees that have worked there for 30 years or more.
  - f) 9:38 AM Burley Fire Department is organizing a fire safety educational program. They are requesting a contribution of \$27.00, to be payable to the National Fire Safety Council, Inc. Matter to be placed on the next meeting agenda.
  - g) 9:39 AM It was discussed that they had received a request from a person wishing to offer the prayer on 9/9/2024 during the regular meeting. Matter will be placed on the next meeting agenda.

9:08 AM Mr. McMurray joined the meeting

- 5) 9:13 AM Approve payables for 5/20/2024

9:13 AM **Motion and Action:** Approve payables as presented on 5/20/2024 in the amount of \$144,792.55,  
**Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- 6) 9:15 AM Approve minutes from 5/10/2024 and 5/13/2024

CASSIA COUNTY COMMISSION  
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**Instrument # 2024001880**

BURLEY, CASSIA, IDAHO

5-28-2024 01:39:16 PM No. of Pages: 11

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

CV

9:15 AM **Motion and Action:** Approve minutes from 5/10/2024 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:16 AM **Motion and Action:** Approve minutes from 5/13/2024 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 9:16 AM Approval of synopsis for April 2024

9:16 AM **Motion and Action:** Approve synopsis for April 2024 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 8) 9:17 AM Personnel Matters - Change of Status Requests
- a) Assessor - Silvia Pazos - DMV Clerk - voluntary resignation
  - b) MCCJC - Jacoby Buckley - Uncertified Deputy - new hire

9:18 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) 9:19 AM Executive Sessions

9:21 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** 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.

9:37 AM Upon exit of Executive Session, the board took the matter under advisement.

12:07 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues. **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.

12:35 PM Upon exit of Executive Session, the board took the matter under advisement.

4:01 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, & Idaho Code §74-206(1)(f) to communicate with legal counsel regarding pending/imminently-likely litigation. **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.

4:25 PM Upon exit of Executive Session, the board took the matter under advisement.

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12:35 PM Recess

1:59 PM Reconvene

10) 4:28 PM Consider Hanson Sports request for payment

- a) McMurray discussed the invoice that has been received in the amount of \$98,000.00.
- b) It was discussed that the payment would be issued to Hansen Sports via a wire transfer.

4:31 PM **Motion and Action:** Approve the distribution of funds for \$98,000.00 to Hansen Sports on the erection of the grandstands as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11) 9:48 AM Consider Mini-Cassia Commerce Authority request for funding for FY2025

- a) The request is for funding in the amount of \$500.00 per month.
- b) The request is for fiscal year 2025.

9:48 AM **Motion and Action:** Continue with the Mini Cassia Commerce Authority at the amount of \$500.00 per month as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12) 9:49 AM Consider Life Flight membership renewal

- a) An invoice for the annual renewal was presented.
- b) It was discussed that the renewal rates have increased from \$65.00 to \$75.00 per membership.
- c) Commissioner Searle will follow up on the matter to determine if the memberships are affected by No Surprises Act.
- d) The matter will be placed on the next agenda for consideration.

13) 10:28 AM Hire legal counsel to assist in Sage Grouse EIS comments and associated matters

- a) McMurray presented a contract from Snell and Wilmer.
- b) Chair Beck reported that he had visited with Power County. Power County Commissioner Lasley indicated that they may consider joining with Cassia but said that he hadn't heard anything further on the matter from Power County.
- c) John Andrews reviewed his background. He specializes in public lands with the Gateway West and the sage grouse. Andrews said that he is currently working on a similar case in Wyoming about sage grouse.
- d) Commissioners indicated that may consider asking Stoker and the resident group if they can help with those costs. They also hope to hear from Power County with some support.
- e) 3:19 PM Matter was revisited. Chair Beck stated that he felt it would important to consider moving forward with Snell & Wilmer. Searle felt it would be to the advantage of the county to employ Snell & Wilmer to assist Mary Darling on the process of responding to the matter.

3:20 PM **Motion and Action:** Enter into a working agreement with Snell and Wilmer not to exceed 40 hours as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 10:38 AM Transmittal of P&Z written recommendation for zone amendment on Cranney Petition

- a) Planning and Zoning has signed a resolution recommending a zoning amendment change.
- b) There was discussion about nonproductive land. Concern was expressed about moving non irrigated land into multiple use allows for subdivisions. Beck suggested a future discussion on the matter.

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- 15) 10:42 AM Set hearing date for Cranney Petition to amend zoning district for July 1, 2024 at 1:30 PM
- a) McMurray said that a hearing set for July 1, 2024 will allow sufficient time for notice and publication.
  - b) Beck discussed that approximately 17 acres is being considered for multiple use.

