Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, March 9, 2026

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

8:00 AM Tour of Mini Cassia Criminal Justice Center with Minidoka County Commissioners
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) 9:05 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:08 AM Roll call

Roll Call.

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

4) 9:08 AM Calendar, meetings, committee reports, and correspondence were reviewed.

9:15 AM Mr. McMurray joined the meeting.

5) 9:23 AM Approve payables for 3/9/2026

9:23 AM **Motion and Action:** Approve payables in the amount of $1,048,505.97 as presented on 3/9/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

a) It was discussed that the purchase of equipment to customize patrol vehicles had been included in the payables. Additional information was requested from Sheriff Thompson.

Motion died for lack of a vote.

b) 11:12 AM Sheriff Jarrod Thompson explained that the equipment was to customize four new vehicles being purchased for the department.

11:14 AM **Motion and Action:** Approve payables in the amount of $1,048,505.97 as presented on 3/9/2026, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

6) 9:24 AM Approve minutes from 2/17/2026 and 2/23/2026

9:24 AM **Motion and Action:** Approve minutes from 2/17/2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

Instrument # 2026000976
BURLEY, CASSIA, IDAHO
3-17-2026 08:30:05 AM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

9:25 AM **Motion and Action:** Approve minutes from 2/23/2026 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 9:25 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:26 AM **Motion and Action:** Approve Clerk's Office recommendations to approve one junior college Certificate of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:26 AM Personnel Matters - Change of Status Requests
   a) Sheriff – Wayne Winder – Part Time Bailiff – voluntary resignation
   b) Treasurer – Sharon Wageman – part time deputy Treasurer – termination for inactivity
   c) MCCJC – Ambar Dominguez – Senior Deputy - promotion

9:29 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) Executive Session

10:12 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.

10:40 AM Upon exit of Executive Session, the board took the matter under advisement.

10:40 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) 9:30 AM Review and approve HVAC work to be done by Ramsey Heating and Electric for Assessor's Office
   a) Two options for the work were presented. The first option was for installation of new equipment at a cost of $10,100.00; the second option involved the installation of the system previously removed from the former Public Defender's office building at a cost of $5,000.00.
   b) The Board selected the second option at a cost of $5,000.00.

9:32 AM **Motion and Action:** Approve the expenditure of $5,000.00 for the installation of the used mini-split system as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11) 9:48 AM FY2027 Budget Meeting preparation Discussion

a) Deputy Auditor Michelle Wallace suggested holding a budget "kick off" meeting for all departments.
b) It was discussed to schedule that on March 30, 2026 following the department head meeting.
c) Wallace requested that the Board contact the representatives with Waterways, Fair, Snowmobile, 911 and the Historical Society to request that they attend this meeting.

12) 10:03 AM Sign appreciation plaque for Jeff Chatburn

10:04 AM **Motion and Action:** Sign the certificate of appreciation for Mr. Chatburn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

13) 10:06 AM Determine name for new office building
a) It was discussed that a name should be determined for the new building.
b) The Board considered placement of any name to be placed above the doors.
c) Matter will be placed on the next agenda for further consideration.

14) 11:20 AM County vehicle related matters:
a) Consider disposition of 2014 Dodge Caravan at the Weed & Pest building
i) A resolution will be prepared to declare the Dodge Caravan as surplus.
b) Consider possible county vehicle acquisition for general county use
i) Chair Beck requested the mileage reimbursement paid over the last five years in order.
c) Declaration of surplus vehicles and/or equipment and schedule public auction
i) Prosecutor McCord Larsen suggested that they consider a motion to allow Couch Equipment to handle the sale of the equipment.
ii) Larsen said that their other option would be to publish notice of a public auction and to auction them off at the courthouse.

11:31 AM **Motion and Action:** Authorize the county to work with Couch Equipment to sell the seven pieces of surplus property listed on Resolution 2025-011, excluding the Dodge Charger listed as item #5, as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 11:19 AM Approve Mid Snake River Water Resource FY2026 Annual Contribution invoice

11:20 AM **Motion and Action:** Approve the FY2026 contribution to the Mid Snake Water Resource Commission in the amount of $2,787.00 for FY2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

16) 9:18 AM Reports from VSO
a) The February report of activity was reviewed.
b) Plans for upcoming activities as well as participation in the America 250 celebration were discussed.

17) 9:33 AM Consider updated intercom system and panic buttons for juvenile detention center – Bodily
a) Trent Bodily requested to install an updated intercom system and to add panic buttons in various locations throughout the facility. He noted that the panic buttons would allow them to quickly summon assistance in the event of an emergency.

b) The cost of the alarm system is $49,154.79 and the cost of the $1,951.07 for a total of $51,105.86. He confirmed that it had been budgeted for. Bodily explained that the matter has already been approved by the jail committee as well as by Minidoka County's Board of County Commissioners.
c) McMurray stated that the project would be considered a capital improvement and would be split equally between Cassia and Minidoka counties.

