# Cassia County Board of Commissioners
# REGULAR MEETING MINUTES
## Monday, September 8, 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) 9:00 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:01 AM Roll call

**Roll Call.**

**Present:** Leonard M. Beck - Chair, Kent R. Searle - Member, Bob Kunau - Member, Kerry McMurray - Assistant to Board (Not voting), Ricki Tkachyk - Deputy Clerk (Not voting)

4) 9:02 AM Calendar, meetings, committee reports, and correspondence were reviewed.

9:05 AM Assistant to the Board Kerry McMurray joined the meeting

5) 9:48 AM Approval of the payables for 9/8/2025

9:48 AM **Motion and Action:** Approve payables in the amount of $664,515.19 as presented on 9/8/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:10 AM Approval of minutes – there were none to be considered.
7) 9:10 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:10 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 32 junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:11 AM Personnel Matters - Change of Status Requests
   a) MCCJC – David Wells - Part-time Deputy - Voluntary Resignation
   b) Assessor - Ruben Caldera - Appraiser Trainee - New Hire

9:13 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.

9) 11:36 AM Executive Session

11:36 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, and



**Instrument # 2026000472**
BURLEY, CASSIA, IDAHO
2-9-2026 12:43:36 PM No. of Pages: 10
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

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.

12:27 PM Upon exit of Executive Session, the Board took the matter under advisement.

10) 9:55 AM Approve County/Road and Bridge L-2 Certification for Tax Year 2025
    a) Deputy Auditor Sharene Ahlin clarified that the previously stated motion referencing FY2026 should be corrected to reflect the tax year 2025.
    b) The supporting document remained unchanged.

9:56 AM **Motion and Action:** Approve certification for Tax Year 2025 instead of Fiscal Year 2026, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

    c) There was discussion that there should be a motion to rescind the prior approval of the L-2.

9:56 AM **Motion and Action:** Rescind the approval of the L-2 for Road & Bridge as it was misstated to be for Fiscal Year 2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:57 AM **Motion and Action:** Approve the L-2 Certification for Tax Year 2025 for Road and Bridge, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 9:57 AM Review and approve emergency extension of time to file L-2 certification pursuant to Idaho Code §63-803(3) for the Almo Recreation District
    a) The Board received a request from the Almo Recreation District for a seven working day extension to file their L-2 form due to a miscommunication that caused the documents to be sent to the wrong person. The delay hindered timely preparation.

9:58 AM **Motion and Action:** Approve the extension of seven days for the filing of an L-2 certification for the Almo Park & Recreation District, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10:20 AM Prosecutor Larsen joined the meeting
12) 10:25 AM Deliberate regarding Secondary Manufacturing Opioid Settlement Agreement and authorization of Prosecuting Attorney to sign the settlement agreement on behalf of Cassia County – Prosecutor Larsen
    a) The Board was asked to authorize Prosecutor McCord Larsen to sign electronic documents related to a Secondary Manufacturing Opioid Settlement Agreement on behalf of Cassia County.
    b) This request is similar to previous settlement requests, and more agreements are likely to be submitted in the near future.

10:28 AM **Motion and Action:** Authorize McCord Larsen, as our prosecuting attorney, as the signer on behalf of Cassia County for the Secondary Manufacturing Opioid Settlement Agreement, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

13) 9:51 AM Authorize disbursement of funds for Emergency Medical Services (EMS) Quick Response Units (QRU) – Searle
    a) The Board reviewed the annual disbursement of funds for EMS units. A total of $16,000.00 was approved, with $8,000.00 allocated from the Ambulance Service Budget and $8,000.00 from the EMS fund.
    b) The funds will be distributed equally among six volunteer units: Albion QRU, City of Rocks/Almo QRU, Declo QRU, Malta Ambulance, West Cassia QRU, and Oakley QRU.

