# Cassia County Board of Commissioners
# REGULAR MEETING MINUTES
## Monday, June 15, 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) 9:00 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.
5) 9:11 AM Approve payables for 6/15/2026

9:11 AM **Motion and Action:** Approve payables in the amount of $223,694.05 as presented on 6/15/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:12 AM Mr. McMurray joined the meeting.

6) 9:12 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) Burley Trap Club - Bottled/Canned Beer ON premises consumption
   b) CBC (Cotton Bunny Club) - Burley Liquor, Draft, Bottled/Canned Beer ON premises consumption, Wine by the bottle, Wine by the drink

9:15 AM **Motion and Action:** Approve the Alcohol License applications as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) Approval of Clerk's Office recommendations regarding junior college Certificates of Residency – there were none to be considered.
8) 9:17 AM Personnel Matters - Change of Status Requests
   a) Assessor – Adriana Arceo – Administrative Assistant – voluntary resignation

9:20 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.



**Instrument # 2026003391**
BURLEY, CASSIA, IDAHO
8-31-2026 02:23:16 PM No. of Pages: 9
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00 EV
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

9) Executive Sessions

11:59 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.

12:58 PM Upon exit of Executive Session, the board took the matter under advisement.

10) 12:58 PM Decision on employee compensation requests above the amount already approved
    a) Chair Beck stated that he would support an increase for POST certification for Adult Misdemeanor Probation. Commissioner Searle stated that he would like another week to look into the matter.
    b) Chair Beck also stated that he would be supportive of the Treasurer's request to increase hours to 40 for the Treasurer's office and to hire a part time employee over 20 hours per week.
11) 11:25 AM Discuss the use of drones for the spraying of noxious weeds
    a) Chair Beck asked about the use of drones for weed spraying. Weed Supervisor Michael Ottley stated that he could see the use of drones to be beneficial for private landowners, however he noted that he did not feel they would be useful for the county spraying of weeds. Ottley stated that drones could not be used on BLM ground. It was noted that they could be used on USFS lands.
    b) Ottley explained that drone spraying requires application on 20 acres minimum.
    c) Chair Beck suggested inviting the parties that have expressed an interest in providing drone spraying services to a meeting for further discussion on the matter.
12) 9:21 AM Schedule employee appreciation event
    a) Matter will tentatively be scheduled for 9/4/2026, however no date was firmly set.
    b) The Board will check on the availability of Salmon Park for the event.
13) 9:22 AM Review and approve Ordinance No. 2026-06-02 rezoning Gilbert Property

9:23 AM **Motion and Action:** Adopt Ordinance 2026-06-02 rezoning of Gilbert Property from Prime Ag to Multiple Use as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 9:24 AM Approve FY2027 Frontier Community Resources (Region IV Development) Budget Request

9:26 AM **Motion and Action:** Approve the FY2027 Budget request from Frontier Community Resources in the amount of $2,737.00 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

15) 9:27 AM Consider request to include courthouse as part of America 250 celebration
    a) It was noted that the Treasurer's Office had agreed to stamp the passports.
    b) The courthouse will be able to participate from 6/22/2026 – 7/2/2026.

9:27 AM **Motion and Action:** Include the courthouse as part of the America 250 celebration from 6/22/2026 – 7/2/2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 11:39 AM Discuss and decide County's election regarding SRS funds
    a) Due to the size of the distribution to be elected being considered moderate, 15% must be allocated to title 2 projects that take place on forest service ground.
    b) The Board suggested to take an estimated SRS payment of $255k that is disbursed through the state.

11:46 AM **Motion and Action:** Participate in the SRS funds with the estimate of $299,000, with 15% of those funds to be used for Title 2 and 85% for Title 1, and authorize Mr. McMurray to complete the paperwork electronically as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 11:48 AM Review Facilities Lease Agreement- Fairgrounds for The Cassia Classic youth livestock show for June 19-21, 2026.

11:50 AM **Motion and Action:** Approve the facilities lease agreement – Fairgrounds for the Cassia Classic youth livestock show June 19-21, 2026 in the amount of $2,000.00 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 11:51 AM Review Facilities Lease Agreement- Fairgrounds for ETS Telco Blankets and Blockbusters Free Community Event for June 15, 2026

11:52 AM **Motion and Action:** Approve the lease agreement from ETS Telco Blankets and Blockbusters Free Community Event in the amount of $300.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

19) 11:53 AM Review Facilities Lease Agreement- Fairgrounds for Cassia County Sheriff's Office Cop Dog Cornhole Tournament for June 20, 2026

11:53 AM **Motion and Action:** Approve the facilities lease agreement for the fairgrounds for the Cassia County Sheriff's Cop Dog Cornhole Tournament as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

20) 11:54 AM Consider purchase of animal pens for the fairgrounds
    a) Chair Beck discussed that the Fair Board was able to find someone to fund the bathroom replacement.
    b) That leaves funding available and they are now asking to use the allocated funds for the bathrooms for the purchase of goat pens.

