Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, April 6, 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) 9:06 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, Kerry McMurray - Assistant to Board (Not voting), Sharene Ahlin – Deputy Clerk (Not voting)

4) 9:08 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:17 AM Approve payables for 4/6/2026

9:17 AM **Motion and Action:** Approve payables in the amount of $408,738.31 as presented on 4/6/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:18 AM Personnel Matters - Change of Status Requests
   a) Noxious Weed and Pest – Melissa McMurray – Seasonal Weed Technician – new hire

9:19 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.

   b) Sheriff's Office – Wayne Winder – Part Time Bailiff – new hire

9:53 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.

7) Executive Sessions

9:58 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.

10:32 AM Upon exit of Executive Session, the board took the matters discussed under advisement.

Instrument # 2026001563
BURLEY, CASSIA, IDAHO
4-20-2026 04:25:18 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

10:32 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.

10:34 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.

11:00 AM Upon exit of Executive Session, the board took the matter under advisement.

8) 9:21 AM Consider funding request for FY2027 from the Idaho Animal Damage Control Board

9:21 AM **Motion and Action:** Approve the funding request of $6,000 for FY2027 from the Idaho Animal Damage Control Board as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9) 9:23 AM Review, approve & execute resolutions to authorize the destruction of Sheriff's Office records
   a) Resolution No. 2026-06 to authorize the destruction of permanent records of Sheriff's Office.

9:24 AM **Motion and Action:** Approve Resolution 2026-06 for the destruction of Sheriff's Office permanent records as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

   b) Resolution No. 2026-07 to authorize the destruction of semi-permanent records of Sheriff's Office.

9:27 AM **Motion and Action:** Approve Resolution 2026-07 to authorize the destruction of semi-permanent records of the Sheriff's Office with accompanying list of records as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10) 9:29 AM Review, approve and execute Resolution No. 2026-08 to transfer excess tax deed sale funds to state treasurer.
   a) Mr. McMurray explained that there were excess funds from the sale of tax deed properties and that those excess funds must be transferred to the Idaho State Treasurer.
   b) He stated that the Treasurer's office had made efforts to reach the property owners and their family members; noting that none had expressed any interest in the property.

9:32 AM **Motion and Action:** Approve and execute Resolution NO. 2026-08 to transfer the excess tax deed proceeds to the state treasurer as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11) 9:53 AM Review, approve and execute resolutions to authorize destruction of Clerk's Office records.
   a) Resolution No. 2026-09 to authorize the destruction of semi-permanent Clerk's Office records.

9:55 AM **Motion and Action:** Approve Resolution 2026-09 to authorize the destruction of semi-permanent records from the Clerk's Office as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

b) Resolution No. 2026-10 to authorize the destruction of temporary Clerk's Office records.

9:56 AM **Motion and Action:** Approve Resolution 2026-10 to authorize the destruction of temporary Clerk's Office records as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

c) Resolution No. 2026-11 to authorize the destruction of semi-permanent Clerk's Office elections records.

9:57 AM **Motion and Action:** Adopt Resolution No. 2026-11 to authorize the destruction of semi-permanent Clerk's Office elections records as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

12) 9:33 AM Approve and sign Authorization letter for PMT BGP advertisement – IT Dept
I.T. Director Ean Pigford discussed that the matter is in order to allow the two internet providers to talk to each other. The IP Address Blocks shown on the letter are only for the county.

9:35 AM **Motion and Action:** Approve and authorize Ean Pigford to sign the letter to Project Mutual for the IP Address Block as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:37 AM Consider staffing needs for the Clerk's Department
a) Chief Deputy Clerk Theresa Forthun explained that there is a need for an additional deputy court clerk.
b) It was discussed that there are adequate funds in the overall clerk's departmental budgets.

9:43 AM **Motion and Action:** Allow the Clerk's department to hire an additional staff person for the Judicial center as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

14) 9:45 AM Consider cancellation of 2025 property taxes for RP10S26E113215 and MH10S26E113215
a) Treasurer Greener presented the request for a cancellation of taxes.
b) It was discussed that the parcels should have had a home owner exemption on them for tax year 2025.
c) Appraiser Laura Gittins explained that the homeowners had applied for the exemption, however the application for exemption had been applied for in the fall of 2024. The application was missed and had not been added to the parcels.
d) The requested cancellation was $79.70 for the real property parcel and $254.01 for the mobile home.

9:49 AM **Motion and Action:** Approve the cancellation of property taxes on RP10S26E113215 in the amount of $79.70 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:49 AM **Motion and Action:** Approve the cancellation of taxes on MH10S26E113215 in the amount of $254.01 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 10:32 AM Board of Equalization

10:33 AM **Motion and Action:** Enter into a Board of Equalization, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) The Chair asked if there were any parties to be heard before the Board of Equalization.
b) There were no matters to be considered

10:34 AM **Motion and Action:** Close the Board of Equalization, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 11:00 AM Construction project status report and items for consideration – Gary Jones Construction
    a) Don Christopherson provided an update on the project and work planned for the coming week.
    b) There was discussion of the difference between a natural gas generator as opposed to a propane or diesel generator to provide for power back up in the new building.
    c) The importance of ensuring continuous power for elections support was stressed.
17) 11:09 AM Adjourn

11:09 AM **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: 04/06/2026

NAME (Please Print)	TOWN	REPRESENTING
1. Trevor Reno	Burley	Self
2. Jason Jones	Burley	Self
3. Theresa Forthun	Burley	Clerk's Office
4. Michelle Wallace	Burley	Auditors Office
5. Ean Pigford	Burley	IT
6. Kevin Horak		CCSO
7. Laura Greener	Burley	Treasurer
8. Laura Gittins	Burley	Assessors
9. Andrea Ruiz	Burley	Assessors
10. Don Christopherson		Gary Jones Construction
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

50% 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	2,444,144.10	77,710.17	2,649,354.90	52%
0002 ROAD & BRIDGE	712,150.00	152,863.10	12,401.86	559,286.90	79%
0006 DISTRICT COURT	399,326.00	208,688.94	7,327.40	190,637.06	48%
0008 JUSTICE FUND	15,639,677.00	7,089,708.60	213,210.38	8,549,968.40	55%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	645,321.53	43,012.60	744,678.47	54%
0013 911 COMMUNICATIONS	954,840.00	69,911.86	4,798.61	884,928.14	93%
0018 CASSIA COUNTY FAIR	301,913.00	94,183.11	1,512.00	207,729.89	69%
0020 REVALUATION	468,000.00	211,262.62	8,064.81	256,737.38	55%
0027 NOXIOUS WEED & PEST	518,550.00	240,025.64	9,603.36	278,524.36	54%
0028 SNOWMOBILE	37,620.00	64,601.50	19.95	-26,981.50	-72% *
0029 PHYSICAL FACILITIES	12,531,140.00	1,698,477.51	45.29	10,832,662.49	86%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	1,834,703.36	30,996.89	2,460,911.64	57%
0053 NARCOTICS SEIZED ASSETS FUND	30,000.00	6,541.74	34.99	23,458.26	78%
		Total Amount Paid	**408,738.31**		

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 4-6-2026

COMMISSIONER

COMMISSIONER

COMMISSIONER

Attest:

Signature

Sharene Allin

Name

4-6-2026

Date

☒ Deputy Clerk ☐ Clerk of the Board

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

☐ Deputy Clerk ☐ Clerk of the Board

Date

Name

Signature

Attest: