Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, September 15, 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.

1) 9:02 AM Call to Order
2) Pledge of Allegiance and prayer
3) 9:07 AM Roll call

Roll Call.

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

4) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:08 AM Approve payables for 9/15/2025

9:26 AM **Motion and Action:** Approve payables in the amount of $243,404.70 as presented on 9/15/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:09 AM Approve minutes from 06/23/2025 and 06/27/2025

10:57 AM **Motion and Action:** Approve minutes from 06/23/2025 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:13 AM Motion and Action: Approve minutes from 06/27/2025 as presented, Moved by Bob Kunau - Member, Seconded by Kent R. Searle - Member. Motion passed unanimously.

7) 9:14 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:15 AM **Motion and Action:** Approve Clerk's Office recommendations to approve ten and deny one junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:15 AM Mr. McMurray joined the meeting.

8) 9:16 AM Personnel Matters - Change of Status Requests
   a) FY2026 Cost of living increases for the following departments:
      i) Sheriff's Department
      ii) Adult Misdemeanor Probation

9:17 AM **Motion and Action:** Approve Change of Status Requests for cost of living increases as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

Instrument # 2026000474
BURLEY, CASSIA, IDAHO
2-9-2026 12:46:06 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

9:37 AM **Motion and Action:** Approve any of the three commissioners to sign change of status requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) Executive Sessions

9:58 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, 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.

10:52 AM Upon exit of Executive Session, the board took the matter under advisement.

11:38 AM **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.

12:16 PM Upon exit of Executive Session, the board took the matter under advisement.

10) 9:18 AM Review and approve the joint contract with Charles S. Driscoll
Mr. McMurray reviewed the contract, noting that it appears to be the same as in years past with the exception being the contracted amount.

9:20 AM **Motion and Action:** Approve contract for the veteran's service officer as presented,
Moved by Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 9:20 AM Discuss RFP for an ambulance services agreement
a) Commissioner Searle discussed that the County has the option to renew the contract on 10/1/2025.
b) He recommended that the county prepare an RFP to be ready in the next three months.
c) He noted that response in the past to an RFP had not brought multiple interested parties.
d) Searle suggested that there may be other parties interested in responding to an RFP at this time.

12) 9:28 AM Designate Polling Places for the Nov 4, 2025 Consolidated Election per I.C. §34-302
a) Elections Director Susan Keck discussed a recent memorandum that provided notification that the Church of Jesus Christ of Latter-Day Saints facilities will no longer be an option to utilize as polling places after 2025. It was noted that this will apply state wide.
b) Keck noted that Clerk Larsen is currently in Boise working on a potential legislation change that could allow the use of the schools as polling locations.
c) It was discussed that considerations for new polling places for future elections will need to be discussed later in the year.
d) Keck reviewed the races that will be on the ballot in the November 4, 2025 election.

9:34 AM **Motion and Action:** Approve the polling places for the November 4, 2025 Consolidated Elections as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

13) 9:48 AM Review potential budget changes of Misdemeanor and Juvenile Probation offices – Prewitt
    a) Adult Misdemeanor Probation Director Amber Prewitt discussed some of the changes that could be necessary for their office to take over Juvenile Probation.
    b) The recommended changes would include the hiring of juvenile probation officers as well as a secretary.
    c) The WILD program activities must be accommodated as well.
    d) The overall cost is estimated to be reduced by approximately $140,000.00 from the currently approved overall budget for the joint juvenile probation department. Prewitt noted that the "d" budget amounts were not included in the figures.
    e) Searle discussed that there could be savings with the changes to juvenile detention to offset any overall increase that would result from the loss of funds from Minidoka County.
14) 10:52 AM Review and sign the amended State of Idaho Contract with the Sheriff's Office for process services involving Child Support. – Sheriff Thompson

