Cassia County Board of Commissioners
SPECIAL MEETING MINUTES
Thursday, January 22, 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) 9:01 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.
5) 9:08 AM Approve payables for 1/22/2026

9:08 AM **Motion and Action:** Approve payables in the amount of $328,069.92 as presented on 1/22/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) Approve minutes – there were no minutes to be approved.
7) 9:10 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:10 AM **Motion and Action:** Approve Clerk's Office recommendations to approve four junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) Personnel Matters - Change of Status Requests – There were none to be considered.
9) Executive Session

11:36 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.

11:47 AM Upon exit of Executive Session, the board took the matter under advisement.

10) 9:13 AM Consider appointment of America 250 representative

It was determined that Kent Searle will continue to serve as the American 250 representative.

Instrument # 2026000475
BURLEY, CASSIA, IDAHO
2-9-2026 12:47:32 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00 EV
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

11) Approve and sign America 250 logo agreement – to be considered during the next meeting
12) 9:17 AM Review & approve for publication the Notice of entities noncompliant with the legal reporting requirements Idaho Code § 67-1076
    a) A list of the taxing districts listed as noncompliant with the transparency reporting requirements was received by the Idaho State Controller's Office.
    b) The County is obligated under statute to publish the list of noncompliant entities each year.

9:20 AM **Motion and Action:** Approve the publication of the local government entities that are listed as noncompliance with the legal reporting requirements of Idaho Code § 67-1076 as submitted by the State Controller's Office, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:23 AM Sign letter appointing Dustin Carson to Snowmobile Advisory Board

9:23 AM **Motion and Action:** Authorize the Chair to sign the letter appointing Dustin Carson to the Snowmobile Advisory Board as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 9:24 AM Approve Resolution No.2026-003 for destruction of Assessor's Office semi-permanent records

9:27 AM **Motion and Action:** Adopt Resolution No. 2026-003 for the destruction of semi-permanent records in the Assessor's Office as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

15) 9:39 AM Review and approve an increase in funding of the Howell Canyon Road Maintenance
    a) Chair Beck stated that he attended a meeting of the highway districts involved with the Howell Canyon Road maintenance.
    b) The costs for the maintenance of the road were discussed and a request had been made for the county to increase their funding of the road project by 40%, noting that if the contributions had been increased by 3% each year since 2002 that it would be equal to about a 40%.
    c) The involved parties will be meeting on February 11, 2026. Chair Beck said that they will invite representatives from Pomerelle to participate since they do benefit from the use of the road.

SCHEDULED ACTION AGENDA ITEMS

16) 9:28 AM Sign support for Minidoka National Wildlife Refuge grant proposal – Allen
    a) It was discussed that they would like to install a vault toilet at Smiths Spring boating site on the Cassia Side. The county will not have any costs applicable to the project. They are requesting a grant from the Idaho Department of Parks and Recreation.
    b) As part of their application, they were requesting that the county waterways committee chair sign the application. It was determined that the application should be signed by Dick Randklev. Mr. McMurray will contact Mr. Randklev to request his signature. McMurray will draft a letter of support to be considered by the Board during their next meeting on 1/26/2026.
17) 9:54 AM Vote on nomination of Brent Reinke to serve on board for South Central Public Health District

