Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, September 22, 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) 9:02 AM Roll call

Roll Call.

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

4) 9:02 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:21 AM Approve payables for 9/22/2025

9:21 AM **Motion and Action:** Approve the payables in the amount of $123,833.05 as presented on 9/22/2025, **Moved by** Bob Kunau - Member, **Seconded by** Leonard Beck - Chair. Motion passed unanimously.

9:20 AM Assistant to the Board Kerry McMurray joined the meeting

6) 9:22 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:23 AM **Motion and Action:** Approve Clerk's Office recommendations to approve one and deny four junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 3:42 PM Personnel Matters - Change of Status Requests
   a) Noxious Weed and Pest – Melissa McMurray – seasonal weed tech – termination
   b) Extension Office – Samantha Oliver – part-time secretary – termination
   c) CCSO – Nicole Zalewski – corporal patrol (city) – voluntary resignation
   d) CCSO – Robert Taylor – part-time bailiff – voluntary resignation
   e) Treasurer – Madeline Yearsley – part-time deputy treasurer – termination
   f) CCSO - Nicole Zalewski – part-time patrol – new hire
   g) CCSO – Bryson Pursifull – uncertified patrol deputy (city) – transfer
   h) CCSO – Garrett Espinosa – senior patrol deputy (county) – promotion
   i) CCSO – Klay Kunzler – corporal patrol (city) – promotion
   j) MCCJC – Carmen Fuentes – uncertified detention deputy – cost of living

Instrument # 2025003903
BURLEY, CASSIA, IDAHO
10-16-2025 02:42:34 PM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

k) CCSO – Daniel Renz – part-time deputy patrol officer – cost of living
l) CCSO – Antonio Bernad – part-time deputy patrol officer – cost of living
m) MCCJC – Katherine Vincent – part-time detention deputy – cost of living

3:43 PM **Motion and Action:** Approve change of status requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) Executive Sessions

9:05 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) (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.

9:20 AM Upon exit of Executive Session, the board took the matter under advisement.

10:17 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (i) to communicate with risk manager/insurer regarding pending/imminently-likely claims,
Moved by Bob Kunau - Member, **Seconded by** Leonard Beck - Chair. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 2). **Yes:** Bob Kunau - Member, Leonard M. Beck - Chair.

10:37 AM Upon exit of Executive Session, the board took the matter under advisement.

2:50 PM **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** 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.

3:42 PM Upon exit of Executive Session, the board took the matter under advisement.

9) 9:26 AM Sign the Cooperative Agreement for University of Idaho Extension Programs

9:27 AM **Motion and Action:** Approve the presented agreement with the University of Idaho Extension office, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

10) 9:32 AM Review and approve invoice for hardware and software services and maintenance from Motorola for Cassia County Sheriff's Office

a) The Board discussed the first Flex hardware payment of $220,685.50. They agreed to use $200,000.00 from the sheriff's budget and $20,685.50 from the 911 fund. Future payments would shift more costs to 911, which had not budgeted for this year but would in the next.
b) Maintenance costs starting in fiscal year 2027 would total about $75,000.00 annually and be split between the sheriff's office and 911. The same full payment amount would repeat in FY2025 and FY2026.

9:37 AM **Motion and Action:** Approve the expenditures of $220,685.50 and $200,000.00 of that will come from the Sheriff's FY2025 budget, and $20,685.50 would come from the 911 FY2025 budget, for hardware and software services and maintenance from Motorola for Cassia County Sheriff's Office as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10:40 AM Prosecutor McCord Larsen joined the meeting.

11) 10:41 AM Review and approve L-1 Certificate of Levies
   a) The Board reviewed the proposed L-1 certificate and levy figures. These numbers were provisional and would be finalized by the state in October after compliance checks.
   b) Commissioners noted that the levy rates appeared to be slightly lower than those of the previous year.