9:52 AM **Motion and Action:** Approve the disbursement of $16,000.00 with $8,000.00 coming from the Ambulance Service Budget and $8,000.00 from the EMS Fund; which would be distributed to the six local Quick Response Units: Albion QRU, City of Rocks/Almo QRU, Declo QRU, Malta Ambulance, West Cassia QRU, and Oakley QRU as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 12:32 PM Review & approve the lease agreement for the Public Defender's Office Space - no discussion.
15) 10:22 AM Review and approve Exhibit E to the Agreement for Construction Management Services with Gary Jones Construction
    a) McMurray reviewed Exhibit E of the construction management agreement with Gary Jones Construction, originally signed in December 2024.
    b) The exhibit outlined key project dates and detailed financial terms.

10:24 AM **Motion and Action:** Approve the presented Exhibit E, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

16) 12:27 PM Review and adopt Resolution No. 2025-017 repealing Chapter 11, Title 2, Cassia County Code regarding IT Committee
    a) The Board discussed Resolution 2025-017 which repeals Chapter 11, Title 2 of the Cassia County Code and dissolves the Information Technology Advisory Committee.
    b) This action places oversight of IT directly under the Board of Commissioners, aligning it with other departments like the Fair Board and Museum.

12:28 PM **Motion and Action:** Adopt Resolution No. 2025-017 repealing Chapter 11, Title 2, Cassia County Code regarding the IT Committee, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 12:29 PM Review and approve the letter of Acknowledgement to Ryan McEuen
    a) Mr. McMurray reviewed a proposed letter of acknowledgment to Ryan McEuen regarding his partial public assembly permit application for an event in Albion Valley scheduled from 7/3/2026 to 7/5/2026.
    b) The letter acknowledged receipt of the application and specified the requirement for a complete submission in accordance with county regulations.

c) Commissioners clarified that the letter did not imply support or opposition to the event, but simply acknowledged the process and requirements moving forward.

12:30 PM **Motion and Action:** Approve the letter of acknowledgment to Ryan McEuen, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 12:34 PM Status discussion regarding Area of Impact issues in Cassia County
    a) City of Declo requested no changes to their current Area of Impact.
    b) The City of Albion will need boundary adjustments to avoid parcel splitting and to include sewer access.
    c) The City of Burley submitted a proposal that will require a separate hearing.
19) 12:45 PM Status of Sage Grouse Management Plan & determination regarding Mary Darling information
    a) Mr. McMurray discussed correspondence from Mary Darling regarding updates to the Sage Grouse Resource Management Plan.
    b) Darling requested direction on whether to proceed with additional work for the county. The matter will be placed on the next meeting agenda for further consideration.
20) 10:04 AM Approve the annual transfer of $3,000.00 to the Mini Cassia Search and Rescue
    a) Sheriff Thompson requested the allocated yearly amount for Search and Rescue.
    b) An invoice letter will be sent to the Auditor's Office for payment processing.

10:05 AM **Motion and Action:** Approve the expenditure of $3,000.00 to Mini Cassia Search and Rescue, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 9:59 AM Approve payment to Alabama Canine Law Enforcement Officers Training Center from the K-9 Trust account
    a) Sheriff Thompson proposed sending a deputy to a canine training course in Alabama, funded by the department's trust built through donations. The program involves pairing the deputy with a new K-9, training and certification, as well as acquiring the necessary equipment. The expenditures would also include lodging while there.
    b) The expenses would come out of the K-9 Trust that the department has been building over the years through fundraisers and public donations for these types of items.
    c) A budget amendment will be required since the expenditure hadn't been budgeted for.
    d) The department hopes to have three K-9s, including one for patrol, one for school narcotics detection, and one for vape detection.

10:03 AM **Motion and Action:** Approve the expenditure of $18,569.00 for the training of the handler and also the K-9 for Cassia County Sheriff's Office from the funds in the K-9 Trust, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

22) 10:16 AM Review and approve Idaho Water Sports Invoice for labor on new dock install - combined with item #23.
23) 10:16 AM Review and approve the Idaho Water Sports Invoice for ramp repair and labor
    a) Deputy Auditor Michelle Wallace received two invoices from the Waterways Department for a new dock installation and ramp upgrades totaling $13,443.36.
    b) These charges were yearly expenses and Wallace confirmed the removal of sales tax from the invoices.

