Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, March 16, 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) 9:11 AM Approve payables for 3/16/2026

9:11 AM **Motion and Action:** Approve payables in the amount of $106,005.07 as presented on 3/16/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:14 AM Approve minutes from 3/2/2026 and 3/9/2026

9:14 AM **Motion and Action:** Approve minutes from 3/2/2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:15 AM **Motion and Action:** Approve minutes from 3/9/2026 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 9:15 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:15 AM **Motion and Action:** Approve Clerk's Office recommendations to approve three junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:17 AM Personnel Matters - Change of Status Requests
   a) MCCJC – Curtis Parton – Certified Detention Deputy - Certification
   b) MCCJC – Katherine C. Vincent – PT Detention Officer – termination due to inactivity
   c) Snowmobile – Kraig Franks – Snow Groomer Supervisor – seasonal termination
   d) Snowmobile – Calvin E Watson – Snow Groomer – seasonal termination

Instrument # 2026001560
BURLEY, CASSIA, IDAHO
4-20-2026 04:22:19 PM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

e) Snowmobile – Mason Zimmerman- Snow Groomer – seasonal termination
f) Snowmobile – Eric Mabry – Snow Groomer – seasonal termination

9:19 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

11:25 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.

12:02 PM Upon exit of Executive Session, the board took the matter under advisement.

12:02 PM **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) 9:21 AM Approve & execute intent to fund letter & donation form for East Cassia Soil & Water Conservation District

9:22 AM **Motion and Action:** Approve the funding for the East Cassia Soil and Water Conservation district in the amount of $9,000.00 for the FY2027 budget year as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11) 9:23 AM Approve & execute intent to fund letter & donation form for West Cassia Soil & Water Conservation District

9:24 AM **Motion and Action:** Approve the funding in the amount of $9,000.00 to the 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.

12) 9:25 AM Review and approve Resolution No. 2026-04 declaring 2014 Dodge Caravan as surplus property

9:26 AM **Motion and Action:** Approve Resolution No. 2026-04 declaring the 2014 Dodge Caravan as surplus property as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 10:13 AM Determine name for new office building
a) It was discussed that there is a need to determine a name for the new office building.
b) No decision was reached, although some suggestions were considered.
c) Matter will be placed on the next agenda for further consideration.

14) 11:16 AM Schedule FY2027 budget hearing for Road and Bridge for 9:30 AM, 8/24/2026

11:16 AM **Motion and Action:** Approve the time of 9:30 AM on 8/24/2026 for the Road and Bridge FY2027 budget hearing as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

15) 11:17 AM Schedule FY2027 budget hearing for Cassia County for 9:40 AM, 8/24/2026

11:17 AM **Motion and Action:** Schedule the Cassia County FY2027 budget hearing for 9:40 AM 8/24/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

16) 9:27 AM Sign contract with Big Mountain Auctions for sale of surplus vehicles
   a) Mr. McMurray presented an online auction services agreement. He explained that the vehicles would be delivered to the auction lot.
   b) The auction fee was stated to be 10% of the auction proceeds.
   c) It was stated that all equipment is to be lien checked.
   d) Captain Horak stated that his office could check for liens.

9:32 AM **Motion and Action:** Authorize the chair's signature on the agreement and agreeing that all equipment is to be lien checked as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 11:18 AM Consider appointments to the Mid-Snake Water Resource Commission

11:21 AM **Motion and Action:** Approve the appointment of Kerry McMurray and Scott Turpin to serve as the representatives from Cassia County for the Mid-Snake Water Resource Commission as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

18) 9:32 AM Approve and sign 2025-26 Recreational Boat Safety Grant Agreement – Taylor
   a) Shannon Taylor discussed that this is the annual contract with the Idaho Department of Parks and Recreation in the amount of $16,443.00.
   b) Taylor explained that once the county has expended those funds that he could request reimbursement.

9:35 AM **Motion and Action:** Authorize the chair to sign the presented grant application for the Idaho Department of Parks and Recreation as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

19) 9:35 AM Approve and sign 2026 OHV Recreation Grant Agreement – Taylor
   a) The county is allocated to receive $4,632.99 in funding from the registered off highway vehicles.
   b) An additional amount of $27,952.47 will be awarded as performance-based grant funding

9:37 AM **Motion and Action:** Approve the Off Highway vehicle funds in the amount of $4,632.99 and an additional $27,952.47 in performance-based grant funding as presented, **Moved by** Bob Kunau - Member,

9:39 AM **Motion Restated:** Allow the chair to sign the grant as presented for the Off Highway Vehicle grant with the Idaho Department of Parks and Recreation **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member. Motion passed unanimously.

20) 9:40 AM Approve Guardian RFID Contract 2026-2030 – Taylor
   a) Shannon Taylor explained that he was requesting a renewal of their contract, noting that there was not any increase in the price of the contract.
   b) This is for the inmate tracking system that includes wristbands and associated equipment.

9:42 AM **Motion and Action:** Approve the Guardian RFID Contract 2026-2030 in the amount of $7,030.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 9:49 AM Designate Polling Locations for the May 19, 2026 Primary Election per IC §34-302
   a) Deputy Clerk Kelsey Jones reviewed the proposed designated polling places.
   b) Jones explained that changes that included utilizing the Burley Events Center for some precincts.