9:54 AM **Motion and Action:** Approve the appointment of Brent Reinke to serve on the board for the South Central Public Health District as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 9:56 AM Approve ITD-Burley Interchange Landscaping Agreement
    a) Commissioner Searle expressed concern with the open-ended nature of the proposed contract.
    b) The Board had hoped to receive some follow up information from the City of Burley, however no follow up information had been received. Matter will be placed back on the agenda once the additional information is received.
19) 10:05 AM Approve quote of Google to Microsoft Email Migrations for Cassia County
    a) It Administrator Ean Pigford discussed that on 4/9/2025 it was reported that an email account had been compromised, noting that it had been sending out bad emails for approximately an hour. The account was disabled until better security measures were enabled. The breach was attributed to an automated attack and Pigford stated that multi-factor authentication could have prevented it.
    b) Pigford discussed that the change to Microsoft is desired to allow a single point of management.
    c) 11:27 AM Pigford noted that following his hire he conducted an assessment of the security measures in place; concluding that additional security measures would be advisable. He included the costs for the upgrade in the budget planning for FY2026.
    d) Additional discussion was scheduled for the next meeting.
20) 10:25 AM Review and approve Precinct Central Electronic Poll Book contract with Tenex Software Solutions, Inc.
    a) Elections Director Susan Keck presented the renewal contract with Tenex for the electronic poll books.
    b) She explained that the cost did increase by $15.00 per unit, noting that it was the first increase in five years. The expense was budgeted for and the contract was noted to be effective through 9/30/2029.

10:27 AM **Motion and Action:** Approve the Precinct Central Electronic Poll Book contract with Tenex Software as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) Executive Session

10:31 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) (c) to deliberate acquisition of an interest in real property, **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.

10:59 AM Upon exit of Executive Session, the board took the matter under advisement.

22) 11:10 AM Idaho Power vehicle donation
    a) Tom Behr, Jaclyn Black and Joe Kendall from Idaho Power presented a 2013 Ford F350 as a donation to the county.
    b) It was discussed that the intended use for the vehicle may be for the Road and Bridge Department.
    c) Chair Beck expressed appreciation to Idaho Power for their support and the donation of the vehicle.

11:14 AM **Motion and Action:** Allow the Chair to sign the sales tax exemption forms as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11:16 AM **Motion and Action:** Allow the Chair to sign the liability release form as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

23) 11:24 AM Construction project status report and items for consideration - Gary Jones Construction
   a) Chad Gill from Gary Jones Construction provided a status report.
   b) He stated that they have been pouring concrete footings.
   c) Gill stated that plumbing sleeves and fire risers will be installed next.
24) Recess for lunch

11:47 AM **Motion and Action:** Recess for lunch as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

25) 1:28 PM Reconvene
26) 1:30 PM Fair Board appointment interviews

1:28 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (a) to consider personnel evaluation in hiring, **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.

3:37 PM Upon exit of Executive Session, the board took the matters discussed under advisement.

UNFINISHED BUSINESS ACTION AGENDA ITEMS
27) Proposed County building discussion – no discussion
28) 3:38 PM Adjourn

3:38 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: 01/22/2026

NAME (Please Print)	TOWN	REPRESENTING
1. Jaime Allen	Rupert	USFWS
2. Hailey Jacobson	Rupert	USFWS
3. Ean PigFord	Burley	IT
4. Kevin Horak		CCSO
5. Susan Keck	Almo	Elections
6. Amber Prewitt	Burley	Probation
7. Jason Jones	Burley	Self
8. Chad Gill	Burley	GJC
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

31% 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	1,465,440.35	30,828.34	3,628,058.65	71%
0006 DISTRICT COURT	399,326.00	112,448.55	4,974.05	286,877.45	72%
0008 JUSTICE FUND	15,639,677.00	3,867,715.21	50,528.36	11,771,961.79	75%
0017 COMMUNITY COLLEGE	200,000.00	200.00	90,700.00	199,800.00	100%
0027 NOXIOUS WEED & PEST	518,550.00	171,598.30	7,299.10	346,951.70	67%
0029 PHYSICAL FACILITIES	12,531,140.00	731,618.40	4,322.51	11,799,521.60	94%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	1,150,447.17	139,417.56	3,145,167.83	73%
		Total Amount Paid	**328,069.92**		

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 1-22-2026

Leonard M Beck
COMMISSIONER

Bob Kunau
COMMISSIONER

Kent L Seale
COMMISSIONER

Attest:

Shawna Ahlin
Signature

Shawna Ahlin
Name

1-22-2026
Date

☒ Deputy Clerk ☐ Clerk of the Board

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