Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, November 10, 2025

Cassia County Courthouse ▪ Commission Chambers
1459 Overland Ave ▪ Room 206 ▪ Burley ID 83318

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.
8:00 AM Quarterly Jail Tour of the Mini-Cassia Criminal Justice Center

ACTION AGENDA ITEMS

1) 9:15 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:18 AM Roll call

Roll Call.

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

4) 9:18 AM Calendar, meetings, committee reports, and correspondence were reviewed.
   9:30 AM Mr. McMurray discussed an email he received in relation to the Albion impact area. It included letters opposed to being included in the Albion Area of Impact. Mr. McMurray printed a copy off for each of the Commissioners for review.
5) 9:20 AM Approve payables for 11/10/2025

9:20 AM **Motion and Action:** Approve payables in the amount of $441,453.97 as presented on 11/10/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:22 AM Mr. McMurray joined the meeting.

6) 9:59 AM Approve minutes from 7/14/2025, 7/16/2025, and 7/23/2025

9:59 AM **Motion and Action:** Approve minutes from 7/14/2025 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:59 AM **Motion and Action:** Approve minutes from 7/16/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Leonard M. Beck - Chair, **Abstain:** Bob Kunau - Member, Motion passed.

10:00 AM **Motion and Action:** Approve minutes from 7/23/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 10:01 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

10:01 AM **Motion and Action:** Approve Clerk's Office recommendations to approve six junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

Instrument # 2025004612
BURLEY, CASSIA, IDAHO
12-9-2025 10:55:45 AM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

8) 11:40 AM Personnel Matters - Change of Status Requests
   a) CCSO - Robert Pickowitz - transfer - part time bailiff (up to 29.5 hours per week)
   b) CCSO - Benjamin Frank - transfer - Certified patrol deputy (County)
   c) Adult Misdemeanor Probation - TeAnna Hull - voluntary resignation - Senior Probation Officer
   d) Treasurer - Raylie Wallace - new hire - part time deputy treasurer

11:43 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) Executive Sessions

12:06 PM **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.

12:58 PM Upon exit of Executive Session, the board took the matter under advisement.

10) 11:45 AM Review and approve final L-1 certificate of levies as revised by Idaho State Tax Commission

11:46 AM **Motion and Action:** Approve the L-1 certificate of levies as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 11:47 AM Approve Challenge Cost Share Agreement with Idaho Parks and Recreation
   a) Document to be sent to legal for review prior to consideration.
   b) Matter will be placed on the agenda for the next meeting of the BoCC.
12) 11:50 AM Consider and act on Miguel Hernandez request for extension to record final plat
   Mr. Hernandez requested a six-month extension of time in which to file the completed plat.

11:51 AM **Motion and Action:** Grant the request for a six-month extension to record the final plat for Miguel Hernandez as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 11:52 AM Discuss statutory requirements for Commissioners to apply in considering upcoming area of impact boundary hearings
   a) Mr. McMurray discussed that due to recent legislative changes that the impact areas should be updated by 12/31/2025.
   b) Thereafter it is recommended that counties and cities should review impact area boundaries at least every five years.
14) 12:58 PM Deliberate regarding allowing Prosecuting Attorney to execute agreement with The Forensic Panel - Prosecutor Larsen

a) Larsen requested the authority to sign a contract with The Forensic Panel for an expert opinion.
b) The matter was discussed under Idaho Code § 74-206 (1) (d) and Idaho Code § 74-206 (1) (f).

1:00 PM **Motion and Action:** Allow the Prosecuting Attorney to execute an agreement with The Forensic Panel as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

15) 9:21 AM Reports from VSO
   a) VSO Driscoll reported that there are currently 21 families that are using the food pantry.
   b) He discussed that the community members have been very supportive of the food pantry's efforts.
   c) They have plans to sponsor ten families for a Thanksgiving dinner.
16) 9:39 AM Canvass of Votes for the Nov. 4, 2025 Consolidated Election IC §34-1205 & §34-1206
   a) Elections Director Susan Keck reviewed the canvass of votes for the Board.
   b) Keck stated that overall, there was a 20% voter turnout.

