Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, August 25, 2025

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, Ricki Tkachyk – Deputy Clerk (Not voting)

4) 9:05 AM Calendar, meetings, committee reports, and correspondence were reviewed.

5) 9:06 AM Approve payables for 8/25/2025

9:07 AM **Motion and Action:** Approve payables in the amount of $157,634.29 as presented on 8/25/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:07 AM Assistant to the Board Kerry McMurray joined the meeting.

6) 9:08 AM Approve minutes from 6/16/2025

9:08 AM **Motion and Action:** Approve the minutes from 6/16/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 9:09 AM Approval of synopses for March, April, and May

9:09 AM **Motion and Action:** Approve synopses for March, April, and May as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:11 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:11 AM **Motion and Action:** Approve the 29 applicants for Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) 9:11 AM Personnel Matters - Change of Status Requests
   a) Extension – Natalie Kornbau – 4-H Program Assistant - Termination

Instrument # 2026000471
BURLEY, CASSIA, IDAHO
2-9-2026 12:42:12 PM No. of Pages: 9
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

9:12 AM **Motion and Action:** Approve the Change of Status that has been presented from the Extension, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10) Executive Sessions

11:04 AM **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 and 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.

11:39 AM Upon exit of Executive Session, the Board took the matter under advisement.

12:33 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 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.

12:54 PM Upon exit of Executive Session, the Board took the matter under advisement.

11) 12:21 PM Cottonwood Acres Appeal Discussion
    a) Prosecutor McCord Larsen stated that the appellant alleged a procedural due process violation due to the late arrival of information, resulting in insufficient time to consider water-related impacts.
    b) He recommended that the Board review the hearing recording and submitted exhibits for clarification.
12) 9:15 AM Approve and execute Resolution No. 2025-016 approving Eagle Eye Dairy Conditional Use Permit (CUP)/Concentrated Animal Feeding Operation (CAFO) permits
    a) H & E Holdings, LLC applied to expand Eugene Matthews' feedlot in Oakley Basin, adding 6,191.38 animal units and using 3,095.69 acres for density.
    b) Planning and Zoning reviewed the proposal in July and recommended approval with ten conditions. Key conditions included reduced setbacks (from 100 feet to 60 or 80 feet) and use of the existing lagoon.

9:18 AM **Motion and Action:** Approve Resolution No. 2025-016 pertaining to Eagle Eye Dairy's application for a CUP/CAFO permits as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:20 AM Receive Transmittal Letter from Planning & Zoning on H & E Holdings, LLC applications for CUP/CAFO
14) 12:30 PM Set date and sign notice of hearing for H & E Holdings, LLC applications for CUP/CAFO

12:32 PM **Motion and Action:** Set public hearing for the application for Conditional Use Permit and CAFO permit for application 2025-03-CUP/CAFO on 10/15/2025 at 10:00 AM, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

15) 9:28 AM **Public Hearing** for FY2026 County Road and Bridge budget

9:29 AM **Motion and Action:** Enter a public hearing for the County Road and Bridge budget, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) 9:29 AM Auditor Joseph Larsen led a discussion on the proposed FY2026 Road & Bridge budget, presenting a total appropriation of $712,150.00, which reflects a $525.00 decrease from the FY2025 budget. He noted that under Idaho Code §31-1606, this budget must be addressed separately.
b) Deputy Auditor Michelle Wallace noted that the FY2026 magnesium chloride line item increased $10,000.00 for anticipated price changes, with overall reductions still resulting in a net budget decrease.
c) 9:40 AM Public comment was requested. Mr. Earl Worthen addressed the Board with concerns about increased truck traffic in the Albion and Oakley areas due to gravel hauling for interstate construction.
d) Larsen explained that the affected roads were located within the established highway districts and outside the county road and bridge jurisdiction. He clarified that the road and bridge budget applied only to county-maintained roads within the boundaries of the district as established.

