



Cassia County Board of Commissioners REGULAR MEETING MINUTES

Monday, June 3, 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) 9:05 AM Roll call

Roll Call.

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

- 4) 9:05 AM Calendar, meetings, committee reports, and correspondence were reviewed.
 - a) Fire Chief Tolman reported the funding request from a couple weeks ago goes towards the printing safety coloring books for children. The Board agreed to consider giving \$10.00 each individually.
 - b) 1:34 PM Beck advised Searle that The Solid Waste board was amiable to allow 911 to use the little building at their transfer station in Almo. An MOU will be drafted by Mr. McMurray and presented next week for consideration.
- 5) 9:16 AM Approve payables for 6/3/2024

9:16 AM **Motion and Action:** Approve payables as presented on 6/3/2024 in the amount of \$136,501.07, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- 6) 9:18 AM Personnel Matters - Change of Status Requests
 - a) Prosecuting Attorney - Matthew Love - Investigator - new hire
 - b) Assessor - Silvia Pazos - DMV clerk - voluntary resignation
 - c) MCCJC - Heather McCormick - Part Time Certified Deputy - voluntary resignation/transfer
 - d) MCCJC - Jin Moosman - Certified Deputy - certification
 - e) MCCJC - Jason Paige - Certified Deputy - certification
 - f) MCCJC - Luis Juarez Jr. - uncertified deputy - new hire

9:21 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.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, June 3, 2023

Instrument # 2024002167

BURLEY, CASSIA, IDAHO

6-17-2024 01:07:20 PM No. of Pages: 8

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

A handwritten signature, likely of the Ex-Officio Recorder Deputy, is written over the signature line.

7) 10:53 AM Executive Session

10:53 AM **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** 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.

11:41 AM Upon exit of Executive Session, the board took the matter under advisement.

3:43 PM Executive Session

3:44 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

4:04 PM Upon exit of Executive Session, the board took the matter under advisement.

8) 9:23 AM Schedule Tax Deed Sale date and time for 2020 Tax Deed properties

- a) The Board must schedule a tax deed sale within 14 months of taking tax deeds. The sale must be published at least 10 days prior in the Times News.
- b) The Board set 7/29/2024 at 10:30 AM as the sale date.

9) 9:27 AM Consider names for a committee to implement HB608, Agriculture Protection Areas Act

- a) McMurray read the list of names compiled so far for consideration. He suggested adding another name from member of the Planning & Zoning Commission.
- b) Matter to be placed on the next meeting agenda for further consideration.

10) 9:38 AM Discuss and decide on holding working lunches - Searle

- a) Searle proposed having sandwiches ordered in for the Board when they must have working lunches.
- b) The Board determined to buy their own lunches when they must recess for a lunch break.

11) 12:02 PM Discuss and cure Open Meeting Law violation from May 28, 2024

- a) Prosecutor Larsen made the Board aware of an allegation of a possible violation of open meeting laws occurring after the Board had adjourned from the May 28, 2024 meeting. The allegation was whether deliberation regarding prayer in public meetings had been conducted outside of the public meeting in Mr. McMurray's office.
- b) He requested to conduct open questioning of the two commissioners involved as a part of his investigation to ascertain if a violation had occurred. The Board consented.
- c) After questioning, Prosecutor Larsen requested a brief time to formulate his opinion.
- d) 1:37 PM Prosecutor Larsen briefly reviewed the definition of deliberation found in IC §74-202. He completed his investigation and determined that no violation had occurred. He cautioned the Board to be aware of perceptions when seen together and offered to conduct quarterly trainings that focused on portions of IC § 74, Open Meeting Laws. Beck said it was an excellent suggestion and welcomed the opportunity for refresher training.

- e) Prosecutor Larsen briefly reviewed the purpose of a cure. He stated that since no violation was discovered, there was no need for a cure.
- 12) 12:11 PM An emergency amendment to the agenda was requested to consider urgent needed repairs to air conditioning units in Dispatch. The estimated bid is \$8,000.00.

12:13 PM **Motion and Action:** Amend the agenda for this meeting pursuant to Idaho Code § 74-204 (4) (c) to include emergency deliberations on the bid from Ramsey's Heating and Electric for the air conditioning units on the dispatch portion of the Law Enforcement building, (good faith reason the agenda item was not included in the posted agenda): the matter just arose, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12:15 PM **Motion and Action:** Approve expenditures up to \$8,000.00 for repairs of the air conditioning in Dispatch, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12:16 PM The Board recessed for lunch.

