Cassia County Board of Commissioners
SPECIAL MEETING MINUTES
Tuesday, May 26, 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) 9:02 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) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.

9:05 AM Mr. McMurray joined the meeting.

5) 9:05 AM Approve payables for 05/26/2026

9:06 AM **Motion and Action:** Approve payables in the amount of $548,090.51 as presented on 05/26/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 12:38 PM Personnel Matters - Change of Status Requests
   a) Adult Misdemeanor Probation – Brawley Williams - transfer

12:38 PM **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

12:26 PM **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** 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.

12:37 PM Upon exit of Executive Session, the board took the matter under advisement.

1:06 PM **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.

Instrument # 2026002665
BURLEY, CASSIA, IDAHO
7-13-2026 04:19:54 PM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

1:23 PM Upon exit of Executive Session, the board took the matter under advisement.

8) 9:16 AM Review and sign the Tyler Technologies attestation bank form and supporting documentation

9:17 AM **Motion and Action:** Approve the merchant attestation forms for the Chair to sign as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) 9:14 AM Review and approve Right-of-Way permit for Carl Boden

9:15 AM **Motion and Action:** Approve the Right-of-Way approach application for Carl Boden as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10) 9:28 AM Received Recommendations from P&Z for amendments to Title 9 and 10, Cassia County Code
   a) Mr. McMurray briefly reviewed the amendments for the Board.
   b) He explained that if the Board was to move forward with the process that the next steps would be to schedule a public hearing for the amendments. The amendments were noted to be mostly clarification and clean up items.
11) 9:38 AM Set public hearing date for Title 9 and Title 10 amendments for June 22, 2026 at 1:30 PM

9:38 AM **Motion and Action:** Set Monday, June 22, 2026 at 1:30 PM for a hearing on the amendments for Title 9 and 10 of Cassia County Code as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12) 11:14 AM Approve purchase of iPads for Building Department

11:14 AM **Motion and Action:** Approve the purchase of two iPads for the amount of $1,499.99 each as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

13) 9:21 AM Canvass of Votes for the May 19, 2026 Primary Election IC §34-1205 & §34-1410 - Jones
   a) Voter turnout was 28.1% overall.
   b) There were 113 election day registrants.

9:26 AM **Motion and Action:** Accept the canvass of the votes and proceed with signing the abstract as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 9:39 AM Jackson area addressing & emergency response discussion - Mark Darrington
   a) Mr. Darrington expressed concern regarding the addressing in his local area. He noted that emergency services are unable to locate the addresses they are dispatched to in his area. He noted that contractors and delivery services are unable to locate his property as well.

b) Todd Quast explained the history of addressing in the county and noted that addresses are now assigned along a road centerline as opposed to using coordinate geometry.
c) Todd Quast will draft a letter to change the address for Mr. Darrington's home.

15) 9:58 AM Department Head Reports Including Budgetary Updates
a) Reports were received from Assessor Mart Adams, Extension Office Educator Grace Wittman, Coroner Craig Rinehart, Adult Misdemeanor Probation Director Amber Prewitt, IT Director Ean Pigford, Building and Zoning Administrator Kerry McMurray, Undersheriff Kevin Horak, Deputy Auditor Sharene Ahlin, Weed and Pest Supervisor Michael Ottley, Treasurer Laura Greener, Prosecutor McCord Larsen and Building and Maintenance Supervisor Pete Hernandez.
b) General matters were reported. Items of note included:
i) The Weed and Pest department reported having internet service at their building.
ii) The migration of the sheriff's office emails to Microsoft Office 365 is currently underway.
iii) The Assessor's parcel map was noted to currently being under maintenance with the hope to have it back up very soon.
iv) Undersheriff Kevin Horak discussed that the Forest Service is working on the fire. He noted that they did send some deputies out to campgrounds to advise people to evacuate due to the fire.
v) The updates to the offices for the probation departments has been nearly completed.

16) 10:42 AM Discuss building security improvements with Avigilon Security System by M2 Automations Magistrate Facilities Fund - IT Director Ean Pigford
IT Director Pigford discussed that they would prefer to have an open bid process for the new building as well as the Judicial Center. A RFP is currently being considered and matter will be revisited in the future.

17) 10:44 AM Executive Session pursuant to Idaho Code §74-206 (1) (b) - to discuss personnel matters

10:44 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.

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

18) 11:07 AM Review and sign Health plan renewal documents – Bowen Insurance Group
Kelly Bowen reviewed the documents to be signed, noting that this includes stop loss, administration, Pro Act, and the Plan Sponsor agreement.

11:11 AM **Motion and Action:** Authorize the chair to sign for the presented plan sponsorship documents and agreements as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

19) 11:15 AM Executive Session pursuant to Idaho Code §74-206 (1) (b) - to discuss personnel matters, and Idaho Code §74-206 (1) (d) - to consider records exempt from public disclosure

11:16 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.

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

12:03 PM **Motion and Action:** Approve recommendations of the Sheriff's Office and Auditor's Office **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12:04 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.