9:48 AM **Motion and Action:** Accept the canvass of the votes as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 9:50 AM Approval for replacement S2 Door Controller and labor by Everbase Solutions – IT
   a) I.T. Director Ean Pigford stated that Everbase Solutions has now inspected the door controller and has determined that it is non-functional.
   b) At present they are unable to update the controller with the time changes, holidays, etc. A complete replacement will be needed.

9:57 AM **Motion and Action:** Accept the quote from Everbase Solutions for $2,710.00 for the purchase of a controller and up to an additional $1,000.00 for labor for programming as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 10:04 AM Presentation by Enterprise Fleet Management – Kunau
   a) Representatives from Enterprise Fleet Management discussed the services their company offers.
   b) There was discussion that the number of vehicles estimated may not be accurate and that they need to clarify the vehicles on the county fleet and the annual mileage for each to ensure an accurate estimate.
19) 10:49 AM Review for approval purchase of a vehicle and necessary amendment of budget for the Noxious Weed and Pest – Ottley
   a) Ottley requested to purchase a heavy-duty truck to accommodate the hauling of additional water.
   b) He stated that he would like to budget to save $34,500.00 per year for future vehicle and equipment replacement purchases for the Noxious Weed and Pest Department and said that the next vehicle purchase for the department was planned for 2030.
   c) There was discussion that the vehicle purchase was not budgeted for at this time and that if a purchase is made that the budget will require an amendment at the end of the fiscal year.
   d) Ottley will trade in a 1997 Dodge Ram 3500 with a flatbed for a trade in value of $4,000.00.

11:31 AM **Motion and Action:** Approve the purchase of the 2025 Ram 5500 for $66,950.00, less a $4,000.00 trade in that will take the total to $62,950.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

20) 11:32 AM Construction project status report – Chad Gill, Gary Jones Construction
    a) The gas lines at the construction site will be removed this week.
    b) Demolition of the buildings is now planned for the week of 11/17/2025.
21) 1:03 PM Adjourn

1:03 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

SUMMARY CLAIMS APPROVAL REPORT
INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

11% 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	680,103.45	89,798.03	4,413,395.55	87%
0002 ROAD & BRIDGE	712,150.00	30,790.43	11,858.95	681,359.57	96%
0006 DISTRICT COURT	399,326.00	40,857.96	4,536.00	358,468.04	90%
0008 JUSTICE FUND	15,639,677.00	1,471,472.61	256,760.09	14,168,204.39	91%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	136,514.26	25,914.14	1,253,485.74	90%
0013 911 COMMUNICATIONS	954,840.00	1,507.11	4,164.71	953,332.89	100%
0015 CONSOLIDATED ELECTIONS	367,010.00	3,259.76	1,122.74	363,750.24	99%
0018 CASSIA COUNTY FAIR	301,913.00	9,218.10	1,512.00	292,694.90	97%
0020 REVALUATION	468,000.00	51,662.95	8,138.45	416,337.05	89%
0027 NOXIOUS WEED & PEST	518,550.00	38,500.17	7,564.65	480,049.83	93%
0028 SNOWMOBILE	37,620.00	0.00	19.95	37,620.00	100%
0029 PHYSICAL FACILITIES	12,531,140.00	42,227.14	3,987.10	12,488,912.86	100%
0033 COURT FACILITIES FUND	5,500.00	0.00	294.84	5,500.00	100%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	438,732.72	23,436.56	3,856,882.28	90%
0053 NARCOTICS SEIZED ASSETS FUND	30,000.00	0.00	1,541.76	30,000.00	100%
0061 COURT INTERLOCK FUND	9,000.00	65.00	804.00	8,935.00	99%
		Total Amount Paid	**441,453.97**		

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 11-10-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Sharene Allen
Signature
Sharene Allen
Name
11-10-2025
Date
☒ Deputy Clerk ☐ Clerk of the Board

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

Cassia County Commissioner Meeting

Attendance Log

Date: NOV. 10, 2025

	NAME (Please Print)	TOWN	REPRESENTING
1.	Chuck Driscoll	Burley	VSO
2.	Jason Jones	Burley	Self
3.	Susan Keck	Almo	Elections
4.	Ean Pigford	Burley	IT
5.	Andrew Gebhart	Boise	Enterprise
6.	Mart Adams	Burley	Assessor
7.	Kevin Horgan		CCSO
8.	Jarod Thornton		Sheriff
9.	Chad Gill		GJC
10.	Michael Offley	Elba	CCNWC
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			