10:44 AM **Motion and Action:** Approve L-1 Certificate of Levies as presented, **Moved by** Bob Kunau - Member, **Seconded by** Leonard Beck - Chair. Motion passed unanimously.

12) 10:46 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) – to discuss personnel matters and (d) – to consider records exempt from public disclosure, **Moved by** Bob Kunau - Member, **Seconded by** Leonard Beck - Chair. Motion passed unanimously. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 2). **Yes:** Bob Kunau - Member, Leonard M. Beck - Chair.

11:24 AM Upon exit of Executive Session, the board took the matter under advisement.

13) 11:25 AM Discussion regarding policy, benefits, and open enrollment meetings
   a) The Auditor's Office suggested making open enrollment meetings mandatory to boost attendance. Employees would be paid for attending and informed beforehand. Three sessions would be scheduled for convenience, with recordings available online for those unable to attend one of the in-person sessions. Remote participants would be required to confirm their attendance.
   b) Clarification is needed on policies for employees who use up their accruals and fall below the minimum required hours for benefits, including whether hours should be averaged over two weeks.
   c) Time card submission issues will be discussed at the next department head meeting.

14) 11:39 AM Reports of Bureau of Land Management (BLM)
   a) John Elliott reported a few small fires and low fuel moisture in Goose Creek and Jim Sage.
   b) BLM continues with their fuel reduction projects, targeting 3,400 acres for treatment.
   c) Grazing efforts near Milner have made good progress, with cooperators supplying water and removing 1,000 AUMs. All allotments remained full-term this fall.
   d) Staffing remains limited due to a hiring freeze.

11:44 AM **Motion and Action:** Enter into a lunch recess and to reconvene at 1:30 PM in Minidoka County. **Moved by** Bob Kunau – Member, **Seconded by** Leonard Beck - Chair. Motion passed.

15) 1:30 PM Joint meeting with Minidoka County

A joint meeting was held at the Minidoka County Courthouse, 715 G St, Rupert, ID.
Cassia Present: Leonard M Beck - Chair, Kent R. Searle - Commissioner, Bob Kunau - Commissioner, McCord Larsen - Prosecuting Attorney, Jarrod Thompson – Sheriff, Joseph W. Larsen - Clerk, Kerry McMurray - Assistant to the Board, Kevin Horak - Undersheriff, Amber Prewitt - Adult Misdemeanor Probation Director, and Sharene Ahlin - Deputy Clerk.
Minidoka Present: Jared Orton - Commissioner, Sheryl Koyle – Commissioner, Dan Schaeffer – Commissioner, Tonya Page - Clerk, Dixie Tate – Juvenile Probation Director, Mitzi Ramsey - Deputy Clerk, Dana Yates – Deputy Clerk, and Trent Bodily – Juvenile Detention Center Director.

a) Public Defender's Office Contract
   i) The contractual agreement for the relocation of the Mini-Cassia Public Defender's Office was discussed, noting that there was clarification needed for some provisions. Details of some costs from Five One Investments Company will be necessary before acceptance of the agreement.
   ii) A list of questions was discussed and will be presented to Five One Investments principal, Tom King, to finalize the agreement to be accepted by the joint boards.