10:18 AM **Motion and Action:** Approve the expenditure of $13,443.36 from the Waterways Fund for dock repairs and improvements, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

**SCHEDULED ACTION AGENDA ITEMS**

24) 9:16 AM Reports from Veterans Service Office
   a) Veteran's Service Officer Chuck Driscoll met with 55 new veterans at the fair booth and started paperwork for 31 of them. He noted that most were younger veterans from recent conflicts.
   b) He attended a VA training in Boise and completed 35 hours of training this month.
   c) The VA hosted a Quilts of Honor event and presented six quilts to honored veterans.
   d) Driscoll developed a flag education module for local 5th graders and worked to boost veteran participation in upcoming events.

25) 9:28 AM Review and approve file server replacement for the Sheriff's Office – IT
   a) The Board discussed the Sheriff's Office server replacement. Following discussion with the IGTG, the original Supermicro bid remained the best option. An updated quote from Supermicro was provided.
   b) IT Director Pigford noted that Prosecutor McCord Larsen requested a cost break down on the two server options so he could provide an opinion on the matter of what was best for the county.
   c) 10:20 AM Kevin Horak reported on his meeting with Solutions 2 for hardware installation. He also noted that the installation was scheduled for 10/15/2025 and 10/16/2025.

26) 9:31 AM Approve FY2026 Summit Food Service Contract
   a) Lieutenant Taylor submitted the annual Summit Food Services contract for the jail which was noted to include a 5% increase.
   b) Summit was noted to have hired a new on-site director resulting in noticeable improvements and fewer complaints.

9:33 AM **Motion and Action:** Approve the amended agreement for the provision of food services at the detention center as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

27) 9:34 AM Review and approve cleaning equipment purchase for county buildings - Hernandez
   a) Supervisor Hernandez submitted a proposal to purchase two new floor cleaning machines for the building. Both come with a three-year warranty.
   b) These machines are lighter and easier to operate than current equipment and would be suitable for use in the new building. Existing machines will be kept as backups.

9:37 AM **Motion and Action:** Approve the purchase from Gem State Paper and Supply of a Dragon burnisher and a Venom floor machine for a total of $2,874.52 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

28) 9:38 AM 4-H/Future Farmers of America (FFA) Market Animal Sale Committee report
   a) The 2025 Market Animal Sale raised a record total of $1,360,305.00.
   b) Animal numbers varied slightly from previous years.
   c) Commissioners praised the community's strong support of local youth.

29) 10:07 AM Review of State Insurance Fund discount options – Auditor's Office

a) Deputy Auditor Wallace presented an opportunity for the county to receive a 5% discount on the county insurance called the Drug-Free Workplace Credit. This discount is estimated to be about $13,000.00 annually.
b) The County would need to take steps to fulfill the requirements needed to be eligible for this credit. Necessary steps would include updating the personnel policy handbook to address drug testing and workers' compensation claims.
c) Mr. McMurray was assigned to research the legal limitations on random drug testing with regards to public employees. He will work with the Auditor's Office to gather information and consider creating a county program policy to satisfy the State Insurance Fund's requirements.
d) 10:20 AM Sheriff Thompson confirmed that the Sheriff's Office and the jail have a current policy involving random drug testing, pre-employment, and accident-involved testing in place.

30) 10:29 AM Executive Session

10:29 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, 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.

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

11:02 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.

31) 11:03 AM **Public Hearing** for Cottonwood Acres Appeal

11:03 AM **Motion and Action:** Enter into a public hearing for the Cottonwood Acres appeal**, Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) The Board discussed the appeal concerning due process. Exhibit 28 was submitted late thereby limiting the appellant's response time. There was also a concern about the homeowner's acreage and availability of water.
b) The Board questioned aquifer recharge and infiltration systems, and compliance with code 10.3.3. They recognized their limited authority over water decisions.
c) Prosecutor Larsen reminded the Board that the appeal was about whether due process was violated.
d) They agreed to take another week and to consider the matter.

11:35 AM **Motion and Action:** Exit the hearing on the proposed Cottonwood Acres Subdivision, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

**UNFINISHED BUSINESS ACTION AGENDA ITEMS**

32) 12:47 PM Proposed County building discussion

The Board confirmed that bid openings for the proposed County building will take place on 9/19/2025 in the Commission Chambers.