9:43 AM **Motion and Action:** Close the public hearing for FY2026 County Road and Bridge budget, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:43 AM **Motion and Action:** Approve FY2026 County Road and Bridge budget $712,150.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 9:44 AM **Public Hearing** for FY2026 County budget

9:44 AM **Motion and Action:** Enter a hearing for FY2026 County budget, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) 9:44 AM Auditor Joseph Larsen provided an overview of the FY2026 County budget, noting that while the Road and Bridge budget had been addressed in a separate public hearing, it is incorporated within the overall county budget. He reported that the budget process began in May, during which departments submitted expenditure estimates that were subsequently aligned with projected revenues from property taxes, state revenue sharing, and federal payments in lieu of taxes (PILT) funds.
b) Remaining federal COVID-19 relief funds were allocated primarily to capital improvements, including a new county building. He noted that allowed sufficient funding for the FY2026 budget without exceeding levy limits.
c) Various increases and reductions to budget lines were discussed. It was noted that the sheriff's budget increased; reflecting the consolidation of the Burley city law enforcement contract budget into the county law enforcement budget. The 911 communications budget was increased to fund necessary technology upgrades. The overall budget totaled $45,311,365.00.

10:10 AM **Motion and Action:** Close the public hearing for the proposed FY2026 Cassia County budget. **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10:10 AM **Motion and Action:** Approve FY2026 County budget in the amount of $45,311,365.00 to include the Road and Bridge budget allocation as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

17) 10:11 AM Sign the County/Road and Bridge L-2 Certification for Tax Year 2025
    a) Deputy Auditor Michelle Wallace reviewed the FY2026 budget publication and confirmed that it matched the tax year 2025 L-2 certification.
    b) The L-2 included the recovery of an Idaho Power judgment in the amount of $37,629.00; for a total amount of $45,348,994.00, with a levied balance of $7,422,634.00.

10:13 AM **Motion and Action:** Approve the chairman's signature for the presented L-2 for FY2026, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 10:15 AM Review and approve Tyler Technologies, Inc. Service Agreement for FY2026 for Recorder's Office - Clerk Joseph Larsen
    a) Clerk Larsen proposed a contract with Tyler Technologies for a new records system, to be included in the FY2026 IT budget.
    b) The system enhances public access and document security. Data migration is included, and the system aligns the county with modern standards.

10:20 AM **Motion and Action:** Approve Tyler Technologies Service Agreement as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10:42 AM Prosecutor McCord Larsen joined the meeting

19) 10:21 AM Department Head Reports Including Budgetary Updates
    a) Reports were received from the following department heads: Clerk Joseph W. Larsen, Treasurer Laura Greener, Extension Educator Grace Wittman, Building and Grounds supervisor Pete Hernandez, Coroner Craig Rinehart, Sheriff Jared Thompson, IT Administrator Ean Pigford, Assessor Mart Adams, Prosecutor McCord Larsen, Building & Zoning Administrator Kerry McMurray,
    b) The various budgets were noted to be within limits and departmental activities were reviewed
    c) Item of note included:
        i) Clerk Larsen noted that preparations were underway for the upcoming November election.
        ii) Treasurer Greener noted that year to date interest earnings totaled over $1.1 million. The Treasurer's office is working through applying the specials charges to the upcoming tax drive.
        iii) Building and Grounds supervisor Pete Hernandez discussed that they are planning to work with Ramsey Heating and Electric to salvage approximately five Mitsubishi HVAC units prior to the demolition of the Public Defender's office building.
        iv) Coroner Rinehart stated that the number of cases for the year was tracking ahead of the prior years.
        v) Sheriff Thompson noted that they were fully staffed and had two deputies scheduled to attend POST beginning in September. He noted that there were 2,548 calls for service in July, which resulted in

82 arrests. He noted that the jail currently had 164 inmates, with 48 from Cassia and 44 from Minidoka, one Lincoln, 59 IDOC, nine for US Marshalls and three courtesy holds.

vi) Assessor Adams informed the Board that the City of Burley had planned hearings for a new urban renewal district in 2026.

vii) Building and Zoning Administrator McMurray noted that they had seen higher than normal building permit filings.

viii) Prosecutor Larsen discussed that their office had disposed of 1,247 criminal charges which included juvenile, adult misdemeanors as well as felonies. He noted that number did not include infractions.

20) 11:40 AM Deliberate regarding discontinuance of county IT Committee
   a) IT Director Pigford noted the group had not met recently and that department heads now reported directly to the Board.
   b) Assistant to the Board McMurray offered to draft a resolution to dissolve the committee formally.
21) 11:42 AM Consider cancellation of property taxes on MH10S28E068382 and MH10S28E06838A for Burley Highway District – Treasurer Greener
   a) Treasurer Greener requested cancellation of property taxes on two mobile homes purchased by the Burley Highway District.
   b) The mobile homes were tax-exempt but had been mistakenly assessed.

