Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, July 27, 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) 9:06 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.
5) 9:09 AM Approve payables for 7/27/2026

9:10 AM **Motion and Action:** Approve payables in the amount of $1,223,413.56 as presented on 7/27/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:11 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) El Jefazo Mexican Grill - Bottled/canned beer ON premises, Retail wine
   b) El Torito Market - Bottled/canned beer ON premises, Bottled/canned beer OFF premises
   c) Las Penitas Market & Taqueria - Bottled/canned beer ON premises, Bottled/canned beer OFF premises
   d) La Hacienda Mexican Food - Burley Liquor, Draft beer, Bottled/canned beer ON premises, Bottled/canned beer OFF premises, Retail wine, Wine by the drink
   e) Lulu's - Draft beer, Bottled/canned beer ON premises, Bottled/canned beer OFF premises, Retail wine, Wine by the drink
   f) Maglaughlin Gas and Grocery - Bottled/canned beer OFF premises
   g) Rock City Mercantile - Bottled/canned beer ON premises, Bottled/canned beer OFF premises, Retail wine, Wine by the drink
   h) Shakers - Declo liquor, Draft beer, Bottled/canned beer ON premises, Retail wine, Wine by the drink
   i) Smith's #123 - Bottled/canned beer OFF premises, Retail wine

9:19 AM **Motion and Action:** Approve the nine Alcohol License applications as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

Instrument # 2026003184
BURLEY, CASSIA, IDAHO
8-19-2026 08:47:31 AM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

9:47 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.

j) Cassia County Fair Board & Rodeo - Draft beer, Bottled/canned beer ON premises, Wine by the drink
k) Hansen's Hub - Bottled/canned beer OFF premises
l) Nara Ramen and Sushi Bar - Draft beer, Bottled/canned beer ON premises, Wine by the drink

9:49 AM **Motion and Action:** Approve the three Alcohol License applications as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:25 AM Mr. McMurray joined the meeting.

7) 9:25 AM Personnel Matters - Change of Status Requests
   a) CCSO – Natalia Ortega – Records and Community Service Officer – new hire
   b) CCSO – Lendon Moss – Detective 3rd Class Investigations – transfer
   c) CCSO – Joseph Knight – Senior Patrol Deputy (County) – transfer
   d) CCSO – Ethan Justice – Corporal Patrol Deputy (County) – transfer
   e) MCCJC – Carmen Fuentes – Detention Deputy – voluntary resignation

9:27 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.

8) Executive Sessions

10:26 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) (f) to communicate with legal counsel regarding pending/imminently-likely litigation, **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.

10:57 AM Upon exit of Executive Session, the board took the matter under advisement.

9) 9:40 AM Consider invoice from Koyle's Classic Construction for snow groomer shed concrete slab

9:41 AM **Motion and Action:** Approve the invoice from Koyle's Classic Construction in the amount of $24,108.55 for the concrete slab for the snow groomer shed as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10) 10:18 AM Review and execute Cassia County Fair Agreement with City of Burley

10:19 AM **Motion and Action:** Review and accept the Cassia County Fair agreement as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 10:20 AM Approve ESRI renewal quotation for Zoning and Building Office

10:20 AM **Motion and Action:** Approve the ESRI renewal quotation for the Zoning and Building Office as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12) 10:22 AM Approve new ESRI license for 911 for the new Flex system

10:22 AM **Motion and Action:** Approve the purchase of the new ESRI license for 911 in the amount of $2,075.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 10:25 AM Approve and execute letter to MJ Fisher regarding Cassia County Extension Educator opening

10:25 AM **Motion and Action:** Approve the chair to sign the letter to MJ Fisher regarding the posting of the open educator position in the Extension Office as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

14) 9:30 AM Board of Equalization - Accept abstract of annual assessed property tax roll
   a) Angie Nava from the Assessor's Office reviewed the annual roll abstract reports for the Board.
   b) The net real and personal property value for the annual assessment roll was noted to be $4,006,075,650. New construction values were noted to be $155,776,520.

9:40 AM **Motion and Action:** Accept the abstract as presented in the form PMB106 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 9:51 AM Department Head Reports Including Budgetary Updates
   a) Reports were received from: Deputy Assessor Angie Nava, Undersheriff Kevin Horak, Extension Educator Grace Wittman, I.T. Director Ean Pigford, Building and Zoning Administrator Kerry McMurray, Chief Deputy Clerk Theresa Forthun, Treasurer Laura Greener, and Coroner Craig Rinehart.
   b) General matters were reported. Items of note included:
      i) I.T. Director Ean Pigford stated that the migration to Microsoft Office 365 is nearly completed. He noted that the time card related emails to supervisors are currently not functioning.
      ii) Grace Wittman advised the Board that the Extension Office will be moving to the Fairgrounds as of 8/12/2026, and will plan to move back to the regular offices on 8/24/2026.
      iii) Chief Deputy Clerk Theresa Forthun noted that the translator costs continue to run over what had been budgeted. She also requested that all department heads attend to any remaining time cards to be processed.
      iv) Treasurer Laura Greener reviewed the monthly reports and reported total interest for the month of June in the amount of $102,812.19.

