Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, September 29, 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, Sharene Ahlin – Deputy Clerk (Not voting)

4) 9:07 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:02 AM Approve payables for 9/29/2025

9:02 AM **Motion and Action:** Approve payables in the amount of $413,646.47 as presented on 9/29/2025 for FY2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:04 AM **Motion and Action:** Approve payables in the amount of $5,434.99 as presented on 9/29/2025 for FY2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:06 AM Approve minutes from 6/30/2025

9:06 AM **Motion and Action:** Approve minutes from 6/30/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 9:07 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:07 AM **Motion and Action:** Approve Clerk's Office recommendations to approve two junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 2:07 PM Personnel Matters - Change of Status Requests
   a) CCSO - Maria Sara Goni - Records & Community Services Officer – cost of living
   b) CCSO - Alejandra Schindler - Driver's License Technician – cost of living
   c) CCSO - Cameron Romo - Emergency Communications Officer/Level 1 – cost of living
   d) CCSO - LLeimi Guzman - Emergency Manager/Admin Secretary – cost of living
   e) Clerk - Ricki Tkachyk - Deputy Clerk - voluntary resignation

Instrument # 2025004162
BURLEY, CASSIA, IDAHO
11-3-2025 03:16:12 PM No. of Pages: 11
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

2:08 PM **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) Executive Sessions

11:11 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.

11:35 AM Upon exit of Executive Session, the board took the matter under advisement.

11:35 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.

12:34 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) (f) to communicate with legal counsel regarding pending /imminently-likely litigation, **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.

1:15 PM Upon exit of Executive Session, the board took the matter under advisement.

1:31 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

2:07 PM Upon exit of Executive Session, the board took the matter under advisement.

10) 9:11 AM Open enrollment attendance determination

9:12 AM **Motion and Action:** Approve making the open enrollment attendance mandatory either in person or by viewing the recording as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 9:13 AM Ratify the purchase of 24 chairs for the commission chambers and the executive session room

9:13 AM **Motion and Action:** Ratify the purchase of 24 chairs in the amount $10,205.76 for commission chambers and the executive session room as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12) 9:16 AM Adopt updated County Seal

9:17 AM **Motion and Action:** Adopt the County seal that is displayed in the commission chambers as the Cassia County Seal as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:17 AM Cottonwood Acres subdivision discussion and decision

a) Chair Beck felt they should either adopt the decision of the Planning and Zoning or he had reservation on the lateness of Exhibit 28 that came in. He felt that needed to be reviewed by the Planning and Zoning Commission to make certain the water extracted from the new development doesn't affect the current ones.
b) Searle agreed, noting that exhibits 21 and 28 did catch his attention. He suggested that it be referred back to the Planning and Zoning Commission for further clarification of some of the inconsistencies before they appeal it to the district court.
c) Kunau stated he was against sending it back for the simple reason the Board has zero control over the water and neither can the district court and that the water resource board has the final say if they can drill a well. He further discussed that it is impossible to know what the effect on Land Creek will be, noting that if the winter is dry that Land Creek may not even run next year.
d) Searle agreed they are very limited with what they can do with the water. They presented this and it's part of it and the impact on the other people There wasn't sufficient time to really take a good hard look at it. He still felt it should be sent back and let them review it and make any corrections they want. If they have the time to review it, it would take away the due process out of the argument and the concerns he brought forward could be answered. Chair Beck said that when county attorney McCord Larsen comes they can reenter the hearing and resurface those comments and the chair would seek a motion on how to proceed.
e) 12:32 PM Troy Mortensen said he understands the concerns on this appeal but asked why this continues to drag on as it is costing him a lot of money. He said he had already lost eight buyers with some of them moving out of Albion. He requested that the Board consider making a decision on the matter today. Chair Beck stated his concern was noted.