1:20 PM Reconvened from lunch.

SCHEDULED ACTION AGENDA ITEMS

- 13) 9:28 AM Review Extension Office's budget questionnaire - Wittman
 - a) Wittman reviewed budget officer recommendations that reduced two budget items in her budget request. She explained the extenuating circumstances that justified her request and countered the budget officer's recommended decrease.
 - b) The Board will discuss the concerns later in the meeting with the auditor's office.
- 14) 9:47 AM Review Clerk's Office budget questionnaire - Clerk Larsen
 - a) Clerk Larsen reviewed his budget questionnaire with the Board. He pointed out the need to increase expenditures for software programs in his office with redacting capabilities due to public records requests for sensitive documents.
 - b) He explained the burdens placed on the auditor's office with reporting and tracking procedures whenever a grant is received.
 - c) He reviewed recent recognition in his departments of employees' tenure of service. There were only a few deputy clerks that had not reached five years of service yet.
 - d) He discussed the need for shortened timeline of replacing election equipment from 15 years to 8 years.
 - e) He discussed, in conjunction with IT Director Burgess the status of the project to move away from using the AS400 server.
- 15) 10:19 AM Report on random audit of the Cassia County Primary Election by the Secretary of State's Office
 - a) Keck reported on the results of an eight-county random selection for an election audit. The hand-counted audit covered 13 precincts and took a little over four hours to complete.
 - b) Cassia County passed with 100% accuracy.
 - c) She also reviewed office procedures for election preparations each time that included testing of equipment and live streaming public testing for transparency.
- 16) 10:25 AM Consider purchase request of county domain server - Burgess
 - Searle requested this item be delayed one week so as to meet with Burgess regarding new information he has received.

17) 10:29 AM An amendment to the agenda was requested to accommodate the presence of Chuck Larson from the Snowmobile Advisory Group who was there to review his budget needs with the Board. He had not appeared on the agenda because he had not responded to inquiries to schedule.

10:31 AM **Motion and Action:** Amend the agenda for this meeting pursuant to Idaho Code § 74-204 (4) (c) to accommodate the opportunity to hear from Mr. Chuck Larson on his proposed budget, (good faith reason the agenda item was not included in the posted agenda): he did not respond to inquiries for availability, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- a) Mr. Larson requested he be given the same budget as in previous years. He discussed road maintenance being conducted by Burley Highway District.
- b) Kunau will contact him in the near future to review expenditures that must be tracked.
- c) 11:42 AM Prosecutor Larsen determined that since there was discussion about the reason the item had not been included on the agenda, there was no need to amend the verbiage of the motion to state the good faith reason for not including it initially.

18) 12:16 PM Review Fair Board's budget questionnaire - matter was rescheduled for the next meeting.

19) 11:46 AM Review Prosecutor's budget questionnaire

- a) Prosecutor Larsen briefly reviewed his budget requests.
- b) He listed accommodations his office has made to help encourage employee retention and morale.

20) 1:44 PM FY2025 Budget discussion and decisions

- a) Beck cited three items he felt the Board needed to focus attention on: their decision for cost-of-living increases, their decision for some departmental requests to add employee positions, and concerns from departments about specific recommended decreases to line-items which might have plausible justifications for being held at the higher amount.
- b) Searle requested a copy of a spreadsheet he had obtained from the Auditor's Office be distributed to the other members to guide his discussion. It showed total county budgets and remaining cash balances at end of fiscal year for every year back to 2009. The increasing remaining cash fund balances were discussed, including evaluating the impacts of federal one-time monies on budgets.
- c) Deputy Auditor Whitehead agreed to review more historical reports for the Extension office to address their concerns and perhaps modify Budget Office recommendations accordingly.
- d) High employee turn-over from mid and senior level staff were discussed.
- e) Searle requested numbers to give to the City of Burley in negotiating the law enforcement contract with them.
- f) Kunau reported that the Coroner turned down the offer to occupy a portion of the acquired hair salon with an estimated \$33,000.00 remodel to accommodate him.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

21) 9:44 AM Discuss Lava Ridge Wind Project Matters – matter was not discussed

22) 9:44 AM Discuss and determine ongoing Gateway and/or Sage Grouse issues

- a) There is a plan to discuss how legal contracts and financial obligations will be handled by both Cassia and Power counties.
- b) Todd Quast will be invited to attend the meeting scheduled in Power County for June 4, 2024.