11:48 AM **Motion and Action:** Approve cancellation of taxes of $329.78 for 2024 and estimated $329.78 for 2025 on MH10S28E068382, which is on a 1975 VanDyke 30' X 60' mobile home located at 321 N. Yale Rd., American Falls, ID, 83211 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11:50 AM **Motion and Action:** Approve cancellation of taxes on MH10S28E06838A, which is a mobile home located at 319 N. Yale Rd., American Falls, ID, 83211, in the amount for 2024 of $237.68 and the estimated taxes for 2025 of $234.38 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

22) 11:52 AM Reports of the United States Forest Service (USFS) and the Bureau of Land Management (BLM)
   a) 11:52 AM BLM
      i) BLM Field Manager John Elliott reported no major fires since the Summit Fire and praised the strong local and Forest Service response.
      ii) He noted the geothermal lease Environmental Assessment (EA) period was open for public comment until 8/29/2025. Lease sales were expected to conclude by the end of December.
      iii) Elliott thanked the county for the increased weed spraying and noted that the BLM was improving its own efforts using UTVs.
   b) 11:59 AM USFS
      i) USFS representative Chad Camp praised the County for its support and the effective collaboration on spraying efforts.
      ii) A drought notice was issued to grazing permittees.
      iii) Seedling efforts were delayed due to fire damage at Lucky Peak Nursery.
      iv) Fifteen abandoned campfires were found in Sublett, prompting plans to revise stage one fire restriction language. Fire response remained strong with staff actively deployed.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

23) 12:10 PM Proposed County building discussion
    a) Determination of architectural, engineering, construction management, and other related matters in advancing the building process
        i) Two items remained outstanding: mechanical specifications from erstad Architects and an updated civil plan from Brandon Landrum.
        ii) The bid schedule was adjusted, with pre-bid tentatively scheduled for 8/28/2025 and bids due by 9/16/2025. The Board recommended moving the groundbreaking to 9/22/2025 to allow time for bid review.
        iii) Judge Blaine Cannon reviewed the parking layout and supported the design, requesting no public drive-through and sufficient space for transport vans.
24) 12:18 PM Employee appreciation picnic follow-up
    a) The Board discussed catering arrangements for the picnic on 9/12/2025 at Salmon Park, scheduled from 4:00 PM to 8:00 PM.
    b) The menu was determined with the selections to be provided to the caterer.
    c) The Board agreed to explore rental options for bounce houses, and noted that a grill had been purchased as a door prize.
25) 12:54 PM Adjourn

12:54 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

APPROVED:

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

Sharene Ahlin

Cassia County Commissioner Meeting

Attendance Log

Date: 8/25/2025

	NAME (Please Print)	TOWN	REPRESENTING
1.	Karla Robinson	Albion	
2.	LeRoy Robinson	Albion	
3.	Kathy Endres	Albion	
4.	JAson Jones	Burley	Self
5.	Trevor Reno	Burley	Self
6.	Eq. L. Warthen	Albion	140 Ground Water
7.	JOE LARSEN	Burley	CLERK
8.	Michelle Wallace	Rupert	Auditor's
9.	J. Thompson		CCSO
10.	Craig Rickhart		Coroner
11.	Elsa Velasquez	Burley	recorder's office
12.	Pete Hernandez	Burley	Buildings and grounds
13.	Grace Wittman	Burley	Extension
14.	Laura Greener	Burley	Treasurer
15.	Ean Pigford		IT
16.	John Elliott	Burley	BLM
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SUMMARY CLAIMS APPROVAL REPORT
INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **89% 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)	4,674,940.00	3,844,153.16	285.93	830,786.84	18%
0006 DISTRICT COURT	370,335.00	309,900.46	606.24	60,434.54	16%
0008 JUSTICE FUND	14,689,453.00	12,064,746.67	19,070.99	2,624,706.33	18%
0025 WATERWAYS	84,000.00	5,698.38	885.00	78,301.62	93%
0029 PHYSICAL FACILITIES	12,423,860.00	464,367.62	53,037.20	11,959,492.38	96%
0048 EMPLOYEE BENEFITS FUND	3,894,840.00	3,095,053.17	83,748.93	799,786.83	21%
		Total Amount Paid	**157,634.29**		

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 8-25-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest: Ricki Tkachyk
Signature
Ricki Tkachyk
Name
8/25/2025
Date
☒ Deputy Clerk ☐ Clerk of the Board

*** WARNING: This fund is over budget**