16) 11:22 AM Sign final plat on Cottonwood Acres Subdivision
   a) Mr. McMurray discussed that the commissioners would have to ensure is that the installation of the improvements and repairs are guaranteed. He noted that they have received a warranty bond in the amount of $245,146.40 which represents 50% of the cost of infrastructure; noting that the bond is in an appropriate amount. The roads have been installed, the electrical conduit has been installed and they

are now waiting for Raft River Electric to pull the wires. The irrigation structures are installed. It was clarified that the roads are the interior roads of the subdivision, which are proposed to be private roads.

b) McMurray discussed that they had received a notification of a boundary line dispute on the west side of the property between Mortensen and Perry.
c) Mr. Mortensen spoke to clarify the west property line. He noted that there had been probably five surveys of the property line. The Perry's thought the property line would be approximately 15 feet over. A history of the fencing on the property was discussed. Mortensen discussed that a court date has been set in the matter of the disputed boundary line. Surveyor Brandon Landrum discussed the survey work that had been done over time.
d) There was discussion that a plat would have to be approved as presented. If the disputed lots were to be excluded then the developer would have to go back through the process.
e) Mr. Knudsen is the attorney of record for the Perry's. It was discussed that there was a zoom attendee by the name of Perry present. The Perry's were asked to speak, however their camera and microphone remained off and no comment was received. A brief break was taken to allow Mr. Knudsen to contact his client. Mr. Knudsen was not successful in reaching the Perry's.
f) 12:25 PM Prosecutor McCord Larsen suggested that the Board could approve the final plat with a caveat that if there is a change ordered by the court or an agreement that would change the plat that the parties come to that they would file an amended plat and that amended plat would not have to go through the amendment processes and that they would be able to bring it back to this body and have that amendment signed off on as long as it is pursuant to a legally binding agreement or a judgment.

12:31 PM **Motion and Action:** Approve the presented plat for the Cottonwood Acres Subdivision subject to any settlement between the parties or a court ordered judgment that would affect this final plat and that then an amended plat would then be presented that meets the requirements of the court order as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

17) 11:02 AM Auditor's Quarterly Report
    a) Deputy Auditor Michelle Wallace reviewed the quarterly reports for the Board.
    b) She explained that revenues were tracking ahead and that expenditures were below year to date.
18) 11:07 AM Approve for publication proposed FY2027 budget for Cassia County and Road and Bridge
    a) Deputy Auditor Michelle Wallace reviewed the proposed FY2027 budget publication notice for the Board. The overall proposed budget for FY2027 is $44,189,438.00 which reflects an overall reduction of $1,121,927.00. The anticipated amount to be levied is listed as $7,872,363.
    b) She explained that the LATCF funds must be expended by the end of calendar year 2026. Those funds are currently being used to fund a portion of the expenses for the new building.

11:20 AM **Motion and Action:** Approve the publication of the proposed FY2027 budget as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

19) Reports of USFS and BLM
    a) 12:10 PM BLM
        i) Jim Tharp appeared to provide a report for the BLM. There was discussion regarding the use of drones in weed spraying on BLM land. Tharp explained that they would have to go through the

NEPA process. It was recommended for the Weed Supervisor to meet with the BLM to look into the NEPA process and to see if they can determine treatment as appropriate.

ii) 12:17 PM Gateway west discussion by Casey Preswich, project manager for the Gateway West transmission line. He provided a map to the Board to show where the BLM has provided a right of way grant to Pacific Corp and Idaho Power for segment 7 where it crosses Cassia County.

b) 12:20 PM USFS

i) Daniel Fischer with the USFS, Acting District Ranger with the Minidoka Ranger District. He detailed their efforts with the Summit Creek Fire and noted that they were pretty confident that fire is out.

ii) A report of their recent activities was received. They recently participated in an educational fishing event at Lake Cleveland with the Idaho Department of Fish and Game.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

20) 10:58 AM Construction project status report and items for consideration - Gary Jones Construction

a) Chad Gill from Gary Jones Construction explained that they had experienced a delay with the welding work. They plan to start placing rebar by the end of the week.

b) He explained that framing should be starting in approximately three weeks.

21) 12:36 PM Adjourn

12:36 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: 7-27-2026

NAME (Please Print)	TOWN	REPRESENTING
1. Jason Jones	Burley	Self
2. Trevor Reno	Burley	Self
3. Angelina Nava	Burley	Assessors Office
4. Kevin Horak		CCSO
5. Gracie Wittman		Extension
6. Laura Greener	Burley	Treasurer
7. Ean Pigford	Burley	IT
8. Theresa Funk	Burley	Clerks Office
9. Craig Rinehart		Coroner
10. BRANDON LONDRUM	Rupert	CATTLEMENS ACRES
11. Michelle Wallace	Burley	Auditors
12. Jim Tharp	Burley	BLM
13. Daniel Fischer	Burley	USFS
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

81% 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	3,660,282.12	13,447.69	1,433,216.88	28%
0002 ROAD & BRIDGE	712,150.00	310,306.58	51,321.36	401,843.42	56%
0008 JUSTICE FUND	15,639,677.00	11,332,800.44	449,185.10	4,306,876.56	28%
0012 MISDEMEANOR PROBATION	1,390,000.00	1,045,624.64	194.00	344,375.36	25%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	59,009.14	500.00	39,990.86	40%
0025 WATERWAYS	84,000.00	14,758.08	525.40	69,241.92	82%
0029 PHYSICAL FACILITIES	12,531,140.00	3,094,036.65	638,341.45	9,437,103.35	75%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	3,098,008.49	69,898.56	1,197,606.51	28%
		Total Amount Paid	**1,223,413.56**		

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 7-27-2026

COMMISSIONER | COMMISSIONER | COMMISSIONER

Attest:
Sharene Ahlin
Signature
Sharene Ahlin
Name
7-27-2026
Date
☒ Deputy Clerk ☐ Clerk of the Board

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