Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, October 27, 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) 9:01 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:03 AM Roll call

Roll Call.

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

4) 9:03 AM Calendar, meetings, committee reports, and correspondence were reviewed.

9:07 AM Mr. McMurray joined the meeting.

5) 9:05 AM Approve payables for 10/27/2025

9:05 AM **Motion and Action:** Approve payables in the amount of $376,703.47 as presented on 10/27/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:07 AM Approve minutes from 10/1/2025 and 10/6/2025

9:07 AM **Motion and Action:** Approve minutes from 10/1/2025 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:08 AM **Motion and Action:** Approve minutes from 10/6/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 9:08 AM Approval of synopsis for June of 2025

9:09 AM **Motion and Action:** Approve synopsis for June of 2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

8) 9:09 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

Instrument # 2025004164
BURLEY, CASSIA, IDAHO
11-3-2025 03:19:13 PM No. of Pages: 9
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy EV
Index to: COMMISSIONERS MINUTES

9:10 AM **Motion and Action:** Approve Clerk's Office recommendations to approve six 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) 9:11 AM Personnel Matters - Change of Status Requests
   a) Only one Change of Status Request for 10/27/2025
   b) CCSO – Robert Pickowitz – Part Time Deputy Bailiff – new hire

9:12 AM **Motion and Action:** Approve a Change of Status Request as presented,
Moved by Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10) Executive Sessions

10:30 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.

10:56 AM Upon exit of Executive Session, the board took the matter under advisement.

10:56 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.

12:51 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, 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** 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.

11) 9:13 AM Application for donation of vehicle from Idaho Power Company
   a) Searle reviewed a request for the donation of a 3/4-ton pickup to be used by the Road and Bridge Department.
   b) McMurray had filled it out as best he could as some items did not apply. Included was a statement that the donation is to specifically benefit the County Road and Bridge Department in their efforts to maintain the road system in the Elba/Almo area.

9:16 AM **Motion and Action:** Submit the presented letter to Idaho Power to request a pickup for Road and Bridge. **Moved by** Kent R. Searle - Member,
Kunau stated that he would second the motion with the caveat there was a cover page to express appreciation to receive this and have all three commissioners sign it.
Amended Motion and Action: Searle amended the motion to reflect that requested change. **Seconded by** Bob Kunau - Member. Motion passed unanimously.

c) 11:51 AM A letter to Idaho Power was read into the record, with the letter to be included with the application for a vehicle donation.

11:52 AM **Motion and Action:** Approve the sending of the letter and the application for the request to Idaho Power for a 3/4-ton pickup as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12) 9:31 AM Review and approve Cassia County Sheriff Training Facility for OHV Education expenses and upgrade
   a) Undersheriff Kevin Horak discussed that the county has received a check from the Idaho Parks and Recreation department in the amount of $4,000.00 for the OHV program.
   b) They plan to utilize those funds to install a frost-free faucet in the southwest corner of the building. The water could be used for dust abatement in the area where the youth are learning to ride OHV's, UTV's and motorcycles.
   c) Horak requested payment be authorized to the City of Burley for the water service installation in the amount of $3,595.00.

9:33 AM **Motion and Action:** Approve payment of $3,595.00 to the City of Burley for the water installation into the former Burley Highway District facility coming from a grant received from the State, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:18 AM Discuss solid waste user fees and setting fees for new users and obtaining user information
   a) Mr. McMurray discussed that the annual review of solid waste user fees had identified new users for which user fees should be established. It was suggested that letters be prepared to be sent to the entities to request information detailing their usage patterns and frequency in order to establish an appropriate solid waste user fee.
   b) Treasurer Greener discussed that some other counties acquire usage data from the solid waste service providers in order to establish accurate fees. She requested that a resolution be established to allow them to collect a list from the service providers.
   c) 11:54 AM Letters to Aspire15 LLC and Miller Coors USA LLC were read into the record.

11:57 AM **Motion and Action:** Approve the context of the letters and the sending of the letters to the two entities identified as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

14) 9:35 AM Auditor's Quarterly Financial Report
    a) Clerk Larsen reviewed the Auditor's Quarterly report as required pursuant to IC § 31-1611.
    b) Larsen noted that final FY2025 transfers and budget amendments are currently being prepared and that the numbers presently available should not be considered final.
15) 9:44 AM Department Head Reports Including Budgetary Updates
    a) Reports were received from the following department heads: Grace Wittman - Extension Office Educator, Craig Rinehart - Coroner, Michael Ottley - Weed and Pest Supervisor, Kevin Horak - Undersheriff, Kerry McMurray - Building and Zoning Administrator, Mart Adams - Assessor, Amber Prewitt - Adult Misdemeanor Probation Director, Laura Greener - Treasurer, Joe Larsen – Clerk and Ean Pigford - I.T. Director.
    b) The various budgets were noted to be within limits and departmental activities were reviewed.
    c) Items of note included:
        i) There are currently two openings for detention deputies in the jail.
        ii) Cameras were recently installed by I.T. at the Road and Bridge facility.
        iii) Early voting is ongoing and the transition to the new recording software is underway.
        iv) Assessor Adams discussed that they have had difficulties with scanning of their records, noting a significant lag time to upload to the server. He stated that it has affected productivity in their office. I.T. Director Pigford discussed that the lag time when scanning has been addressed by applying an update to the system.
16) 10:57 AM Approve renewal of S2 Support with Everbase Solutions contract - I.T.
    a) I.T. Director Pigford discussed that the server for the key fob entry system has ceased working following a recent power outage. He noted that it would be necessary to renew the contract in order to update the system and make any needed repairs.
    b) Pigford suggested conducting a review of the system to be used for building access across county facilities once the new building has been completed.