1:15 PM Motion: Re-enter the appeal hearing for the Cottonwood Acres subdivision. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 3). **Yes:** Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

f) Prosecutor Larsen reminded the Board that they are acting in an appellate review position, and that all evidence for their review has been submitted. He reminded them that they cannot take into consideration the prior comments from Mr. Mortensen and that they must only consider the record before them for the appeal. His legal advice was to make a decision on the record that has been created with the information provided by both parties.
g) Chair Beck discussed that the appellants had brought forward Exhibit 28 which is dealing with water which is out of their authority but was a late submittal. He felt that the Planning and Zoning Commission should revisit that lateness to see if it has any bearing on their decision according to the Comprehensive Plan that the impact of water of a new development cannot impact others that exist.

h) Searle agreed, recommending that they return the matter to Planning and Zoning, and read Cassia County Code 10-3-3 M, which states that adequate information must be provided to ensure that new or existing wells will provide sufficient water for the subdivision without negatively affecting nearby property owners.
i) Kunau stated that they have no control over the water and that he did not feel that there is a way for them to know definitively if the water for the wells would deplete Land Creek.

1:21 PM **Motion and Action:** Return the matter back to Planning and Zoning and ask that they look at the five pages from exhibits 21 and 28 as presented, **Moved by** Kent R. Searle – Member.
Motion died for lack of a second.

j) 1:21 PM Prosecutor Larsen discussed that the Board of Commissioners is serving as an appellate board and recommended that the matter be remanded back to the Planning and Zoning Commission for the applicant to provide substantial and competent evidence. Essentially, you have the argument that it was not timely submitted and that is where the issue of due process comes from. It is not a finding about the water but it is about the evidence regarding water. If the Board would remand this back to Planning Zoning so that the memo and the information with the augmented information from the water concerns. To be clear, a motion to remand this to Planning and Zoning is on the specific issue of augmenting the applicant's memo in order to have substantial and competent evidence regarding the water or irrigation study. The goal is for the Planning and Zoning Commission to make a fully informed decision based upon the information provided by the applicant.
k) 1:29 PM Larsen then suggested that an order be drafted remanding the matter to the Planning and Zoning Commission to take up the issues presented solely on water. The order to remand will be prepared and placed on the agenda for the 10/1/2025 meeting for a determination.

1:30 PM **Motion and Action:** Exit the appeal hearing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

14) 9:24 AM Review and sign the City of Burley Law Enforcement Contract
a) Searle said once they had agreed on the numbers, it had been reviewed by Sheriff Thompson and County Attorney Larsen. He stated that if they are fine with it, then he is okay as well.
b) He asked to hold on this for him to verify or double check on a couple of numbers.
c) The Board discussed calculations of amounts in the contract. Searle stated that statement and amounts were consistent with how the City of Burley has wanted to do that in the past. He said they could list it how they wanted but the bottom number is what they are looking at.

9:30 AM **Motion and Action:** Approve the Law Enforcement Service Agreement for FY2026 with the City of Burley in the amount of $2,393,133.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 9:32 AM Review and approve spare hard drive purchase for Sheriff File Server - IT

9:39 AM **Motion and Action:** Purchase an additional hard drive for the server that was purchased for Law Enforcement in the amount of $1,413.75 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

16) 9:40 AM Review and approve Ricoh Printer Lease for Extension Office – IT
    a) IT Director Ean Pigford discussed that the printer would cost about $21,000.00 if purchased outright.
    b) He stated that a lease will save the county money when compared to the purchase of a printer.

12:09 PM **Motion and Action:** Approve a lease from Pacific Office Automation for a printer for the extension office as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