11:55 AM **Motion and Action:** Approve $25,820.00 for the purchase of animal pens at the fairgrounds as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 11:24 AM Review and approve Gary Jones Construction invoice

11:24 AM **Motion and Action:** Approve the payment to Gary Jones Construction in the amount of $250,858.92 for current work as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

**SCHEDULED ACTION AGENDA ITEMS**

22) 9:29 AM Consider promotion and pay raise for a staff member at the juvenile detention center – Bodily
   a) Trent Bodily discussed that an employee of the juvenile detention center had earned their certification.
   b) Minidoka County has authorized an increase in wages of $1.00 per hour.

9:31 AM **Motion and Action:** Approve the increase in pay for the employee for the POST instructor certification as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

23) 9:32 AM Review and approve ThreatDown Endpoint Protection subscription renewal – Pigford

9:35 AM **Motion and Action:** Approve the ThreatDown Endpoint protection subscription renewal in the amount of $7,933.10 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

24) 9:36 AM Review & approve FY2027 CAI Harris Master Agreement Software & Support License – Wallace

9:39 AM **Motion and Action:** Approve the contract from CAI Harris in the amount of $77,282.41 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

25) 9:45 AM Consider proposed benefits presentation by HUB International
   a) Silvia Rosales & Rhonda Bartholamew presented to the Board.
   b) They explained that they offer employee benefits administration.
   c) They noted that they work with the City of Jerome, some irrigation districts and school districts, however they are not currently working with any counties.

26) 10:04 AM FY2027 Budget Discussion
   a) Juvenile Probation
      i) Deputy Auditor Wallace reviewed the proposed budget for the new Juvenile Probation department.
      ii) It was discussed that personnel were being reassigned from the Adult Misdemeanor Probation department to the Juvenile Probation department.
      iii) The total proposed budget for FY2027 is $392,640.00.
   b) 10:14 AM Misdemeanor Probation
      i) The budget changes for FY2027 were reviewed for the Board.
      ii) The total proposed budget for Adult Misdemeanor Probation for FY2027 was $972,320.00.
      iii) It was noted that the combined total FY2026 budget for Adult Misdemeanor Probation and Juvenile Probation was $1,656,397.00. The combined total FY2027 proposed budget for Adult Misdemeanor Probation and Juvenile Probation is $1,364,960.00, for an overall reduction of $291,431.00.

c) 10:27 AM Juvenile Detention Center
   i) The Juvenile Detention center proposed FY2027 budget is $241,700.00.
   ii) Deputy Auditor Wallace explained that the costs estimated include a 30-day buffer for bed days over the contracted amount.
d) 10:35 AM Cassia County Fair
   i) Deputy Auditor Wallace explained that the increase in the salaries reflects the approved cost of living as well as the addition of an additional employee.
   ii) Chair Beck explained that while the position is budgeted for up to 19.5 hours per week.
   iii) The exhibits line was recommended to be increased by 3% by Chair Beck. The department had requested an increase of $23,080.00 for FY2027, however there was no explanation of the reason for the increase. Chair Beck requested that the 3% be included in the budget for the fair, noting increasing infrastructure maintenance costs.
e) 10:38 AM Noxious Weed & Pest
   i) The proposed budget for FY2027 was reviewed. There was discussion regarding the proposed Auto-Fuel budget proposed to be reduced to reflect the 4-year average with a small buffer.
   ii) Wallace explained that Weed and Pest is budgeted as a dedicated fund.
   iii) The total proposed budget for FY2027 was $529,800.00, reflecting an overall increase of $11,250.00.
f) 10:55 AM Snowmobile
   i) It was explained that they are requesting an increase of $25,000 to put a cement floor in the shed.
   ii) The proposed total budget for FY2027 was $67,050.00.
g) 10:57 AM Physical Facilities
   i) The proposed FY2027 budget for Physical Facilities was $10,868,350.00.
   ii) Once additional estimated costs for moving of Misdemeanor and Juvenile Probation departments have been identified, they will be added to the overall budget. Costs are also anticipated for the addition of Building and Zoning, the Assistant to the Board as well as the BoCC meeting chambers to the new building.
h) 11:05 AM Magistrate Fund
   i) The overall FY2027 proposed budget is $675.000.00 and includes funds related to CCJC parking.
i) 11:08 AM Preventive Health Fund
   i) The overall proposed FY2027 Preventive Health Fund budget was $280,980.00.
j) 11:09 AM Court Facilities Fund
   i) A total budget of $5,500.00 was requested, noting no change from the prior year.
k) 11:10 AM Employee Benefits Fund
   i) The proposed budget for FY2027 was $4,300,295.00, reflecting an increase of $4,680.00.
l) 11:15 AM Narcotics Seized Asset Fund
   i) It was explained that this is a dedicated fund with a current balance of $12,262.89. The requested budget was $30,000.00, however Wallace noted that the budget may not exceed the fund balance.
   ii) The recommended budget was $12,000.00.
m) 11:17 AM Court Interlock Fund
   i) No change was requested.
   ii) The proposed FY2027 budget was $9,000.00.
n) 11:18 AM Widow's Benefits Fund
   i) No changes were requested.
   ii) The FY2027 proposed budget was $5,000.00.

