Cassia County Board of Commissioners
SPECIAL MEETING MINUTES
Thursday, January 15, 2026

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.

9:05 AM Mr. McMurray joined the meeting

5) 9:06 AM Approve payables for 1/15/2026

9:06 AM **Motion and Action:** Approve payables in the amount of $768,969.10 as presented on 1/15/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) Approve minutes – there were none to be considered.
7) 9:08 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:08 AM **Motion and Action:** Approve Clerk's Office recommendations to approve seven junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:09 AM Personnel Matters - Change of Status Requests
   a) Prosecutor – Matthew Love – Investigator – voluntary resignation
   b) Assessor – Raylie Wallace – Part time deputy Assessor – transfer

9:10 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.

9) 10:38 AM Executive Sessions

Instrument # 2026000296
BURLEY, CASSIA, IDAHO
1-26-2026 04:02:13 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy CV
Index to: COMMISSIONERS MINUTES

10:38 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) (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) 9:21 AM Review & approve Summary of Cassia County Ordinance No. 2025-11-01 for publication (Declo City area of impact)

9:22 AM **Motion and Action:** Approve the publication of the summary for the Ordinance No. 2025-11-01 for the Declo City area of impact as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 9:23 AM Review & approve Resolution No. 2026-001 Notice of regular open meetings

9:25 AM **Motion and Action:** Approve Resolution No. 2026-001 Notice of regular open meetings as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12) 9:25 AM Review & approve Resolution No. 2026-002 authorizing destruction of semipermanent records in Sheriff's Office

9:27 AM **Motion and Action:** Approve Resolution No. 2026-002 authorizing destruction of semipermanent records in the Sheriff's Office as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:28 AM Consider and appoint America 250 representative
   a) It was discussed that Commissioner Searle has been working with the project, noting he's met once a month on Mondays to help with the planning process.
   b) Matter will be placed on the agenda for the 1/22/2026 meeting for further consideration.
14) 10:57 AM Appointment of Dustin Carson to Snowmobile Advisory Board

10:58 AM **Motion and Action:** Approve Dustin Carson to serve on the Snowmobile Advisory Board as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

15) 9:11 AM Reports from Veteran's Service Officer (VSO)
   a) VSO Driscoll discussed that there were fewer interviews during December, largely due to the holidays.
   b) Driscoll expressed appreciation to the community for the food and Christmas gifts that were donated for the veterans in need.
   c) The construction projects related to the VSO office in Minidoka County were discussed briefly.

16) 9:31 AM Establishment of Election Precincts by County Commissioners in accordance with IC §34-301
   a) Elections Director Susan Keck discussed the necessity to establish the precincts in accordance with IC §34-301, noting that the only modifications were between Almo and Elba precincts.
   b) Both precincts will remain as vote by mail precincts. Any registered voters being moved from the Almo Precinct to the Elba Precinct will be notified by mail.

9:41 AM **Motion and Action:** Approve the presented Cassia County precinct map as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

17) 9:42 AM Establishment of Commissioners' Districts in accordance with IC §31-704
   a) Elections Director Susan Keck discussed that the Commissioner's Districts must be divided nearly as equal as possible. The present division meets the requirements.
   b) Keck suggested a review of the Commissioner's Districts after the 2030 census data has been received.

9:44 AM **Motion and Action:** Approve the Cassia County Commissioners Districts map as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 9:45 AM Review and approve annual Daida ScanPro service and maintenance invoice - Clerk/Recorder

9:47 AM **Motion and Action:** Approve the annual Daida ScanPro service and maintenance invoice in the amount of $1,369.50 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

19) 9:49 AM Approve ITD-Burley Interchange Landscaping Agreement
   a) It was discussed that the project is planned as a zero scape, to limit the maintenance costs.
   b) It was noted that Prosecutor Larsen had reviewed the document and saw no problem with it.
   c) Additional information was requested regarding the ongoing costs involved. Matter will be placed on the agenda for the next meeting of the Board.
20) 10:01 AM Consider cancellation of 2025 property taxes for MHBGY0600B0110 – Treasurer
   a) Deputy Treasurer Sheri Bedke discussed that the manufactured home was moved from Cassia County to Minidoka County in December of 2024.
   b) The unit should not have been assessed on the 2025 assessment roll.

10:03 AM **Motion and Action:** Cancel the 2025 property taxes for parcel MHBGY0600B0110 in the amount of $148.38 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 10:04 AM Approve quote of Google to Microsoft Email Migrations for CCSO and MCCJC staff – IT
   a) IT Director Ean Pigford discussed that they are working on increasing the security for email and cloud services. He reviewed quotes for transition of the Cassia County Sheriff's Office and the Mini-Cassia Criminal Justice Center.
   b) Two options were presented, with either an annual payment option or a monthly payment option, noting that there is a cost savings with the annual payment option.

c) He discussed the changes which would include Microsoft for emails, and Microsoft Teams to replace Google Chat. The migration process with begin with the Sheriff's office administration.
d) Pigford noted that dual authentication will be necessary for all users as part of the increased security available to with the change to the Microsoft platform.
e) The annual cost for countywide email services is projected to be $42,000.00 under the proposed service. It was stated that the annual cost of the Google email services is presently around $12,000.00.
f) Chair Beck requested that Pigford provide information regarding any breach of the email system by someone gaining access to the county's email system. He also asked for information to explain the difference between the two quotes.
g) Matter will be placed on the next meeting agenda for further consideration.

22) Construction project status report and items for consideration - no report was received.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

23) Proposed County building discussion – no discussion
24) 10:59 AM Adjourn

11:00 AM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - 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

29% 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	1,368,210.76	3,774.19	3,725,288.24	73%
0002 ROAD & BRIDGE	712,150.00	94,879.55	13,360.72	617,270.45	87%
0006 DISTRICT COURT	399,326.00	100,551.22	2,221.06	298,774.78	75%
0008 JUSTICE FUND	15,639,677.00	3,512,859.41	16,234.55	12,126,817.59	78%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	7,530.98	27,647.54	91,469.02	92%
0020 REVALUATION	468,000.00	113,995.82	66.89	354,004.18	76%
0028 SNOWMOBILE	37,620.00	57,966.67	2,996.29	-20,346.67	-54%
0029 PHYSICAL FACILITIES	12,531,140.00	731,618.40	658,792.65	11,799,521.60	94%
0032 PREVENTIVE HEALTH FUND	277,000.00	69,106.65	23,035.55	207,893.35	75%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	1,011,029.61	20,839.66	3,284,585.39	76%
		Total Amount Paid	**768,969.10**		

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 1-15-2026

Howard M Buck
COMMISSIONER

Bob Kunau
COMMISSIONER

Kent R Seamons
COMMISSIONER

Attest:
Sharene Ahlin
Signature
Sharene Ahlin
Name
1-15-2026
Date
☑ Deputy Clerk ☐ Clerk of the Board

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

Cassia County Commissioner Meeting

Attendance Log

Date: 1-15-2022

	NAME (Please Print)	TOWN	REPRESENTING
1.	Uncle Dmscell	Burley	VSO
2.	Trevor Reno	Burley	Self
3.	Susan Keck	Almo	Elections.
4.	Michelle Wallace	Rupert	Auditors
5.	Eka Velasquez	Burley	Clerks
6.	DAVID WALDRON	Burley	City of BURLEY
7.	Laura Gittins	Burley	Assessors
8.	Andrea Ruiz	Burley	Assessors
9.	Ean Pigford	Burley	IT
10.	Sheri Beake	Burley	Treasurer
11.	Kevin Haan		SO.
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