10:55 AM **Motion and Action:** Approve the State of Idaho Contract #WC6237 Amendment #1 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 10:57 AM Review and approve file server replacement for Sheriff's Office – IT
    a) IT Director Ean Pigford recommended the purchase of the Super Micro Server.
    b) Pigford discussed that the IT department would be responsible for the hardware maintenance while a contractor would be responsible for maintaining data storage on the server.
    c) Chair Beck suggested that they may not be ready for a decision on a server yet.
    d) Commissioner Searle will work with the parties involved and matter will be placed on the next agenda.
16) 11:19 AM Sage Grouse Management plan & determination regarding Mary Darling information
    a) Mr. McMurray presented an email that was received from Mary Darling in regards to the Sage Grouse Management plan inquiring if Cassia County and/or Power County would like assistance with this phase of the Sage Grouse plan for Idaho.
    b) It was noted that the BLM is changing the language related to adaptive management.
    c) Chair Beck requested that Mr. McMurray look into the proposed changes and to set a time for further discussion on the matter during the next meeting.
17) 11:25 AM Review and approve the lease agreement for the Public Defender's Office Space
    a) The terms of the agreement were discussed.
    b) Concern was expressed by Chair Beck regarding the remodeling costs, as well as the additional costs referred to as "CAM" (common area maintenance) and property taxes.
    c) It was determined that additional review by legal with the property owner would be necessary before action could be taken on the contract.
18) 12:16 PM Recess to travel to the proposed public defender office location.

12:16 PM **Motion and Action:** Enter a recess to travel to the proposed public defender's office and to allow the Board to adjourn from there, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously

19) 12:25 PM Inspection of proposed Public Defender Office Space at 2271 Overland Avenue, Suite 6
    a) The Board toured the proposed office space and common areas.
    b) The space was nearly complete, with some limited finish work remaining to be completed.
20) 11:07 AM Proposed County building discussion
    a) A Bid opening meeting had been scheduled for Friday 9:00 AM 9/19/2025.
    b) Jason Jones discussed that they had received a few questions regarding the project details. Jones Construction compiled a list of those questions into a package and sent them to the architect and are awaiting a response.
    c) The bid opening was rescheduled to 9/25/2025 at 9:30 AM.
21) 12:35 PM Adjourn

12:35 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: 9/15/2025

NAME (Please Print)	TOWN	REPRESENTING
1. Trevor Reno	Burley	
2. Susan Keck	Almo	Elections
3. JASon Jones	Burley	Self
4. Amber Prewitt	Burley	Probation
5. J. Thompson		CCSO
6. Ean Pigford		IT
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SUMMARY CLAIMS APPROVAL REPORT
INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **95% 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	4,099,311.92	4,655.55	575,628.08	12%
0002 ROAD & BRIDGE	712,675.00	457,479.33	2,549.66	255,195.67	36%
0003 EMERGENCY MEDICAL SERVICES	10,500.00	0.00	7,999.98	10,500.00	100%
0004 AMBULANCE SERVICES	278,425.00	247,732.12	7,999.98	30,692.88	11%
0008 JUSTICE FUND	14,689,453.00	12,936,556.23	84,805.68	1,752,896.77	12%
0009 K-9 EXPENSE	4,000.00	3,876.85	18,569.00	123.15	3%
0012 M-C MISDEMEANOR PROBATION	1,328,670.00	1,281,363.69	651.00	47,306.31	4%
0013 911 COMMUNICATIONS	819,250.00	241,828.86	5,822.00	577,421.14	70%
0025 WATERWAYS	84,000.00	6,583.38	14,839.36	77,416.62	92%
0027 NOXIOUS WEED & PEST	489,730.00	332,461.04	14,361.15	157,268.96	32%
0028 SNOWMOBILE	32,475.00	24,699.43	148.74	7,775.57	24%
0032 PREVENTIVE HEALTH FUND	275,000.00	251,621.92	22,874.72	23,378.08	9%
0048 EMPLOYEE BENEFITS FUND	3,894,840.00	3,222,930.16	58,127.88	671,909.84	17%
		Total Amount Paid	**243,404.70**		

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 9-15-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Sharene Aulin
Signature
Sharene Aulin
Name
9/15/2025
Date
☒ **Deputy Clerk** ☐ **Clerk of the Board**

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