Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, August 17, 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) 9:05 AM Roll call

Roll Call.

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

4) 9:05 AM Calendar, meetings, committee reports, and correspondence were reviewed.
   a) Of note, the Cassia County Fair Parade begins at 10:30 AM on August 19, 2026
   b) The City of Burley has given notice of a public hearing at 7:00 AM on August 26, 2026, to discuss an ordinance amendment relating to sewer codes.

9:08 AM Kerry McMurray, Assistant to the Board, entered the meeting.

5) 9:20 AM Approve payables for 8/17/2026

9:20 AM **Motion and Action:** Approve payables in the amount of $193,155.23 as presented on 8/17/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:23 AM Approve minutes from 8/10/2026

9:24 AM **Motion and Action:** Approve minutes from 8/10/2026 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 9:23 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:23 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 41 and deny one junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:23 AM Personnel Matters - none were considered.
9) 10:22 AM Executive Session

10:22 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 and

Instrument # 2026003259
BURLEY, CASSIA, IDAHO
8-24-2026 04:07:30 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

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.

11:06 AM Upon exit of Executive Session, the board took the matter under advisement.

11:06 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) 9:25 AM Review and approve Steve Regan Co. Invoice for improvements at the fairgrounds

9:25 AM **Motion and Action:** Approve the Steve Regan Invoice for improvements at the fairgrounds in the amount of $30,250.94 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 9:36 AM Review and approve FY2026 Burley Highway District invoice ($97,969.02)
   a) The invoice is for $97,969.02.
   b) Albion Highway District was also unaware of the substantial increase of $17,500.00 being requested for this year. They had planned to increase from their current amount of $12,500.00 to $15,000.00 starting in FY2027 for two years and then a second increase to $17,500.00 after that.
   c) 11:06 AM The matter will be tabled for another week while additional information is obtained from the Albion Highway District.
12) 9:41 AM Law Enforcement Contract with City of Burley for 2026-2027
   a) It was reported that the Sheriff and Prosecuting Attorney worked together on this contract.
   b) The City's base payment of $2,355,586.33 is an increase of 1.57% over last year with additional one-time funding of $75,000.00 for the purchase of one additional vehicle, totaling the amount to $2,430,586.33.
   c) That amount is to be divided into twelve monthly payments of $202,548.86.
   d) The County's contribution was calculated at a 2% increase over last year.

11:12 AM **Motion and Action:** Approve the Law Enforcement contract with the City of Burley for FY2027 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 10:01 AM Review and discuss Property Compensation Estimate from ITD on 600 East Main Street, Burley
   a) A property compensation estimate of $5,846.77 was given for the corner on 600 East Main Street.
   b) The estimate seems satisfactory to move the History Museum sign and possible fencing needs. Any remaining funds would go into the county's general fund.
14) 9:39 AM Review and discuss Second Revised Howell Canyon Road Maintenance Agreement
   a) The proposed contract sent indicates for June 1, 2026, Cassia County would contribute $81,018.00 base. As discussed in item number 11, both the county and Albion Highway District planned for smaller increases over the next few years.
   b) 10:10 AM revisited. There were no issues from a legal standpoint. The questions are from a policy standpoint of the amount to be paid and when that amount is to be paid. They have it scheduled to increase 3% starting FY2028 through to FY2030.

c) 11:07 AM The matter will be discussed again next week after more discussion with Albion Highway District regarding their concerns.

15) 10:16 AM Review and approve Elba Bridge LRHIP Project Documentation Summary
   a) The Elba Bridge Replacement Project needs to submit a summary report to close out that project and demonstrate the funds expended in that project. Total funds received from the Local Rural Highway Investment Program (LRHIP) was $100,000.00 and the total amount spent was $118,265.90.

10:19 AM **Motion and Action:** Approve signing the LRHIP closeout summary documentation as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 10:20 AM Review Sothern Idaho Renaissance Facilities Lease Agreement for use of fairgrounds on September 4-5, 2026 - the Board had no questions or concerns in the matter.

SCHEDULED ACTION AGENDA ITEMS

17) 9:26 AM Sign Certificate of Appreciation for Elections Chief Judge

9:27 AM **Motion and Action:** Approve signing the certificate of appreciation for Nancy Blauer as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 9:28 AM Approve purchase of Life Detection Radar with Janice Seagraves Family Foundation Grant Award
   a) A grant was awarded and funds were received last week for the purchase of a Life Detection Radar. One unit would be able to monitor up to two occupants in a single room 24/7. Lt. Taylor would like to install the equipment in their medical observation holding cell.
   b) The software is only for one year. If the evaluation of the performance of the equipment and software is positive, then the county could consider renewing the software license at $1,000.00 per year.
   c) The equipment costs $5,500.00 and the installation costs $2,500.00 for a total of $8,000.00, which is the amount of the grant awarded.