17) 9:51 AM Mini-Cassia Commerce Authority quarterly report – Inouye
    a) Mr. Winston Inouye reviewed their various ongoing projects.
    b) He stated that they have seen an increase of inquiries for projects in the Mini-Cassia area as well as in the Magic Valley.
18) 10:03 AM Department Head Reports Including Budgetary Updates
    a) Department Heads were asked to encourage the employees to manage their accruals carefully to cover any possible absences. It was discussed that employees must maintain their minimum required hours in order to maintain benefits eligibility.
    b) Time card submittals were discussed, noting that for the prior payroll that there were 27 full time employees that had not even started a time card as of the 13th day of a two week pay period. Department heads were requested to remind employees to enter time cards in a timely fashion.
    c) Open Enrollment meetings have been scheduled for 10/22/2025 and 10/23/2025. Attendance was determined to be mandatory for all employees. Information will be distributed in the coming days.
    d) Reports were received from the following department heads: Treasurer Greener, Assessor Adams, Sheriff Thompson, Adult Misdemeanor Probation Director Prewitt, Noxious Weed and Pest Supervisor Ottley, Coroner Rinehart, Extension Office Educator Brackenbury, Building and Grounds Supervisor Hernandez, I.T. Administrator Pigford, Building & Zoning Administrator McMurray and Clerk Larsen.
    e) The various budgets were noted to be within limits and departmental activities were reviewed. The Assessor's Office had a new employee start recently, the Mini-Cassia Criminal Justice Center and County Sheriff's Office each had an open position, the Treasurer's Office is preparing for the tax drive, Adult Misdemeanor Probation Office personnel are looking into new software options and the Clerk's Office is preparing to begin the migration process for the new recording system.
19) 11:36 AM Samuel Stevens 4-H Lamb thank you
    a) Samuel Stevens expressed his appreciation to the Board for purchasing his 4H animal.
    b) He discussed the challenges involved with 4-H, school as well as other activities and what he's learned through the experience. He noted the importance of hard work in order to get through projects.
    c) The Board wished him well in his future endeavors.
20) 11:40 AM Review and approve equipment purchase for Noxious Weed Department truck
    a) Michael Ottley requested approval to install a light bar on the department's newest truck.
    b) Costs were estimated at $2,116.00.

11:42 AM **Motion and Action:** Approve the expenditure of $2,116.00 to All Wireless Communications for the purchase of a light bar for the Cassia County Weed Control as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 11:43 AM Discuss intentions for a county vehicle in storage
    a) Ottley reminded the Board that there is a 2014 Dodge Grand Caravan that has been in storage for two years. The van was an Extension Office vehicle. He noted that it needs a new battery, the tires at approximately 25%, and that the paint is peeling. Ottley estimated a trade in value of approximately $4,000.00.
    b) He requested to be able to trade the vehicle in towards a truck for the Weed and Pest Department.
    c) Ottley offered to get the vehicle detailed and replace the battery if he will be able to take the trade in value off of the value of the truck he plans to purchase for his department.
    d) Beck requested that Ottley obtain a trade in value for the vehicle before they make a determination on how the trade in value will be allocated.
22) 11:47 AM Consider a donation to Simply Hope
    a) Representatives from Simply Hope discussed their program and services.
    b) Prosecutor Larsen discussed that the county has received some opioid settlement funds and that the services provided by Simply Hope would qualify as an appropriate use of those funds.
    c) Larsen recommended that the Board make a motion to allocate funds to Simply Hope, recommending a donation in the amount of $50,000.00.

12:02 PM **Motion and Action:** Approve the disbursement of $50,000.00 from the opioid funds for Simply Hope as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

23) 12:02 PM Approve FY2025 allocation for Tyler Technologies Eagle Recording software implementation support and data migration
    a) Clerk Larsen reported than an amount for an additional part time employee was never expended. The Board approved in their budget costs for half of the amount of a new employee for the additional time needed to assist Board clerking responsibilities.
    b) The $38,075.00 that remained in the FY2025's Auditor and Recorder budget to allocate to the IT Budget for rollout of the Tyler Technologies Enterprise Recording Management software. For FY2026, that same amount would be expended for that project as explained to the Board previously when looking at the prospect of the new recording software.
    c) Larsen wanted to bring that forward now as it would be a pre-payment in FY2025 for implementation of that software.