o) 11:19 AM The FY2026 budget was $45,311,365; the current proposed FY2027 budget is $43,754,707. Additional updates to those figures are anticipated.

**UNFINISHED BUSINESS ACTION AGENDA ITEMS**

27) Proposed County building discussion
   a) 10:51 AM Construction project status report and items for consideration – Chad Gill from Gary Jones Construction
      i) Heglar Creek was consulted to allow for a bore from the new building site to the current building for IT lines. Commissioner Kunau suggested that they take a closer look into the matter, noting that a dual line was run to the judicial center, with one of them currently in use. Chad Gill will look into that before they proceed.
      ii) Commissioner Kunau will meet with Gary Jones Construction on Wednesday for a periodic comprehensive project update.
28) 12:59 PM Adjourn

12:59 PM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

APPROVED:

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

Sharene Ahlin

# Cassia County Commissioner Meeting

***Attendance Log***

**Date:** 6-15-2026

| NAME (Please Print) | TOWN | REPRESENTING |
|---|---|---|
| 1. Trevor Reno | Burley | Self |
| 2. Trent Rudd | Burley | MCJDC |
| 3. Ean Pigford | Burley | IT |
| 4. Michael Ottley | Elba | CCNWC |
| 5. Amber Prewitt | Burley | Probation |
| 6. Michelle Wallace | Burley | Auditors |
| 7. Theresa Forthun | Burley | Clerks Dept. |
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# SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

**BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS** **70% 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 | 3,209,653.96 | 10,570.94 | 1,883,845.04 | 37% |
| 0002 ROAD & BRIDGE | 712,150.00 | 267,276.92 | 154.19 | 444,873.08 | 62% |
| 0006 DISTRICT COURT | 399,326.00 | 273,452.15 | 2,840.00 | 125,873.85 | 32% |
| 0008 JUSTICE FUND | 15,639,677.00 | 9,606,999.51 | 104,971.66 | 6,032,677.49 | 39% |
| 0012 MISDEMEANOR PROBATION | 1,390,000.00 | 893,754.59 | 6,181.40 | 496,245.41 | 36% |
| 0025 WATERWAYS | 84,000.00 | 11,622.06 | 1,300.00 | 72,377.94 | 86% |
| 0028 SNOWMOBILE | 37,620.00 | 64,712.54 | 25.50 | -27,092.54 | -72% |
| 0029 PHYSICAL FACILITIES | 12,531,140.00 | 2,180,463.11 | 26,000.00 | 10,350,676.89 | 83% |
| 0032 PREVENTIVE HEALTH FUND | 277,000.00 | 184,284.40 | 23,035.55 | 92,715.60 | 33% |
| 0048 EMPLOYEE BENEFITS FUND | 4,295,615.00 | 2,583,771.83 | 48,614.81 | 1,711,843.17 | 40% |
| | | **Total Amount Paid** | **223,694.05** | | |

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 6-15-2026

Leonard M Beck
COMMISSIONER

Bob Kunau
COMMISSIONER

Kent L. Searle
COMMISSIONER

**Attest:**
Signature
Sharene Allen
Name
6-15-2026
Date
☒ Deputy Clerk ☐ Clerk of the Board

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