10:45 AM **Motion and Action:** Set the hearing date for the Cranney Petition for July 1, 2024 at 1:30 PM to consider their petition to amend the zoning district from prime ag to multiple use as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 16) 10:46 AM Discuss budget questionnaire workshop assignments
- a) It was asked if the Board desired to continue to meeting with each department in regards to the budget workshop questionnaires that were recently received back.
  - b) Kunau said that there is a need to discuss expenses, not just desired items.
  - c) Beck suggested to look at Road and Bridge for equipment or a shop. The need to have someone design the electrical system for a new shop building.
- 17) 11:23 AM Review and approve D.L. Evans business Online Services Agreement
- a) Treasurer Greener stated that Prosecutor Larsen has reviewed the contracts and agreements.
  - b) Greener stated that the Business online services agreement must be signed to do business online. She stated that it had been signed in the past but since adding positive pay, a new agreement needs to be signed. The last one signed was in 2016.

11:26 AM **Motion & Action:** Approve the DL Evans Business Online Services Agreement as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 18) 11:28 AM Review and approve D.L. Evans Bank maintenance form to add Positive Pay to one checking account
- a) Treasurer Greener stated that she has updated the form to reflect the name for the account to state: Cassia County Treasurer. Greener stated that the account would need to be listed as such and does not need to match the parent entity name.
  - b) It was explained that the name is just for online banking, is a name made up and is not a legal entity name. She explained that the name was originally set as such when the account was set up. Greener said if that name is to be changed, that the county would have to redo everything.

11:38 AM **Motion and Action:** Approve the D.L. Evans Bank Maintenance form to add positive pay to one checking account which is nicknamed the Treasurer-Tax Collector as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously

11:40 AM **Motion and Action:** Rescind the previous motion for item #18 for the Treasurer-Tax Collector account **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

11:41 AM **Motion and Action:** Approve D.L. Evans Bank Maintenance Form to add positive pay to one checking account, nicknamed Treasurer as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 19) 11:39 AM Review and approve D.L. Evans maintenance form to add Positive Pay to four checking accounts

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- a) Laura explained that the agreement for this matter is to add positive to four other county accounts.
- b) Those accounts were detailed as:
  - i) Tax Collector account
  - ii) Withholding account
  - iii) 911 fund account
  - iv) ARPA account

11:43 AM **Motion and Action:** Approve D.L. Evans Bank Client Maintenance form to add positive pay to four accounts for the tax collector account, withholding account, 911 fund account, and the ARPA account as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

#### **SCHEDULED ACTION AGENDA ITEMS**

20) 9:40 AM Consider TimeClock Plus LLC agreement for services with Law Enforcement

- a) Captain Thompson discussed that the prior system in use is no longer supported.
- b) The upgrade to this software will bring the jail and sheriff's office onto the same software.
- c) Searle said they met with the joint jail committee on 05/14/2024 and that they had approved it.
- d) The fee, including set-up fee for this is \$2,296.01

9:45 AM **Motion and Action:** Sign the contract with TimeClock Plus LLC for services for law enforcement for \$2,296.01 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 9:52 AM Assessor update on Assessment Notices and related timelines - Assessor Adams

- a) Assessor Adams reviewed the Assessor Calendar published by the state for the board
- b) Beck remarked that the Board of Equalization would meet every month until May. Mart clarified that they will only meet as needed and that his office would notify the Board of when it is needed.
- c) Adams stated that the next Board of Equalization will be for Property Tax Reduction Applications.
- d) Assessment notice has changed this year by legislation and now requires previous tax information to be put on the assessment notice. The Assessors Office will print and send out the assessments, some other counties will hire outside printers to handle mailing for them. Notices must be mailed out by the first Monday in June, and they plan to mail them before Memorial weekend.
- e) Adams stated that for assessment year 2024, the residential home values are not going up. He said that commercial properties and manufactured homes will increase by about 20% on both.
- f) Adams expressed appreciation to his staff for their hard work. He stated that they are current on deed processing, which is very important for accurate assessments. Karen Shaw clarified that deeds were current up to May, 2024.
- g) The five-year revaluation cycle was mentioned, noting that 20% of parcels must be revaluated per year.
- h) Appeals of assessed value must be filed by the fourth Monday in June. Any requests for a hardship exemption or a casualty loss exemption must also be filed by the fourth Monday in June.

22) 10:57 AM Hearing to increase building permit fees by use of the 2018 ICC Building Valuation Date instead of 2003 data in current use

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10:57 AM **Motion and Action:** Enter into a hearing to increase building permit fees by the use of the 2018 ICC Building valuation data as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- a) Mr. McMurray stated that the notice of hearing was published in the Times News 5/9/2024 and 5/16/2024 to meet the statutory requirements for such.
- b) Tony Morley, building official for the City of Heyburn was in attendance.
- c) Matthew Sagers, building official, stated that updating to the 2018 data will match with what the State of Idaho has already adopted. He stated that it will make fees more comparable to other surrounding jurisdictions. The update will also provide an increase in departmental revenues from 32% to 54% of the 2023 departmental budget.
- d) The FY2024 budget for Building and Zoning was approximately \$694,000. He noted that as of April 10, revenue worksheet shows received \$117,000 in permit fees. The prior year showed that they had received just over \$213,000 from building permit fees.
- e) 11:13 AM Tony Morley, representing himself as a citizen of Cassia County, stated that the ICC tables come out twice a year. There are tables up to 2023 available now. He feels that the county is still not increasing far enough in his opinion.
- f) Beck suggested that they review the matter with the building department annually.

11:17 AM **Motion and Action:** Conclude Hearing on the proposed fee increases for the building department to adopt the 2018 ICC Building values, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11:17 AM **Motion and Action:** Increase the building permit fees by use of the 2018 ICC Building valuation tables, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

23) 11:44 AM South Central Community Action Partnership annual report and FY2025 budget request

- a) Ken Robinette spoke on report from 2023. He discussed services regarding homeless, food, weatherization and utility related programs. Services were provided to 7,252 families, or 17,963 individuals.
- b) 12:04 PM Robinette discussed that they had been leasing the Burley office since approximately 2001. The property owner passed away eight years ago. The new property manager may consider donating property to SCCAP.
- c) Chair Beck discussed the budget request of \$2,000.00 from SCCAP, and Kunau advised that they didn't need to take action on it until a later date when they are finalizing the budget.

11:56 AM Prosecutor Larsen joined the meeting.

24) 1:59 PM Meet with Mary Darling of Darling Geomatics & Josh Uriarte of Office of Species Conservation

- a) Beck said purpose today was to make sure that county efforts are not opposed to or out of step with the state. He expressed a desire to coordinate with the state as much as possible.
- b) It was discussed that the BLM has chosen alternative #5 in the mapping. The deadline to comment to the BLM on the draft EIS is June 13, 2024.
- c) Mary asked if Gateway West corridor had changed with regard to sage grouse protections. Josh advised that there were changes in some of the areas, but not large changes.

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- d) There are paper maps detailing active and inactive leks. The overall map boundaries are based on the active leks but the maps themselves are housed with Fish and Game.
- e) It was asked if the BLM had accepted the governor's mitigation strategy. Josh stated that they are looking at a system that aligns with the strategy for "no net loss." It was clarified that the no net loss is related to habitat, not animals.
- f) The maps displayed today by Josh are on the BLM website.
- g) Mary asked regarding an EIS about sage grouse, stating that the valid existing rights will be protected and honored, and inquired if the private property right to grow crops a valid existing right. Josh stated that the BLM plan only applies to BLM managed properties.
- h) Josh stated that the 2013 record of decision contains the details of any grant of right of way. Compensation is set by a formula in a published schedule that is way below fair market value.

2:42 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (f) to communicate with legal counsel regarding pending/imminently-likely litigation

**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.

3:19 PM Upon exit of Executive Session, the board took the matter under advisement.

25) 3:23 PM Consider Assessor's Department Budget Questionnaire

- a) Assessor Mart Adams expressed a need for another appraiser, which would include office space, a desk, supplies, computer, over and above any wages and benefits.
- b) Their new software program has been requiring additional appraiser work.
- c) The demands of working with new employees and training costs were discussed. If they are approved to add an appraiser, they would be looking for someone with agricultural experience.
- d) It was stated that Minidoka County has more appraisers than Cassia, with fewer parcels to reval.
- e) Starting pay would be about \$19.00 to \$20.00 per hour as starting pay, which is estimated to be around \$41,000.00 per year plus approximately \$15,000.00 in benefits.

26) 3:38 PM Consider 911 Department's Budget Questionnaire

- a) Todd Quast presented the request for the 911 budget
- b) He discussed the anticipated cost for a CAD system for dispatch, which is estimated at approximately \$200,000.
- c) The other anticipated need will be for an updated medical protocol for police and fire. The cost is estimated at \$100,000.00, and includes training and installation. Looking at police and fire. Quast stated that turnover has been high.

27) 3:49 PM Consider Road & Bridge's Department Budget Questionnaire

- a) Ryan Ward appeared via zoom.
- b) Ward discussed that new or good used equipment upgrades should be considered. Ward stated that they may not be able to afford new road grader or excavator.
- c) He is requesting funding amounts similar to last year.
- d) Kunau recommended increasing the budget line for service, tires and repairs.
- e) Ward didn't anticipate extra funds to be left over at the end of the fiscal year.
- f) Ryan stated that they have been applying more mag chloride on the roads recently.