9:54 AM **Motion and Action:** Approve the Polling places for the upcoming election as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

22) 9:43 AM Designate Mail Ballot Precincts per IC §34-308
   a) Deputy Clerk Kelsey Jones discussed that any precinct which contains no more than 140 voters may be designated by the Board as a mail ballot precinct. A list of precincts was discussed.

9:47 AM **Motion and Action:** Approve the six mail-in precincts of Almo, Bridge, Elba, Heglar Yale, Parsons and Sublett as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

23) 9:55 AM Review Ballot Anti-Fraud Measures in compliance with IC §34-901
   a) Deputy Clerk Kelsey Jones discussed that this is a new requirement.
   b) Idaho Code §34-901 requires the Clerk's Office to notify the Board of Canvassers of these requirements.
   c) All ballots are to be clearly marked as "official election ballot" and include the date and to incorporate one or more anti-fraud measures to protect the integrity of the elections process.
24) 9:57 AM Black Pine Gold Mine Project Update
   a) Heidi Torriadary, Blaine Newman, Bryce Anderson, Kyson Crofoot, Elisabeth Campbell and Kevin Draper were present to present to the Board. It was discussed that the Draft plan of operation has been reviewed and in late November of 2025 was determined to be complete. The public scoping for the Environmental Impact Statement process will begin next.
   b) There will be two public meetings to be held at Raft River High School have been tentatively scheduled for 4/14/2026 via zoom and 4/15/2026 in person at Raft River High School.

25) 10:18 AM Consider bids for remodeling to house Juvenile Probation at MPO building – Prewitt
   a) Amber Prewitt discussed that Allbright construction had been asked to review their bid and found that they had missed a window in their original bid. Their revised bid was in the amount of $4,100.00.
   b) High Output Construction's bid for the revisions was in the amount of $19,745.00
   c) Carpet replacement and roof repairs for the Adult Misdemeanor Probation building were discussed. It was noted that the costs for the carpet replacement and roof repairs should be deducted from the rental cost; however, the costs of revision of the building would be the county's expense.
   d) The Hometown Roofing bid was stated to be for a total of $1,750.00. The Cheney Flooring bid was for a total of $6,212.28, with $3,700.00 of that due at the start of the project.

10:35 AM **Motion and Action:** Approve the expenditure of $1,750.00 to Hometown Roofing for roof repairs with that cost to be deducted from the rent obligation as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10:36 AM **Motion and Action:** Approve the flooring replacement in the amount of $6,212.28 to Cheney Flooring with a $3,700.00 down payment as presented with that cost to be deducted from the rent payments, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

26) 10:44 AM Tour of current courthouse office space with Misdemeanor Probation director
   The courthouse offices were toured by the Board and Adult Misdemeanor Probation Director Amber Prewitt to consider the suitability of the space for their use.
27) 10:38 AM Construction project status report and items for consideration - Gary Jones Construction
   a) Chad Gill from Gary Jones Construction discussed that the concrete for the elevator pit has been poured.
   b) Compaction tests were discussed to have been good.
28) 12:04 PM Adjourn

12:04 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: 3/16/2026

	NAME (Please Print)	TOWN	REPRESENTING
1.	Trevor Reno	Burley	Self
2.	JASON JONES	Burley	Self
3.	MaryJane Ricks	Burley	Self
4.	Abigail Ricks	Burley	Self
5.	Shanna Tanner		Jail
6.			CCSO
7.	Tyson Young		CC NWC
8.	J. Thompson		CCSO
9.	[illegible]	Burley	[illegible]
10.	Bryce Anderson	Pocatello	BLM
11.	Blaine Newman	Pocatello	BLM
12.	Tyson Crofoot	Pocatello	BLM
13.	[illegible]	Burley	USFS.
14.	Elisabeth Campbell	Juniper	Liberty Gold
15.	Amber Prewitt	Burley	Probation
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

45% 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	2,149,916.16	4,092.11	2,943,582.84	58%
0002 ROAD & BRIDGE	712,150.00	138,409.72	297.03	573,740.28	81%
0006 DISTRICT COURT	399,326.00	185,403.15	6,579.15	213,922.85	54%
0008 JUSTICE FUND	15,639,677.00	6,411,302.79	17,545.38	9,228,374.21	59%
0013 911 COMMUNICATIONS	954,840.00	61,772.97	6,532.89	893,067.03	94%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	39,178.52	1,500.00	59,821.48	60%
0028 SNOWMOBILE	37,620.00	63,662.63	163.79	-26,042.63	-69% *
0032 PREVENTIVE HEALTH FUND	277,000.00	115,177.75	23,035.55	161,822.25	58%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	1,612,182.72	46,259.17	2,683,432.28	62%
		Total Amount Paid	**106,005.07**		

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 3-16-2026

COMMISSIONER | COMMISSIONER | COMMISSIONER

Attest:

Signature

Sharene Allin

Name

3-16-2026

Date

☒ Deputy Clerk ☐ Clerk of the Board

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