Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, March 30, 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) 9:03 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:06 AM Roll call

Roll Call.

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

4) 9:06 AM Calendar, meetings, committee reports, and correspondence were reviewed.

9:13 AM Mr. McMurray joined the meeting.

5) 9:14 AM Approve payables for 3/30/2026

9:14 AM **Motion and Action:** Approve payables in the amount of $569,745.89 as presented on 3/30/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:15 AM Review and approval of Alcohol License applications for which there is a transcribable verbatim record of the proceedings as required by Idaho Code § 23-1015.
   a) Pomerelle Mountain Resort - transfer of Beer, Wine, Liquor 2026-34

9:16 **Motion and Action:** Enter into a hearing for a beer and alcohol license, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:19 AM **Motion and Action:** Approve the transfer of license 2026-34 to Pomerelle Mountain Resort LLC from Anderwood Inc. as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) Executive Sessions

10:50 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, 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.

Instrument # 2026001562
BURLEY, CASSIA, IDAHO
4-20-2026 04:24:19 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

11:07 AM Upon exit of Executive Session, the board took the matter under advisement.

11:38 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

12:03 PM Upon exit of Executive Session, the board took the matter under advisement.

8) 9:21 AM Consider issuing a proclamation naming June as Men's Health Month
   a) A letter received from the Men's Health Network was reviewed for the record.
   b) The Board has been asked issue a proclamation.
   c) Matter will be placed on the agenda for an upcoming meeting for additional discussion.
9) 10:24 AM Determine name for new building
   a) There was discussion of possible names for the building with the preferred suggestion being "Cassia County Administration Building."
   b) Matter will be placed on the next agenda for further consideration.
10) 10:26 AM Sign Oakley Dam Grant extension of performance
   a) The list of items to be completed required additional time.
   b) An extension of the period of performance through March 27, 2026 was requested.

10:27 AM **Motion and Action:** Extend the date for the Office of Emergency Management with the Oakley Canal Company as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 10:28 AM Review and authorize Notice of Hearing on fee increase for collection of special assessments for water districts
   a) There was discussion that the Treasurer's office currently bills $1.50 per water user.
   b) The Treasurer's office has requested to increase the fee to $4.00 per invoice.

10:43 AM **Motion and Action:** Set the hearing for a proposed fee increase for irrigation districts for May 4, 2026 at 121:15 AM as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12) 10:44 AM Declare County Drought Emergency, and sign Resolution No. 2026-05
   a) Chair Beck discussed that Twin Falls County was also considering a declaration of Drought Emergency.
   b) The Drought Declaration will be effective on the date that it is signed and will expire as of 12/31/2026.

10:45 AM **Motion and Action:** Adopt Resolution No. 2026-05 Declaring a local drought disaster emergency as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 10:49 AM Execute letter of support for Albion QRU seeking funding for vehicle

10:49 AM **Motion and Action:** Approve sending letter of support for the Albion Quick Response Unit for the purchase of a Ram 2500 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

14) 9:27 AM Review and approve Order of Extermination and Notice to Comply

9:30 AM **Motion and Action:** Establish the Order of Extermination as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:36 AM **Motion and Action:** Issue a Notice to Comply with Order for Extermination of Noxious Weeds in Cassia County as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

15) 9:39 AM Sign Agreement for Noxious Weed Control with ITD

9:41 AM **Motion and Action:** Approve the agreement for Noxious Weed Control with the Idaho Transportation Department as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

16) 9:45 AM Department Head Reports Including Budgetary Updates
   a) Reports were received from Treasurer Laura Greener, Chief Deputy Assessor Mirella Mancias, Sheriff Jarrod Thompson, Undersheriff Kevin Horak, Adult Misdemeanor Probation Administrator Amber Prewitt, Weed and Pest Supervisor Michael Ottley, Road and Bridge Supervisor Ryan Ward, Coroner Craig Rinehart, Extension Educator Grace Wittman, I.T. Director Ean Pigford, Building and Zoning Administrator Kerry McMurray, Clerk Joseph W. Larsen and Deputy Auditor Sharene Ahlin.
   b) General matters were reported. Items of note included:
      i) Ottley expressed concern regarding the dry conditions and the upcoming summer season.
      ii) Mancias discussed the letter received from the Idaho State Tax Commission regarding the noncompliance of assessment of vacant residential categories. The Assessor's Office will work with their consulting appraiser on the matter.
      iii) Sheriff Thompson discussed the reported that the bill for the license plate stickers elimination had passed. He explained that all license plates that are run through ilets are done so at a cost to the county. Deputies will be asked to run only those plates absolutely necessary.
      iv) Pigford discussed that the CAI VPN tunnel is being configured since the replacement of the firewall. He explained that the replacement of the firewall has spurred a large number of service requests and that the increase was expected as they move through the process.

17) 11:07 AM Construction project status report and items for consideration - Gary Jones Construction
   a) Don Christopherson from Gary Jones Construction appeared to provide an update to the Board.
   b) Christopherson reported that more of the waste drain lines had been placed.

18) 11:17 AM Budget Kick Off meeting
    a) Those in attendance included: Karla Beck, Rob Hutchison, Kraig Franks, Craig Rinehart, Theresa Forthun, Mirella Mancias, Grace Wittman, Michael Ottley, Todd Quast, Kerry McMurray, Laura Greener, Ryan Ward, Amber Prewitt, Jarrod Thompson and Shannon Taylor.
    b) Deputy Auditor Michelle Wallace reviewed the process and timelines for the FY2027 budget cycle, noting that the workbooks were currently ready for entry by the departments. Departments were asked to enter their departmental budgets by 4/22/2026. The review process with the Board will follow.
    c) Final full budget assembly must occur by 7/20/2026, to be followed by approval for publication on 7/27/2026. The public budget hearing is scheduled for 8/24/2026.
19) 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: 3/30/2026

	NAME (Please Print)	TOWN	REPRESENTING
1.	Trevor Reno	Burley	Self
2.	Mirella Mancias	Burley	Assessors Office
3.	Ean Pigford	Burley	IT Dept
4.	Craig Rivehart		Coroner
5.	Grace Witman		Extension
6.	Laura Greener	Burley	Treasurer
7.	J. Thompson		CCSO
8.	Michael Oxley	Elba	CCAWC
9.	Sheri Beaver	Burley	Treasurer
10.	Don Christopherson	Burley	Gay Jones Construction
11.	Rob Hutchison	Burley	CC Museum
12.	Michelle Wallace	Burley	Auditors
13.	Carla Beck	Burley	CCFB
14.	Kraig Franks	Burley	Snowmobile
15.			
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24.			

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **48% 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	2,372,709.82	17,760.28	2,720,789.18	53%
0002 ROAD & BRIDGE	712,150.00	143,549.23	6,289.87	568,600.77	80%
0004 AMBULANCE SERVICES	278,425.00	117,334.25	22,979.25	161,090.75	58%
0008 JUSTICE FUND	15,639,677.00	6,867,442.34	65,782.26	8,772,234.66	56%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	609,587.92	17,590.61	780,412.08	56%
0013 911 COMMUNICATIONS	954,840.00	69,761.86	150.00	885,078.14	93%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	42,178.52	500.00	56,821.48	57%
0029 PHYSICAL FACILITIES	12,531,140.00	1,698,477.51	286,301.28	10,832,662.49	86%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	1,803,706.47	152,392.34	2,491,908.53	58%
		Total Amount Paid	**569,745.89**		

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 3-30-2026

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Sharene Allin
Signature
Sharene Allin
Name
3-30-2026
Date

☒ **Deputy Clerk** ☐ **Clerk of the Board**

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