11:02 AM **Motion and Action:** Approve renewing the S2 Support with Everbase Solutions Contract as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11:00 AM Prosecutor Larsen joined the meeting.

17) 11:03 AM Discussion with City of Burley Officials on area of impact matters – Bryan Reiter
    a) Reiter discussed that impact areas need to be established by 12/31/2025, noting that it could default back to the city boundaries otherwise. Three options were viewed by the commissioners.
    b) 11:37 AM Prosecutor Larsen suggested that the separate plans could be presented at a public hearing, noting that it would then be appropriate for the Board to take testimony on each one during a public hearing regarding the proposals.
18) 11:50 AM Set date for public hearing regarding Burley area of impact issue

11:49 AM **Motion and Action:** Set the public hearing for the Impact Area for the City of Burley for 11/24/2025 at 6:00 PM in the Commissioners Chambers as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

19) 11:59 AM County Building matters
    a) The State Public Defender's Office will be moving to their new facility on 10/31/2025.
    b) 12:01 PM Review and Execute Exhibit D to Contract, constituting GMP and Notice to Proceed – Construction

12:04 PM **Motion and Action:** Review and execute exhibit D to contract, constituting Gross Maximum Price and Notice to Proceed - Construction as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

    c) 12:05 PM Execute Notice to Proceed with construction phase

12:06 PM **Motion and Action:** Approve and execute the notice to proceed as presented,
Moved by Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

20) 12:09 PM Consider Juvenile Detention proposals received from Twin Falls County and Minidoka County
    a) Chair Beck read a response received from Minidoka County to the questions posed to them. Minidoka County clarified that they would lease no less than 2.5 beds per day at a rate of $250.00 per bed per day in order to be sustainable.
    b) Minidoka County also noted that if an agreement is reached that it would be effective for 10/1/2026.
    c) 12:15 PM Minidoka County Juvenile Detention Center Director Trent Bodily discussed the educational program for the detention center, stating that they do have an educator through the Minidoka School District.
    d) Medical expenses for inmates were discussed. Chair Beck asked Bodily how much the medical costs for the juvenile inmates from Cassia County have been historically. Bodily stated that he could check into the matter, noting that it was not something that he had tracked previously.
    e) A formal contract will be requested from Minidoka County in order for an accurate comparison to a contract for juvenile detention services from Twin Falls County.
21) 12:31 PM Discuss and prepare response to Minidoka County's letter of cost estimates for county obligated public defense expenses
    a) It was discussed that both Minidoka County and Cassia County are obligated under statute to provide an office space to the State Public Defender's Office until 7/1/2029.
    b) Prior meeting minutes were reviewed and a letter was requested to be prepared by McMurray to be sent to the Minidoka County Commissioners responding to their letter.

22) 1:15 PM Adjourn

1:15 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: 10-27-2025

	NAME (Please Print)	TOWN	REPRESENTING
1.	JASON Jones	Burley	Self
2.	Trevor Reno	Burley	Self
3.	JOE LARSEN	Burley	CLERK
4.	KEVIN Horan		sheriff's office
5.	MATT Adams	Burley	Assessor
6.	Laura Guenner	Burley	Treasurer
7.	Michael Offley	Elba	CCNMC
8.	CRAIG REINHART		Coroner
9.	Ean Pigford		IT
10.	Spencer McArthur	Burley	Burley
11.	Bryan Reese	Burley	City of Burley
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **7% 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)	5,093,499.00	486,356.25	18,300.68	4,607,142.75	90%
0006 DISTRICT COURT	399,326.00	24,076.68	1,005.00	375,249.32	94%
0008 JUSTICE FUND	15,639,677.00	873,780.78	92,104.89	14,765,896.22	94%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	84,758.32	934.37	1,305,241.68	94%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	1,557.00	500.00	97,443.00	98%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	231,731.87	263,858.53	4,063,883.13	95%
		Total Amount Paid	**376,703.47**		

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 10-27-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Shawne Ahl
Shawne Ahl
10-27-2025
Signature / Name / Date
☒ Deputy Clerk ☐ Clerk of the Board

* WARNING: This fund is over budget