Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, October 6, 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) 9:02 AM Calendar, meetings, committee reports, and correspondence were reviewed.
   a) 9:06 AM Correspondence received by Chair Beck from Minidoka County Commissioner Jarod Orton was reviewed for the record. The letter proposed to reserve three beds in the juvenile detention facility for Cassia County's use at a cost of $250.00 per bed, per day. A copy of the letter was scanned into the record. Matter to be considered further during a future meeting.
   b) 9:20 AM VSO Chuck Driscoll reviewed the Mini-Cassia Veterans Service quarterly report for the Board. The effects of the government shutdown on the veteran's pantry were discussed, noting that they are now seeing members of the National Guard that are requesting food assistance. There was discussion that they could use donations of ground beef for the food pantry.
5) 9:15 AM Approve payables for 10/6/2025

9:15 AM **Motion and Action:** Approve payables in the amount of $428,174.05 as presented on 10/6/2025 for FY2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:16 AM **Motion and Action:** Approve payables in the amount of $209,970.51 as presented on 10/6/2025 for FY2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:18 AM Approve minutes from 9/25/2025

9:19 AM **Motion and Action:** Approve minutes from 9/25/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 10:28 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

Instrument # 2025004047
BURLEY, CASSIA, IDAHO
10-27-2025 01:34:13 PM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

10:28 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 12 and deny one junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 10:29 AM Personnel Matters - Change of Status Requests
   a) CCSO – Benjamin Frank – Certified Patrol Deputy (City) - transfer

11:14 AM **Motion and Action:** Approve Change of Status Request as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9) Executive Session

11:02 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** 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.

11:13 AM Upon exit of Executive Session, the board took the matter under advisement.

11:13 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.

10) 10:30 AM Deliberate regarding longevity pay for FY2027 and beyond
   a) There was discussion regarding considering longevity pay for the county employees.
   b) Chair Beck suggested that they consider an incentive perhaps at eight years as well as at 15 years.
   c) Commissioner Kunau suggested that any longevity pay be considered on a county wide basis.
   d) Commissioner Searle offered to check with the Idaho Association of Counties (IAC).
11) 10:33 AM Consider and approve renovation costs for Public Defender office space
   a) The costs to prepare the Public Defender's office space for occupancy were reviewed, with a total cost of $43,140.57.

10:35 AM **Motion and Action:** Approve a payment to Five One Investment in the amount of $43,140.57 as presented, **Moved by** Bob Kunau - Member

   b) There was discussion that while Cassia had signed the lease, they were not sure if Minidoka had accepted it.
   c) It was clarified that Minidoka County had not paid rent for the Public Defender office space previously.
   d) McMurray stated that the lease for the Public Defender's office space did not include a place for Minidoka County's board to sign. A signed copy of the lease from Minidoka County had not been received. McMurray suggested that the they wait until they've received confirmation from Minidoka County before making a motion.
   e) 11:02 AM The motion was withdrawn.

12) 10:41 AM Nomination of candidate of ICRMP (Idaho Counties Risk Management Program) Board of Trustees if it is desired to nominate someone other than Twin Falls County Commissioner Don Hall

11:00 AM **Motion and Action:** Recommend that Don Hall be appointed as the commissioner for ICRMP**, Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

13) 9:29 AM Review of City of Burley amended proposal for area of impact boundary
    a) The map of the proposed impact area changes was discussed by Spencer McArthur from the City of Burley. McArthur discussed that the property owners in the areas of impact will not see an increase in their taxes. He discussed that the City of Burley annexes parcels into the city limits by a voluntary request of the property owner.
    b) Chair Beck asked if the C1, C2 and C3 were adopted in 2002, and asked how many of those acres have been developed up to this point and how many of those acres have been provided with city services. McArthur stated that he would look into that and report back. Chair Beck also asked if the sewer capacity allowed them to return potable water; McArthur replied that would be a question for a city engineer.
14) 9:52 AM Annual Auditor's Settlement of Accounts (IC § 31-2112) - Clerk Larsen
    a) Clerk Larsen reviewed the quarterly report for the Board.
    b) He stressed that these reports are preliminary and that final reports will be available once the FY2025 fiscal year transactions have been completed and the fiscal year has been closed out.
    c) Updated reports will be presented to the Board once the fiscal year has been closed.
15) 10:06 AM Annual Treasurer's Settlement of Accounts (IC § 31-2112) – Treasurer Greener
    a) Treasurer Greener reviewed reports for the Board, noting that they balance to the Auditor's reports.
    b) She discussed that she is still waiting to receive statements for interest reporting.
16) 10:09 AM Approval of Extension of Grant Agreement for the Oakley Dam Remediation Project: 4313 HMGP – David Shirley
    a) Shirley discussed that on their first solicitation for bids that they did not receive any bids. A second bid solicitation saw only one bid submitted with an amount that was more than double the cost of what was anticipated. With that in mind, they plan to cut the project in half.
    b) He stated that they do plan to apply for additional funding through other sources such as the Idaho Department of Water Resources. FEMA has agreed to grant an extension until March of 2026. They are requesting an extension from the county until March of 2026.

