Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, November 24, 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) 9:02 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:04 AM Roll call

Roll Call.

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

4) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:06 AM Approve payables for 11/24/2025

9:07 AM **Motion and Action:** Approve payables in the amount of $164,160.13 as presented on 11/24/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:08 AM Approve minutes – there were none to be considered.
7) 9:08 AM Approval of synopsis for July 2025

9:08 AM **Motion and Action:** Approve synopsis for July 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

9:09 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 10 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) 11:42 AM Personnel Matters - Change of Status Requests
   a) MCCJC – Sergio Ramirez – Sergeant – Voluntary resignation
   b) MCCJC – Christina Ulmer – Sergeant – promotion
   c) MCCJC – Christopher Overlin – Corporal – promotion
   d) MCCJC – Jacoby Buckley – Senior Deputy – promotion
   e) MCCJC – Rena Moosman – Senior Deputy – promotion
   f) MCCJC – Luis Juarez – Senior Deputy – promotion

Instrument # 2025004906
BURLEY, CASSIA, IDAHO
12-23-2025 02:02:47 PM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

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

g) 12:16 PM MCCJC – Jerrica Carpenter – Uncertified Detention Deputy – New Hire

12:16 PM **Motion and Action:** Approve Change of Status Request as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10) Executive Sessions

9:10 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.

9:40 AM Upon exit of Executive Session, the board took the matter under advisement.

9:40 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.

10:17 AM **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.

10:42 AM Upon exit of Executive Session, the board took the matter under advisement.

11:54 AM **Motion and Action:** Enter Executive Session pursuant to 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.

12:16 PM Upon exit of Executive Session, the board took the matter under advisement.

11) 11:38 AM Decide on participation of FY2026 IAC Natural Resources Policy & Litigation Fund

11:37 AM **Motion and Action:** Approve the payment of $8,942.00 to IAC for the Natural Resource Policy and Litigation Fund as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12) 10:53 AM Review and approve County Road & Bridge Application for Mag Chloride grant
    a) The total cost of the project is estimated to be $110,000.00.
    b) A Local Rural Highway Investment Program (LRHIP) grant in the amount of $100,000.00 has been applied for through the Local Highway Technical Assistance Council (LHTAC).

10:54 AM **Motion and Action:** Authorize the chair's signature on the application for an LRHIP grant for Cassia County Road and Bridge in the amount of $100,000 to assist in the application of magnesium chloride to roadways in the Road and Bridge district as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 10:55 AM Review and approve Cassia County Ordinance 2025-11-01 confirming the City of Declo area of impact.

10:57 AM **Motion and Action:** Approve Ordinance 2025-11-01 confirming the City of Declo Area of Impact Area as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 11:06 AM Reappoint Nate Francisco and Kent Durfee as Planning & Zoning Commissioners
    a) Mr. McMurray stated that there are three positions expiring; held by Angela Hoopes, Nate Francisco and Kent Durfee. Angela Hoopes did not wish to be reappointed.
    b) McMurray stated that an announcement has been published announcing the opening, and that it has been placed on the county website as well.

11:07 AM **Motion and Action:** Reappoint Nate Francisco and Kent Durfee to serve as Planning and Zoning Commissioners as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 11:14 AM Transmittal of recommendation on Harper application for zone change
    a) Mr. McMurray discussed that there was a hearing on a petition to amend the zone from prime ag to res ag by Mr. Harper. A resolution was prepared to make that recommendation from Planning and Zoning.
    b) The approval from Planning and Zoning was split, with one Planning and Zoning Commission member voting against it and four voting to approve it.
16) 11:39 AM Set hearing on Harper application for 12/15/2025 at 11:30 AM

11:41 AM **Motion and Action:** Approve setting a hearing for the Harper application for 12/15/2025 at 11:30 AM as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

17) 9:42 AM Consider cancellation of property taxes for approved Homeowner's Exemptions
    a) Treasurer Greener presented a list of homeowner exemptions that had been applied for.
    b) She noted that these applications were received between 11/3/2025 and 11/21/2025.