b) Juvenile Detention Center discussion
   i) Minidoka Commission Chair, Jared Orton stated that Minidoka County would like to continue the Mini-Cassia Juvenile Detention Center as a joint venture. He provided proposed costs to the Cassia County Commissioners with various options to assist in reducing operating costs.
   ii) They proposed scaling back to an eight-bed facility. Such a move could eliminate five to six employee positions. They do anticipate having to hire some part time employees to fill in. Juvenile Detention Center Director Trent Bodily expressed concern that they had tried to utilize part time employees in the past and that it had been difficult to maintain sufficient staffing. He recommended the elimination of three full time positions.
   iii) Orton stated employees of the detention center had expressed concerns that if an agreement wasn't reached soon that they may not retain sufficient staff to keep the facility running through the end of the fiscal year. Orton stated that the employees had opted for a 2% cost of living increase even though the joint boards had approved an 8% cost of living increase for their department to assist with needed operational cost reductions. He suggested that a long-term commitment would be preferred if the desire of both counties is to keep the facility operating.
   iv) Orton stated that the original offer from Twin Falls County for contracted juvenile detention services at a rate of $230.00 per day initially seemed good, but after analysis they did not feel it to be beneficial overall. He noted that there are other concerns beyond just the costs involved, such as housing the youth with more hardened criminals, transportation, family visits, serving discretionary days, and the public defender's preference for working face-to-face with the youth as opposed to virtual meetings.
   v) Searle discussed that they have inspected the Twin Falls facility and have discussed that the transportation could be workable with cooperation from the Cassia County Sheriff's Office.

vi) Bodily stated that there would be difficulties in trying to reopen a detention center once it has been closed.
vii) Schaeffer discussed that the Twin Falls juvenile detention facility has only 21 beds. He noted that they house juveniles not only from Twin Falls County, but also from Gooding County, Jerome County and Lincoln County. He expressed concern that Twin Falls could increase the daily cost once they have the only operating juvenile detention facility in the region.

c) Public Defender trust
   i) Clerk Larsen discussed that budgeted funds from both counties that are held in the Public Defender Trust. He stressed the necessity of clarifying ongoing expenditures to meet both county's statutory obligation for relocation and housing the State Public Defender's Office.
   ii) Orton explained that they had budgeted $30,000.00 and that any additional expenses should be divided between the counties and the funds held in trust be utilized to cover those expenses and for both counties to add additional funds if necessary.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

16) 9:46 AM Proposed County building discussion
   a) Determination of architectural, engineering, construction management, and other related matters in advancing the building process
   b) Plan groundbreaking ceremony tentatively for 10/1/2025 at 1:30 PM
      i) Groundbreaking tasks included setting up a tent, table, refreshments, sound system, and shovels. Invitations will be sent to officials, staff, and media.
      ii) Bids will be opened and evaluated, with incomplete bids potentially rejected. A one-year completion deadline is established; all bid documents will be archived.

2:48 PM Reconvene

17) 2:49 PM Review and approve file server replacement for Sheriff's Office – IT

2:49 PM **Motion and Action:** Approve the purchase of the server from Dell for $17,266.03 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 3:53 PM Adjourn

3:53 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: 9/22/2025

NAME (Please Print)	TOWN	REPRESENTING
1.		
2. KEVIN Horace		CCSO
3. EAN Pigford		IT
4. Grant Witman		Extension
5. Michelle Wallace	Rupert	Auditors
6. Sharene Ahlin		Auditor's
7. John Elliott		BLM - Burley F.O.
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **97% 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	4,103,967.47	17,136.34	570,972.53	12%
0002 ROAD & BRIDGE	712,675.00	460,028.99	865.00	252,646.01	35%
0006 DISTRICT COURT	370,335.00	334,201.50	1,155.68	36,133.50	10%
0008 JUSTICE FUND	14,689,453.00	13,021,361.91	48,160.09	1,668,091.09	11%
0012 M-C MISDEMEANOR PROBATION	1,328,670.00	1,282,014.69	20,300.14	46,655.31	4%
0020 REVALUATION	402,310.00	356,674.05	698.33	45,635.95	11%
0025 WATERWAYS	84,000.00	21,422.74	663.40	62,577.26	74%
0048 EMPLOYEE BENEFITS FUND	3,894,840.00	3,257,784.23	34,854.07	637,055.77	16%
		Total Amount Paid	**123,833.05**		

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 9-22-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest: Ricki Ikachyk
Signature
Ricki Ikachyk
Name
9/22/2025
Date
☒ Deputy Clerk ☐ Clerk of the Board

* WARNING: This fund is over budget