12:05 PM **Motion and Action:** Authorize the disbursement of $38,075.00 to Tyler Technologies for FY2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

24) 12:13 PM Proposed County building discussion
    a) Jason Jones from Gary Jones Construction discussed that they had a successful bid opening in the prior week. They have been working their way through the bids. They do have a note of clarification for bid

package #3 for the concrete work. He said that some of the details were vague. They will rebid that package for clarity.

b) The Bid Package review and acceptance was scheduled for 10/1/2025.
c) The groundbreaking ceremony is scheduled for 10/1/2025 at 1:30 PM

25) 12:18 PM Review and approve the lease agreement for the Public Defender's office space with Five One Investment Company
   a) Prosecutor Larsen discussed that he had provided a copy of the proposed lease agreement to Minidoka's Prosecutor Lance Stevenson.
   b) He said that the contract could be signed in series by each county since it was not formatted to be signed by representatives of both counties on the same page.
   c) It was discussed that the area on the lease for a notary to sign should be crossed out and initialed as done so by the chair, as a Clerk of the Board is required to attest the chair's signature for all documents signed by the Board.

12:28 PM **Motion and Action:** Authorize the chair to sign the lease with Five One Investment Company with the noted changes discussed, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

26) 2:09 PM Adjourn

2:09 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: 9/29/2025

	NAME (Please Print)	TOWN	REPRESENTING
1.	Jason Jones	Burley	Self
2.	Trevor Reno	Burley	
3.	Troy Mortensen	Albion	
4.	Kevin Horan		CCSO
5.	Jarrod Thompson		Sheriff
6.	Fan Pigford		IT
7.	Michael Oxley	Elba	CCNWC
8.	Pete Hernandez	Burley	Buildings and grounds
9.	Michelle Wallace	Rupert	Auditors
10.	Craig Ridenhour		Coroner
11.	Mart Adams	Burley	Assessor
12.	Laura Greener	Burley	Treasurer
13.	Amber Prewitt	Burley	Probation
14.	Nancy Winmill	Burley	Simply Hope
15.	Sheri Allred	Burley	Simply Hope
16.	Mandy Baker	Burley	Simply Hope
17.	Dave Allred	Burley	Simply Hope
18.	Don Christopherson		Gay Jones Const.
19.			
20.			
21.			
22.			
23.			
24.			

FY2025

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **99% 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	4,213,669.41	7,656.80	461,270.59	10%
0002 ROAD & BRIDGE	712,675.00	466,208.92	13,429.97	246,466.08	35%
0004 AMBULANCE SERVICES	278,425.00	255,732.10	22,309.92	22,692.90	8%
0006 DISTRICT COURT	370,335.00	344,577.18	2,084.96	25,757.82	7%
0008 JUSTICE FUND	14,689,453.00	13,584,265.02	214,786.97	1,105,187.98	8%
0013 911 COMMUNICATIONS	819,250.00	268,336.36	21,345.10	550,913.64	67%
0016 SOCIAL SERVICES-ASSISTANCE	251,870.00	54,497.26	1,500.00	197,372.74	78%
0029 PHYSICAL FACILITIES	12,423,860.00	514,402.08	73,609.08	11,909,457.92	96%
0048 EMPLOYEE BENEFITS FUND	3,894,840.00	3,314,707.90	56,923.67	580,132.10	15%
		Total Amount Paid	**413,646.47**		

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 9-29-2025

Leonard M Beck — COMMISSIONER

Bob Kunau — COMMISSIONER

Kent L Seeds — COMMISSIONER

Attest:

Shawna Allen — **Signature**

Shawna Allen — **Name**

9-29-2025 — **Date**

☒ **Deputy Clerk** ☐ **Clerk of the Board**

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

FY2026

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

UNPAID CLAIMS GENERAL GOVERNMENT FUNDS **0% OF FISCAL YEAR ELAPSED**

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,093,499.00	0.00	2,731.79	5,093,499.00	100%
0008 JUSTICE FUND	15,639,677.00	0.00	1,060.83	15,639,677.00	100%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	0.00	934.37	1,390,000.00	100%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	0.00	500.00	99,000.00	100%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	0.00	208.00	4,295,615.00	100%
		Total Amount Paid	**5,434.99**		

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 9-29-2025

Leonard M. Beck
COMMISSIONER

Bob Kunau
COMMISSIONER

Kent L. Searle
COMMISSIONER

Attest:
Sharene Ahlin
Signature
Sharene Ahlin
Name
9-29-2025
Date
☒ Deputy Clerk ☐ Clerk of the Board

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