9:43 AM **Motion and Action:** Approve the cancellation of 2025 property taxes for five listed parcels for homeowner exemptions in the amount of $2,672.52 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 9:44 AM Department Head Reports including Budgetary Updates
    a) Reports were received from Mirella Mancias – Chief Deputy Assessor, Kevin Horak – Undersheriff, Michael Ottley – Noxious Weed and Pest Supervisor, Craig Rinehart – Coroner, Grace Wittman – Extension Educator, Pete Hernandez – Building and Grounds Supervisor, Ean Pigford – I.T. Administrator, Kerry McMurray – Building and Zoning Administrator and Joseph W. Larsen – Clerk.
    b) Items of note:
        i) The Assessor's Office is in the last day of accepting appeals for the 2025 Occupancy and Subsequent Assessment rolls and a Board of Equalization Hearing has been scheduled for 11/25/2025.
        ii) The Mini Cassia Criminal Justice Center is currently down by three deputies and has made a conditional offer to one applicant. One cell block has been taken out of use in order to make necessary updates.
        iii) The Weed and Pest department is working on preparing their equipment for the next year and the employees are in the process of using up their accrued compensatory time.
        iv) The Extension Office is hosting a Christmas Open house on 12/15/2025 at 3:00 PM.
        v) The setup and configuration of the door control unit has taken much longer than anticipated. I.T. Director Ean Pigford will continue to work with the vendor to complete the process.
        vi) Mr. McMurray is working on a policy update for per diem reimbursement rates.
        vii) The transition to the Tyler recording software has started for the Recorder's Office.
19) 10:43 AM Deliberations on proposed City of Albion Impact Areas
    a) Chair Beck stated that he had requested information regarding the City of Albion's water rights and had not received any information on the matter.
    b) Beck also felt that there was some mis-information regarding parcels located in a designated impact area, and he clarified that the county retains jurisdiction over the impact areas.
    c) Earl Warthen discussed the Keller and Associates water study, noting that the water flow was reported as 650 gallons per minute, as opposed to 800 gallons per minute that had been discussed in a court hearing. Warthen expressed concern that the City of Albion was not making repairs to the sewer and water system yet.
    d) Mr. McMurray stated that they had received the water study but have not printed it out since the report was more than 300 pages in length. Mr. McMurray provided information received from the Mayor of the City of Albion regarding the water issues.
    e) The matter has been placed on the 12/15/2025 agenda for further consideration and a determination.
20) 11:08 AM Construction project status report and items requiring attention - Gary Jones Construction
    a) Chad Gill from Gary Jones Construction discussed that the demolition has been completed.
    b) The process of backfilling and compacting the soil will be happening over the coming week. The compaction process was discussed to include testing to ensure appropriate compaction levels.
    c) Delivery of steel is anticipated in the middle of January.
21) 11:20 AM Discussion with IAC regarding Natural Resources Policy and Litigation fund assessment
    a) Seth Grigg with IAC explained that the assessment is not related to the prior NACO assessments. No future assessments will be sent to the counties that had opted out of participation in the NACO Natural Resources fund.

b) The IAC Natural Resources Policy and Litigation fund assessment is to assist counties with legal expenses related to natural resource related cases. The most recent cases were in regards to roadless areas as well as those parties that work to block timber sales. The legal costs can be very high for the counties that must participate in the related legal proceedings.

22) United States Forest Service (USFS)
   a) 11:45 AM U.S. Forest District Ranger
      i) Matt Gruen explained that their efforts for prescribed burns in wrapping up.
      ii) The campgrounds are mostly closed for the season and the ski hills are preparing to open up.

23) 12:17 PM Review and sign pathology services agreement with Ada County – Rinehart
   a) Coroner Rinehart noted that he had received the agreement from Ada County on 11/21/2025.
   b) No changes were noted in the contract terms.

12:22 PM **Motion and Action:** Approve the agreement for pathology services between Cassia County and Ada County as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

24) 12:24 PM Adjourn

12:25 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: 11-24-2025

NAME (Please Print)	TOWN	REPRESENTING
1. Jason Jones	Burley	Self
2. Shannon Taylor		Jail
3. Emily Allen	Albion	W.D. 140
4. Dave Perry	Albion	self
5. Pete Hernandez	Burley	Building and grounds
6. Laura Greener	Burley	Treasurer
7. Mirella Manciar	Burley	Assessors
8. Craig Rinehart		Coroner
9. Traci Wittman		Extension
10. Kevin Horak		CCSO
11. Ean Pigford	Burley	ID
12. Michael Offley	Elba	CCNWC
13. Chad Gill	Burley	GJC
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SUMMARY CLAIMS APPROVAL REPORT
INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **15% 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	835,263.88	34,865.90	4,258,235.12	84%
0002 ROAD & BRIDGE	712,150.00	47,310.89	982.95	664,839.11	93%
0004 AMBULANCE SERVICES	278,425.00	22,979.25	2,438.00	255,445.75	92%
0006 DISTRICT COURT	399,326.00	52,348.72	998.58	346,977.28	87%
0008 JUSTICE FUND	15,639,677.00	1,922,470.79	14,978.42	13,717,206.21	88%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	175,146.48	934.37	1,214,853.52	87%
0015 CONSOLIDATED ELECTIONS	367,010.00	11,064.75	1,418.23	355,945.25	97%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	2,057.00	500.00	96,943.00	98%
0027 NOXIOUS WEED & PEST	518,550.00	48,762.10	171.08	469,787.90	91%
0029 PHYSICAL FACILITIES	12,531,140.00	46,214.24	65.75	12,484,925.76	100%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	551,311.11	106,806.85	3,744,303.89	87%
		Total Amount Paid	**164,160.13**		

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 11-24-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Sharene Allin
Signature
Sharene Allin
Name
11-24-2025
Date
☒ **Deputy Clerk** ☐ **Clerk of the Board**

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