9:36 AM **Motion and Action:** Approve the expenditure for the intercom system and panic buttons for the juvenile detention center in the amount of $51,105.86 which will be split 50/50 between the counties as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 9:37 AM Consider bids for remodeling to house Juvenile Probation at MPO building – Prewitt
a) Adult Misdemeanor Probation Director Amber Prewitt requested that the Board consider modifications to the building that they currently occupy.
b) The bids ranged from $16,040.00 to $33,208.00. The Board requested additional information on the matter.
c) Matter will be placed on the next agenda.
19) 10:42 AM East Cassia Soil and Water Conservation District periodic report and FY2027 funding request.
a) They reviewed their annual activities and discussed the seedling sale.
b) A video from KMVT regarding seedlings for windbreaks was viewed.
c) They requested funding in the amount of $9,000.00 for FY2027

11:10 AM **Motion and Action:** Budget and award $9,000.00 to East Cassia Soil and Water Conservation District for FY2027 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Leonard M. Beck – Chair. Motion passed unanimously.

20) 10:58 AM West Cassia Soil and Water Conservation District periodic report and FY2027 funding request
a) Their activities and programs were discussed. It was noted that they also participate in the seedling sales and that they have a seed drill available for rent for use in the district.
b) A brief video of the FFA soil judging competition event was viewed.
c) They requested funding in the amount of $9,000.00 for FY2027.

11:11 AM **Motion and Action:** Budget and award $9.000.00 for West Cassia Soil and Water Conservation District for FY2027 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 11:16 AM Construction project status report and items for consideration - Gary Jones Construction
a) The concrete footings for the elevator shaft have been completed.
b) The prep for the concrete pad will be worked on next.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

22) 11:36 AM Proposed County building discussion
a) There was discussion regarding moving the Building and Zoning offices into the new building.
b) Those offices could be moved to open up space in the main building for Adult Misdemeanor Probation.

11:38 AM Commissioner Searle departed from the meeting.

23) 12:07 PM Adjourn

12:07 PM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Leonard M Beck - Chair. Motion passed unanimously.

APPROVED:

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

Sharene Ahlin

Cassia County Commissioner Meeting

Attendance Log

Date: 3/9/2026

NAME (Please Print)	TOWN	REPRESENTING
1. Jason Jones	Burley	self
2. Trent Reddy	Burley	MCJDA
3. Trevor Reno	Burley	Self
4. Michelle Wallace	Burley	Auditors
5. Amber Prewitt	Burley	Probation
6. Rachelle Osterhout	Declo	SWCD
7. Doreen McMurray	Burley	SWCD
8. Jordan Searle	Burley	West Cassia SWCD
9. Rob Cottle	Malta	East Cassia SWCD
10. Richard Kunau	Declo	West Cassia SWCD
11. Chad Searle	Burley	West Cassia SWCD
12. Scott Yost	Burley	West Cassia SWCD
13. Hannah Sanders	Declo	East Cassia SWCD
14. Kurt Heward	Declo	East Cassia
15. Matt Adams	Burley	Assessor
16. J. Thompson		CCSO
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **43% 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	1,980,961.24	127,203.80	3,112,537.76	61%
0002 ROAD & BRIDGE	712,150.00	129,902.84	8,828.01	582,247.16	82%
0006 DISTRICT COURT	399,326.00	172,894.40	7,341.14	226,431.60	57%
0008 JUSTICE FUND	15,639,677.00	5,871,783.75	378,269.67	9,767,893.25	62%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	542,365.02	22,289.41	847,634.98	61%
0013 911 COMMUNICATIONS	954,840.00	57,241.36	4,531.61	897,598.64	94%
0018 CASSIA COUNTY FAIR	301,913.00	88,541.71	1,512.00	213,371.29	71%
0020 REVALUATION	468,000.00	178,514.61	8,440.99	289,485.39	62%
0027 NOXIOUS WEED & PEST	518,550.00	215,206.46	7,162.31	303,343.54	58%
0028 SNOWMOBILE	37,620.00	63,182.87	479.76	-25,562.87	-68% *
0029 PHYSICAL FACILITIES	12,531,140.00	1,398,918.79	432,417.55	11,132,221.21	89%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	1,565,923.55	47,029.72	2,729,691.45	64%
0053 NARCOTICS SEIZED ASSETS FUND	30,000.00	6,541.74	3,000.00	23,458.26	78%
		Total Amount Paid	**1,048,505.97**		

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 3-9-2026

COMMISSIONER

Bob Kyman
COMMISSIONER

COMMISSIONER

Attest:

Signature

Sharene Ahlin
Name

3-9-2026
Date

☒ Deputy Clerk ☐ Clerk of the Board

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