9:34 AM **Motion and Action:** Approve the purchase of a Life Detection Radar with the Janice Seagraves Family Foundation grant award, $5,500.00 for the equipment and $2,500.00 for the installation, for a total of $8,000.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

19) 9:46 AM Review and sign SFY27 JCA/Tobacco Passthrough Funds Agreement - Prewitt
   a) Conversation combined with the following item of the CBAS/SUDS Passthrough Funds agreement.
   b) The total allocated funds for the JCA & Cigarette/Tobacco Tax funding for Cassia County is $119,600.00 with the first quarter's payment to be issued in September 2026.

9:52 AM **Motion and Action:** Approve the County as being the receiver of the passthrough funds for the JCA & Cigarette/Tobacco Tax as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

20) 9:54 AM Review and sign SFY27 CBAS/SUDS Passthrough Funds Agreement - Prewitt
   a) The total State SUDS Passthrough allocation for July 1, 2026 to June 30, 2027 is $40,852.00.

b) Authorized uses for these funds are specific to substance abuse evaluations and treatment.

9:54 AM **Motion and Action:** Approve the presented $40,852.00 from Substance Use Disorder Services passthrough funds recipient to us, **Moved by** Bob Kunau - Member, **corrected** 9:55 AM **Motion and Action:** Approve the presented passthrough allocation of $40,852.00 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

21) 10:03 AM Discuss adding Employee Random Drug Testing to Policy and Procedures
   a) SIF informed the Auditor's Office that the County is eligible to receive an additional 5% discount on the County's insurance policy if a random drug testing policy and a new hire drug testing policy were applied to the whole county. It was noted that law enforcement had already implemented those two policies.
   b) The estimated discount savings is $7,006.85.
   c) McMurray mentioned that Idaho Code protected some employees of the County from random drug tests and that the policy was meant for employees in safety positions such as law enforcement who are authorized to carry a gun.
   d) The County would have to implement policy changes, obtain a certificate from Urgent Care of Idaho as our current drug tester facility, and provide a letter asserting implementation of the new policies.
   e) Deputy Auditor Michelle Wallace was tasked to obtain additional information relating to constitutionally protected rights of employees to see if there were any conflicts with SIF's proposed discounts.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

22) 9:57 AM Proposed County building discussion
   a) Construction project status report was given. The second half of the second-floor concrete was poured this morning.
   b) Framing materials should arrive in the middle of the week. It's estimated to take about 2 ½ weeks to frame the exterior of the building. Windows are estimated to be installed in about 8 weeks.
   c) It is hoped to have all of the drawings for the second floor completed by the end of next week.
23) 11:13 AM Adjourn

11:14 AM **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:

Cally Velasquez

Cassia County Commissioner Meeting

Attendance Log

Date: 8/17/2026

	NAME (Please Print)	TOWN	REPRESENTING
1.	Trevor Reno	Burley	Self
2.	Jazon Jones	Burley	Self
3.	Shannon Taylor		Jail
4.	Amber Prewitt	Burley	Probation
5.	Kelsey Jones	Burley	Clerk
6.	Michelle Wallace	Burley	Auditors
7.	J. Thompson		CESO
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **87% 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	3,945,707.10	39,654.33	1,147,791.90	23%
0002 ROAD & BRIDGE	712,150.00	380,415.11	4,276.79	331,734.89	47%
0003 EMERGENCY MEDICAL SERVICES	10,500.00	0.00	7,999.98	10,500.00	100%
0004 AMBULANCE SERVICES	278,425.00	232,230.50	7,999.98	46,194.50	17%
0006 DISTRICT COURT	399,326.00	350,809.36	1,800.00	48,516.64	12%
0008 JUSTICE FUND	15,639,677.00	12,731,787.05	21,660.22	2,907,889.95	19%
0012 MISDEMEANOR PROBATION	1,390,000.00	1,148,635.80	7,601.32	241,364.20	17%
0013 911 COMMUNICATIONS	954,840.00	124,056.35	15,597.00	830,783.65	87%
0027 NOXIOUS WEED & PEST	518,550.00	418,230.28	1,374.26	100,319.72	19%
0028 SNOWMOBILE	37,620.00	66,508.41	25.50	-28,888.41	-77% *
0032 PREVENTIVE HEALTH FUND	277,000.00	230,355.50	23,035.55	46,644.50	17%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	3,285,949.31	62,130.30	1,009,665.69	24%
		Total Amount Paid	**193,155.23**		

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 8-17-2026

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Cally Velásquez
Signature
Cally Velásquez
Name
8/17/2026
Date
☒ Deputy Clerk ☐ Clerk of the Board

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