33) 12:48 PM Adjourn

12:48 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

6

# Cassia County Commissioner Meeting

*Attendance Log*

Date: 9/8/25

| | NAME (Please Print) | TOWN | REPRESENTING |
|---|---|---|---|
| 1. | Jason Jones | Burley | Self |
| 2. | Trevor Reno | Burley | Self |
| 3. | Chuck Driskell | Burley | VSO |
| 4. | Scott Horsley | Burley | CC 4H FFA |
| 5. | Shannon Taylor | | Jail |
| 6. | Ean Pigford | | IT |
| 7. | Pedro Hernandez | Burley | Grounds Building |
| 8. | Dana Jaeckimack | Burley | Extension/MAGC |
| 9. | J. Thompson | | CCSO |
| 10. | Sharene Ahlin | | Auditor's Office |
| 11. | KEVIN Horace | | CCSO |
| 12. | Kelly Bown | | BIG |
| 13. | Blair Bowser | | Self |
| 14. | Tony Morton | Albion | Cotton Wood sub |
| 15. | Scott KUNAU | Boise | visiting |
| 16. | | | |
| 17. | | | |
| 18. | | | |
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| 20. | | | |
| 21. | | | |
| 22. | | | |
| 23. | | | |
| 24. | | | |

# SUMMARY CLAIMS APPROVAL REPORT
# INCLUDING BUDGET BALANCES

**BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS** **93% 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 | 3,965,160.40 | 92,280.70 | 709,779.60 | 15% |
| 0002 ROAD & BRIDGE | 712,675.00 | 425,042.35 | 30,683.58 | 287,632.65 | 40% |
| 0004 AMBULANCE SERVICES | 278,425.00 | 225,422.20 | 22,309.92 | 53,002.80 | 19% |
| 0006 DISTRICT COURT | 370,335.00 | 324,209.70 | 5,098.22 | 46,125.30 | 12% |
| 0008 JUSTICE FUND | 14,689,453.00 | 12,475,821.21 | 280,091.91 | 2,213,631.79 | 15% |
| 0009 K-9 EXPENSE | 4,000.00 | 3,455.00 | 421.85 | 545.00 | 14% |
| 0012 M-C MISDEMEANOR PROBATION | 1,328,670.00 | 1,215,158.95 | 56,127.93 | 113,511.05 | 9% |
| 0013 911 COMMUNICATIONS | 819,250.00 | 237,943.74 | 75,297.62 | 581,306.26 | 71% |
| 0015 CONSOLIDATED ELECTIONS | 330,875.00 | 33,596.51 | 12,254.64 | 297,278.49 | 90% |
| 0016 SOCIAL SERVICES-ASSISTANCE | 251,870.00 | 52,497.26 | 500.00 | 199,372.74 | 79% |
| 0018 CASSIA COUNTY FAIR | 292,280.00 | 264,716.60 | 1,475.00 | 27,563.40 | 9% |
| 0020 REVALUATION | 402,310.00 | 344,647.00 | 7,998.02 | 57,663.00 | 14% |
| 0027 NOXIOUS WEED & PEST | 489,730.00 | 318,756.71 | 10,182.49 | 170,973.29 | 35% |
| 0028 SNOWMOBILE | 32,475.00 | 24,679.48 | 19.95 | 7,795.52 | 24% |
| 0029 PHYSICAL FACILITIES | 12,423,860.00 | 514,204.82 | 197.26 | 11,909,655.18 | 96% |
| 0048 EMPLOYEE BENEFITS FUND | 3,894,840.00 | 3,164,802.28 | 69,541.11 | 730,037.72 | 19% |
| 0053 NARCOTICS SEIZED ASSETS FUND | 30,000.00 | 10,137.47 | 34.99 | 19,862.53 | 66% |
| | | **Total Amount Paid** | **664,515.19** | | |

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 9-8-2025

Attest: Ricki Ikachyk
Signature
Ricki Ikachyk
Name
9/8/25
Date
☒ Deputy Clerk ☐ Clerk of the Board

COMMISSIONER COMMISSIONER COMMISSIONER

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