20) United States Forest Service (USFS)/Bureau of Land Management (BLM) Report
    a) 12:04 PM U.S. Forest District Ranger – Kevin Draper
        The Summit Creek fire is thought to have been caused by lightning. They are taking a very aggressive approach in battling the blaze, noting that they have brought in additional resources that include helicopters and tankers. Water is being drawn from the Oakley reservoir.
    b) 12:15 PM BLM Burley Office Field Manager – John Elliott
        i) There were been many changes made in the BLM leadership team.
21) 12:40 PM FY2027 proposed budget review:
    a) 12:41 PM Auditor
        i) Proposed changes were noted to reflect the recommended cost of living increases, a decrease in the records preservation budget, and the travel – education and training line was decreased as well.
        ii) The overall decrease is $32,758.00 for the Auditor's budget.
    b) 12:42 PM Treasurer
        i) Proposed changes were noted to include the recommended cost of living increase as well as an increase in the travel – education and training line. A decrease in office supplies was recommended.
        ii) A request was made to add a part time employee and to increase the number of hours worked for employees in the department from 37.5 hours per week to 40 hours per week.
        iii) The requested changes would result in an overall increase of the budget of $54,030.00.
    c) 12:44 PM Assessor
        i) A decrease to the communications and postage costs was recommended, and the recommended cost of living increase were included in the changes.
        ii) It was noted that the Assessor's office had requested salary increases outside of the Board recommended increases for the Board to consider.
        iii) The overall budget will decrease by $58,286.00 with the recommended changes.
    d) 12:46 PM Revaluation
        i) The auto expense line was noted to be decreased, the auto purchase line has been increased, the office equipment line was decreased, the travel, education and training was reduced, the contract services line was reduced, and the recommended cost of living increase were included.
        ii) It was noted that the Assessor's office had requested salary increases outside of the Board recommended increases for the Board to consider.
        iii) The overall budget will increase by $20,650.00.
    e) 12:55 PM Commissioners

i) The changes include the recommended cost of living increase, and the travel, education and training line would be decreased.
ii) The overall budget will increase by $14,075.00.

f) 12:55 PM Public Defender
i) The CAM (common area maintenance fees) were separated off of the contract cost and moved that expense up to the repairs and maintenance.
ii) The overall budget will decrease by $8,000.00.

g) 12:57 PM Civil Defense
i) The office supplies line had not been used historically and was recommended to be removed.
ii) The administration expense was increased to follow the actual expenses related to a salary reallocation. Decreases were recommended to the auto expense line. The Board recommended not decreasing the travel, education and training line for the Civil Defense budget.
iii) The overall budget will decrease by $1,175.00.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

22) 1:04 PM Proposed County building discussion
The delivery of steel is anticipated in the coming weeks.

23) 1:23 PM Adjourn

1:23 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Leonard M. Beck - Chair. Motion passed.

APPROVED:

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

Sharene Ahlin

SUMMARY CLAIMS APPROVAL REPORT
INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

64% 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	2,993,956.29	14,179.78	2,099,542.71	41%
0002 ROAD & BRIDGE	712,150.00	251,456.70	2,810.00	460,693.30	65%
0004 AMBULANCE SERVICES	278,425.00	163,292.75	22,979.25	115,132.25	41%
0006 DISTRICT COURT	399,326.00	258,214.81	118.90	141,111.19	35%
0008 JUSTICE FUND	15,639,677.00	8,924,932.08	18,001.77	6,714,744.92	43%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	44,678.52	500.00	54,321.48	55%
0020 REVALUATION	468,000.00	269,312.56	326.00	198,687.44	42%
0029 PHYSICAL FACILITIES	12,531,140.00	2,152,131.40	269,343.27	10,379,008.60	83%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	2,363,629.99	219,831.54	1,931,985.01	45%
		Total Amount Paid	**548,090.51**		

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 5-26-2026

COMMISSIONER

COMMISSIONER

COMMISSIONER

Attest:
Signature
Sharene Aulin
Name
5-26-2026
Date
☒ Deputy Clerk ☐ Clerk of the Board

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

Cassia County Commissioner Meeting

Attendance Log

Date: 5-26-2026

	NAME (Please Print)	TOWN	REPRESENTING
1.	Trevor Reno	Burley	Self
2.	Michelle Wallace	Burley	Auditor
3.	Todd Quist	Declo	Zoning & Bld
4.	Mark Darrington	Declo	Self
5.	Kevin Horan		CCSO
6.	Craig Rinehart		Coroner
7.	Grace Wittman		Extension
8.	Michael Otthey	Elba	CCMVC
9.	Mart Adams	Burley	Assessor
10.	Amber Prewitt	Burley	Probation
11.	Pete Hernandez	Burley	Buildings and grounds
12.	Laura Greener	Burley	Treasurer
13.	Jo Thompson		CCSO
14.	Kelly Bowen	Burley	B I G.
15.	Brayden Bowen	Burley	B I G.
16.	John Elliott	Burley	BLM
17.	Jim Thamp	Burley	BLM
18.	Scott Keyser	Burley	BLM
19.	Kevin Dopp	"	
20.	Chris Anthony	Twin Falls	WFS
21.	Mirella Marias	Burley	Assessors
22.	Theresa Fowler	Burley	Clerks Office
23.			
24.			