23) 1:21 PM Discuss progress on potential preferred provider for work-med agreements

- a) Beck directed the Auditor's Office to contact Urgent Care of Idaho to present their program.
- b) Deputy Clerk Velasquez advised that IHC also requested to present.

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- c) The Board directed to have both companies present on the same day.
 - 24) 1:23 PM County Fair grandstands construction matters including but not limited to payment requests - Beck reiterated the box seats will not be completed on time.
 - 25) 1:25 PM Proposed County building discussion
 - a) Kunau had not received any word on a new contract yet.
 - b) McMurray advised that Don Christopherson from Gary Jones Construction is expected to visit with him on Wednesday.
 - c) Kunau will also contact the company that was supposed to tear down the Mason's Lodge building as it was supposed to be done last week but hasn't happened yet.
 - d) 4:04 PM Revisited to request McMurray reach out to erstad for more information.
 - 26) 9:12 AM Continue plans for summer employee appreciation picnic
 - a) Beck reported that the City of Burley requires \$45.00 to reserve a pavilion at Salmon Park.
 - b) 1:28 PM Revisited to discuss time of picnic. It was scheduled for Friday, August 2, 2024 between 5:00 PM and 8:00 PM to involve as many employees as possible, including deputy shift changes at the jail and sheriff's office.
 - c) Beck will also find out if there is a swimming package that could be purchased to reserve the Burley swimming pool right next to the park in addition to the picnic.
 - 27) 4:04 PM Adjourn
- 4:05 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 black ink, appearing to read "Cally Velasquez", written over a horizontal line.

Cally Velasquez

Cassia County Commissioner Meeting

Attendance Log

Date: 10-3-2024

NAME (Please Print)	TOWN	REPRESENTING
1. Grace Wittman	Burley	Extension
2. Tiffany Anderson	Burley	Extension
3. Laura Greener	Burley	Treasurer
4. J. Thompson		CASO
5. Heather Whitehead	Burley	Auditors
6. JOR LARSEN	Burley	CLERK
7. Susan Keck	Almo	Elections
8. David Burgess		IT
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

67% OF FISCAL YEAR ELAPSED

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

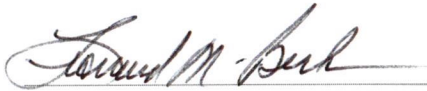
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,736,912.00	3,355,142.65	17,358.87	2,381,769.35	42%
0002 ROAD & BRIDGE	754,095.00	321,544.85	20,368.21	432,550.15	57%
0004 AMBULANCE SERVICES	270,625.00	153,309.65	21,660.08	117,315.35	43%
0006 DISTRICT COURT	377,630.00	151,663.14	25.74	225,966.86	60%
0008 JUSTICE FUND	13,922,579.00	7,946,328.32	13,449.73	5,976,250.68	43%
0012 M-C MISDEMEANOR PROBATION	1,184,800.00	743,670.41	6,971.47	441,129.59	37%
0013 911 COMMUNICATIONS	866,250.00	108,302.54	3,184.93	757,947.46	87%
0016 SOCIAL SERVICES-ASSISTANCE	537,550.00	112,890.21	11,811.30	424,659.79	79%
0020 REVALUATION	356,180.00	210,375.20	933.69	145,804.80	41%
0027 NOXIOUS WEED & PEST	439,385.00	163,596.76	28.96	275,788.24	63%
0028 SNOWMOBILE	86,425.00	17,232.81	250.00	69,192.19	80%
0029 PHYSICAL FACILITIES	12,041,300.00	1,036,851.07	2,584.15	11,004,448.93	91%
0048 EMPLOYEE BENEFITS FUND	3,873,550.00	2,193,961.54	37,873.94	1,679,588.46	43%
Total Amount Paid			136,501.07		

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

6-3-2024



COMMISSIONER



COMMISSIONER



COMMISSIONER

attest: Cally Velasquez deputy clerk

* WARNING: This fund is over budget