**CASSIA COUNTY COMMISSION**

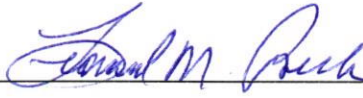
**REGULAR SESSION**

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### **UNFINISHED BUSINESS ACTION AGENDA ITEMS**

- 28) 11:19 AM Lava Ridge Wind Project Matters
- a) Searle suggested keeping the matter on the agenda in case there is further development on the matter.
- 29) 11:20 AM Discuss and determine ongoing Gateway and/or Sage Grouse issues
- a) Matter was covered above under item #24.
- 30) 11:20 AM Discuss progress on potential preferred provider for work-med agreements
- a) Chair Beck discussed that the item is regarding a worker's compensation preferred provider.
  - b) It was discussed that there may be substantial savings to the county in medical savings if a preferred provider is designated.
  - c) Kunau wanted to discuss the matter with the representative from worker's compensation during an upcoming meeting he will attend with the safety committee.
- 31) 11:21 AM County Fair grandstands construction matters including but not limited to payment requests
- a) Chair Beck stated that the progress is continuing on the project.
  - b) They have determined that restrooms will not be placed underneath the grandstands and will be placed elsewhere.
- 32) 12:06 PM Continue plans for summer employee appreciation picnic
- a) It was suggested to consider having it at Harris Pond in evening to allow for better attendance.
  - b) Salmon Park or others may also be worth considering.
  - c) 4:36 PM A suggestion of a customized thermos was suggested to be considered as a gift for employees.
- 33) 4:33 PM Continue discussion on implementation of HB 608, Agriculture Protection Areas Act
- a) Possible names to serve on the committees were presented: Spencer Black, Scott Turpin, Dean Edgar, Ben Gibby, Bruce Beck, Maria Brown, Pat Field
  - b) Matter will be continued on the next agenda.
- 34) 4:38 PM Adjourn
- 4:38 PM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

APPROVED:

A handwritten signature in blue ink, reading "Leonard M. Beck", is written over a horizontal line.

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

A handwritten signature in black ink, reading "Cally Velasquez", is written over a horizontal line.

Cally Velasquez

# SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

**BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS**

**63% OF FISCAL YEAR ELAPSED**

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

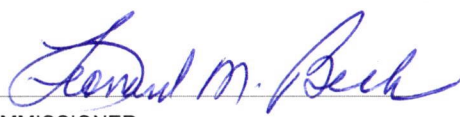
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,736,912.00	3,237,126.32	16,352.62	2,499,785.68	44%
0002 ROAD & BRIDGE	754,095.00	307,567.52	579.13	446,527.48	59%
0006 DISTRICT COURT	377,630.00	146,096.32	539.48	231,533.68	61%
0008 JUSTICE FUND	13,922,579.00	7,643,356.81	27,414.51	6,279,222.19	45%
0012 M-C MISDEMEANOR PROBATION	1,184,800.00	717,701.40	1,813.90	467,098.60	39%
0013 911 COMMUNICATIONS	866,250.00	96,586.15	11,716.39	769,663.85	89%
0016 SOCIAL SERVICES-ASSISTANCE	537,550.00	108,784.21	4,106.00	428,765.79	80%
0020 REVALUATION	356,180.00	201,140.25	283.50	155,039.75	44%
0048 EMPLOYEE BENEFITS FUND	3,873,550.00	2,132,517.47	81,987.02	1,741,032.53	45%
		<b>Total Amount Paid</b>	<b>144,792.55</b>		

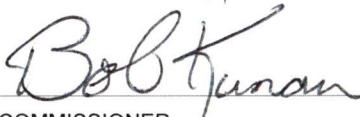
STATE OF IDAHO  
CASSIA COUNTY

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

5-21-2024

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

*attest: Cally Delaigney deputy clerk*

\* WARNING: This fund is over budget

# Cassia County Commissioner Meeting

## Attendance Log

Date: 5/20/2024

NAME (Please Print)	TOWN	REPRESENTING
1. J. Thompson		CCSO
2. Janet Molina	Burley	Assessor
3. Martin Adams	Burley	Assessor
4. Karen Shaw	Burley	Assessor
5. Laura Gittins	Burley	Assessor
6. Mirella Mancias	Burley	Assessor
7. Ken Robinette	Twin Falls	So. Central Comm. Action
8. Laura Greener	Burley	Treasurer
9. Ana Del Rio	Burley	SCCAP
10. Brent Stoker	Burley	Gateway Task Force
11. Mathew Wallin	Burley	IT
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