Cassia County Board of Commissioners
SPECIAL MEETING MINUTES
Tuesday, September 8, 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) 9:01 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), Stephanie Hitt - Deputy Clerk (Not voting)

4) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.
   a) 9:09 AM Mr. McMurray noted that he had received correspondence from the BLM regarding the tower and road inventory certification with the BLM. He noted that the reporting is due by October 15, 2026. Mr. McMurray stated that he will check into the matter to see what steps are necessary.
   b) 9:11 AM Commissioner Searle stated that the upcoming departure from the joint probation arrangements were discussed in the morning's joint meeting, noting that there was concern expressed by Minidoka's board regarding the division of any assets. Mr. McMurray stated that the Board should plan to meet with Minidoka's commissioners after 10/1/2026 to consider the possible division of any equipment and/or assets; to be addressed according to the terms of each joint agreement.
5) 9:19 AM Approve payables for 9/8/2026

9:19 AM **Motion and Action:** Approve payables in the amount of $743,573.63 as presented on 9/8/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:21 AM Approve minutes from 7/6/2026, 7/20/2026 and 8/31/2026

9:21 AM **Motion and Action:** Approve minutes from 7/6/2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:22 AM **Motion and Action:** Approve minutes from 7/20/2026 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:22 AM **Motion and Action:** Approve minutes from 8/31/2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

Instrument # 2026003578
BURLEY, CASSIA, IDAHO
9-14-2026 12:43:42 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

7) 9:23 AM Review and approval of Alcohol Beverage Catering Permit for which there is a transcribable verbatim record of the proceedings as required by Idaho Code §23-1015.
   a) Spud Cellar Lounge

9:24 AM **Motion and Action:** Approve the Alcohol Catering Permit for nine hours for the Spud Cellar Lounge for a wedding on 9/26/2026 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:25 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:26 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 22 and deny one junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) 10:28 AM Personnel Matters - Change of Status Requests
   a) FY2027 Change of status requests for the following departments:
      i) Building and Zoning (6)
      ii) Road and Bridge (3)
      iii) Treasurer (3)
      iv) Misdemeanor Probation (9)
      v) Juvenile Probation (3)
      vi) Prosecutor's Office (6)
      vii) Coroner (3)
      viii) Noxious Weed and Pest (4)
      ix) Fair Grounds (2)

10:28 AM **Motion and Action:** Approve FY2027 Cost of Living Change of Status Requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10) Executive Sessions

10:35 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.

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

9:25 AM Prosecutor Larsen joined the meeting
11) 9:31 AM Deliberate regarding contract with FileVine for Prosecuting Attorney's Office
   a) Prosecutor Larsen discussed that they have used the services of Carpel for case management.
   b) He noted that they would like to change over to the use of the FileVine for case management and document management services, as well file hosting.

c) Larsen discussed that FileVine services will be billed at a flat fee, which will be easier for budgeting purposes. The various features and benefits of the service were discussed.
d) It was noted that FileVine will include training opportunities which can assist the attorneys in meeting their CLE requirements.
e) Larsen requested to be authorized to spend $22,336.80 to purchase FileVine.

9:53 AM **Motion and Action:** Approve up to $22,500.00 for the Prosecutor's Office to transition from Carpel to FileVine as presented **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

12) 9:55 Executive Session pursuant to Idaho Code § 74-206 (1) (a) or (b) to consider personnel issues

9:55 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (a) to consider personnel evaluation in hiring, Idaho Code § 74-206 (1) (b) to consider personnel issues, 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.

10:28 AM Upon exit of Executive Session, the board took the matter under advisement.

13) 11:12 AM Board of Equalization – There were no matters to be considered.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

14) 10:32 AM Construction project status report – Chad Gill from Gary Jones Construction
a) The exterior framing for the upper level will begin this week, to be followed by sheeting.
b) Plumbing drains should be in place by the end of the week.
c) Interior framing should begin in three to four weeks.

15) 10:58 AM Review and approve FY2026 Burley Highway District Invoice
a) As specified in the revised, proposed Howell Canyon Road Maintenance Agreement, payment should be made for the base amount of $75,600.00 for FY2026 plus any additional funds received from the State of Idaho in FY2025, as well as any Forest Service funds received in FY2025 for road mile user funds for the specified section of road maintenance; clarifying that this reflects only a small portion of the Howell Canyon Road miles.
b) An additional amount of $4,741.00 for the FY2025 amount billed noting it was due to a correction in State of Idaho calculations for the Howell Canyon Road miles.

11:08 AM **Motion and Action:** Approve the FY2026 Burley Highway District invoice in the amount of $4,741.00 plus the amount regarding the joint maintenance agreement for Cassia County in the amount of $75,600.00 plus the highway user funds and forest service funds received by Cassia County in 2026 due to a portion of the Howell Canyon Road being located within Cassia Road and Bridge's jurisdiction as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 10:58 AM Review and discuss Second revised Howell Canyon Road Maintenance Agreement
    a) Mr. McMurray noted that he had received a draft of the revised Howell Canyon Road Maintenance Agreement. McMurray explained that a copy had been sent to Melanie Adams with the Burley Highway District to be provided to the Albion Highway District for their review as well.
    b) Matter will be placed on a future agenda for consideration.
17) 11:12 AM Adjourn

11:12 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:

Sharene Ahlin

Cassia County Commissioner Meeting

Attendance Log

Date: 09/08/2026

NAME (Please Print)	TOWN	REPRESENTING
1. Trevor Rees	Burley	
2. Michael Offley	Elba	CCNWC
3. Laura Greener	Burley	Treasurer
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SUMMARY CLAIMS APPROVAL REPORT
INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **93% 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	4,152,067.30	98,759.24	941,431.70	18%
0002 ROAD & BRIDGE	712,150.00	394,736.80	9,585.24	317,413.20	45%
0006 DISTRICT COURT	399,326.00	370,717.28	6,463.56	28,608.72	7%
0008 JUSTICE FUND	15,639,677.00	13,285,337.34	362,169.74	2,354,339.66	15%
0012 MISDEMEANOR PROBATION	1,390,000.00	1,206,332.86	23,165.44	183,667.14	13%
0013 911 COMMUNICATIONS	954,840.00	139,808.35	123,523.80	815,031.65	85%
0015 CONSOLIDATED ELECTIONS	367,010.00	22,987.49	18,633.29	344,022.51	94%
0018 CASSIA COUNTY FAIR	301,913.00	243,045.52	1,512.00	58,867.48	19%
0020 REVALUATION	468,000.00	393,473.60	9,607.80	74,526.40	16%
0025 WATERWAYS	84,000.00	18,422.98	96.00	65,577.02	78%
0027 NOXIOUS WEED & PEST	518,550.00	435,914.15	13,342.07	82,635.85	16%
0028 SNOWMOBILE	37,620.00	66,591.62	19.95	-28,971.62	-77% *
0029 PHYSICAL FACILITIES	12,531,140.00	3,555,229.22	52.97	8,975,910.78	72%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	3,657,098.30	76,607.54	638,516.70	15%
0053 NARCOTICS SEIZED ASSETS FUND	30,000.00	11,412.24	34.99	18,587.76	62%
		Total Amount Paid	**743,573.63**		

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 9-8-2026

Edward M Beck — COMMISSIONER

Bob Kunau — COMMISSIONER

Kent R Seng — COMMISSIONER

Attest:
Steph Hitt
Signature
Stephanie Hitt
Name
9-8-2026
Date

☒ Deputy Clerk ☐ Clerk of the Board

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