10:15 AM **Motion and Action:** Approve an extension of the grant agreement for the Oakley Dam remediation project as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

17) 10:16 AM Discuss and consider amendments to the employee benefit plan for medical and pharmaceutical savings and benefit options - MBA Administrators and Bowen Insurance Group
    a) Kelly Bowen from Bowen Insurance Group presented an option to include coverage for GLP-1 medications for weight loss, subject to specified conditions.
    b) A plan amendment will be prepared, to be presented during the next meeting of the Board of County Commissioners.

18) 11:00 AM Board of Equalization hearing

11:00 AM **Motion and Action:** Enter a Board of Equalization, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

There were no items to be considered.

11:01 AM **Motion and Action:** Close the Board of Equalization, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

19) 11:27 AM Proposed County building discussion
   a) Jason Jones from Gary Jones Construction recommended that a weekly scheduled time specific item be placed on the agenda for the construction project updates beginning in November. It was recommended to schedule that matter for 11:00 AM each Monday.
   b) Demolition of the building being vacated by the Public Defender's office is currently scheduled for 10/20/2025.
20) 11:44 AM Adjourn

11:44 AM **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: 10-06-2025

NAME (Please Print)	TOWN	REPRESENTING
1. Jason Jones	Burley	Self
2. Chuck Driscoll	Burley	VSO
3. Trevor Reno	Burley	Self
4. David Shirley	Burley	Burley / GCFCD
5. Spencer McArthur	Burley	Burley/city of
6. JOE LARSEN	BURLEY	CLERK
7. Laura Greener	Burley	Treasurer
8. Kelly Bowen	Burley	BIG.
9. BRAYDEN BOWEN	BURLEY	BIG
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FY2025

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **1% 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	2,731.79	141,284.70	4,672,208.21	100%
0006 DISTRICT COURT	370,335.00	0.00	900.00	370,335.00	100%
0008 JUSTICE FUND	14,689,453.00	1,060.83	91,204.02	14,688,392.17	100%
0012 M-C MISDEMEANOR PROBATION	1,328,670.00	934.37	2,268.72	1,327,735.63	100%
0013 911 COMMUNICATIONS	819,250.00	0.00	26,778.01	819,250.00	100%
0015 CONSOLIDATED ELECTIONS	330,875.00	0.00	84,556.09	330,875.00	100%
0016 SOCIAL SERVICES-ASSISTANCE	251,870.00	500.00	5,470.65	251,370.00	100%
0027 NOXIOUS WEED & PEST	489,730.00	0.00	260.13	489,730.00	100%
0029 PHYSICAL FACILITIES	12,423,860.00	0.00	20,643.23	12,423,860.00	100%
0048 EMPLOYEE BENEFITS FUND	3,894,840.00	208.00	54,808.50	3,894,632.00	100%
		Total Amount Paid	**428,174.05**		

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 10-6-2025

COMMISSIONER

COMMISSIONER

COMMISSIONER

Attest:

Signature

Sharene Allin

Name

10-06-2025

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 **1% OF FISCAL YEAR ELAPSED**

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,093,499.00	2,731.79	207,886.00	5,090,767.21	100%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	934.37	85.00	1,389,065.63	100%
0013 911 COMMUNICATIONS	954,840.00	0.00	942.51	954,840.00	100%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	500.00	1,057.00	98,500.00	99%
		Total Amount Paid	**209,970.51**		

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CASSIA COUNTY

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APPROVED FOR DISTRIBUTION AS OF 10-6-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Sharene Ahlin
Signature
Sharene Ahlin
Name
10-06-2025
Date
☒ Deputy Clerk ☐ Clerk of the Board

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