Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, September 14, 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) 9:03 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, Sharene Ahlin – Deputy Clerk (Not voting), Stephanie Hitt – Deputy Clerk (Not voting)

4) 9:05 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:08 AM Approve payables for 9/14/2026

9:08 AM **Motion and Action:** Approve payables in the amount of $292,436.92 as presented on 9/14/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

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

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

7) 9:10 AM Approval of synopsis for June, July and August 2026

9:11 AM **Motion and Action:** Approve synopsis for June 2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:11 AM **Motion and Action:** Approve synopsis for July 2026 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:12 AM **Motion and Action:** Approve synopsis for August 2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

Instrument # 2026003725
BURLEY, CASSIA, IDAHO
9-21-2026 03:30:14 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

8) 9:13 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:13 AM **Motion and Action:** Approve Clerk's Office recommendations to approve nine junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) 9:13 AM Personnel Matters - Change of Status Requests
   a) FY2027 Change of Status requests for the following departments:
      i) Mini Cassia Criminal Justice Center - 35
      ii) Cassia County Sheriff's Office - 62

9:15 AM **Motion and Action:** Approve Change of Status Requests for the cost-of-living increases for FY2027 for the Mini-Cassia Criminal Justice Center and the Sheriff's Dept as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10) 11:32 AM Deliberate regarding contract with FileVine for Prosecuting Attorney's Office

11:34 AM **Motion and Action:** Approve the sales order for FileVine for the Prosecutor's Office as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11) 11:35 AM Deliberate regarding data migration contract with VineSkills for the Prosecuting Attorney's Office, moving data from Karpel to FileVine.

11:42 AM **Motion and Action:** Approve the disbursement of $16,250.00 to VineSkills for the migration of information as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12) 9:23 AM Review and approve Southern Idaho Economic Development Council invoice
    Commissioner Kunau proposed that the matter be tabled until they have their next meeting.
13) 9:32 AM Review, discuss and execute the Second Revised Howell Canyon Road Maintenance Agreement
   a) There was discussion regarding the contract provisions.
   b) Chair Beck will follow up on the matter.
   c) Matter to be placed on a future agenda once additional information has been received.
14) 9:39 AM Consider request for seven working day extension to Pella Cemetery District to certify property tax budget pursuant to IC § 63-803 (3)

9:40 AM **Motion and Action:** Approve the extension of seven working days for the Pella Cemetery District as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

15) 9:16 AM Report from VSO
   a) VSO Chuck Driscoll reported that they had 233 personal interviews in the month of August; noting that half of those happened at the fair.

b) He explained that they had received a donation from the Elks Lodge of $1,000.00 for gas cards to assist the veterans in getting to their appointments.
c) He also noted that the Elks Lodge has offered to help keep the veterans food pantry shelves full.

16) 9:25 AM Approve addendum to Summit Food Service Contract for FY2027 - Taylor

9:26 AM **Motion and Action:** Approve the addendum to the Summit Foods Service Contract for FY2027 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 9:28 AM Review and approve purchase of 2024 Kawasaki from Let's Ride for Sheriff's Office
It was explained that the purchase will be for a youth model for their educational programs for rider safety.

9:31 AM **Motion and Action:** Approve the purchase of a 2024 Kawasaki 4-wheeler from Let's Ride in the amount of $3,318.82 with the funds coming from the State, as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 9:41 AM Interview P&Z candidate

9:41 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (a) to consider personnel evaluation in hiring, **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.

10:03 AM Upon exit of Executive Session, the board took the matter under advisement.

19) 10:03 AM Designate Polling Locations for the November 3, 2026 General Election per IC §34-302

10:07 AM **Motion and Action:** Recognize the polling locations for the November 3, 2026 General Election as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

20) 10:08 AM Ballot Anti-Fraud Measures in compliance with IC § 34-901
a) Deputy Clerk Kelsey Jones explained the anti-fraud measures to be used for the elections process.
b) No changes from the prior election cycle were noted.

21) 10:11 AM Executive Session pursuant to Idaho Code § 74-206 (1) (b) - to discuss personnel matters

10:11 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.

10:42 AM Upon exit of Executive Session, the board took the matter under advisement.

22) 11:45 AM Consider new badges for probation - Prewitt (zoom)
a) There was discussion of two proposed badge options.

b) The Board liked both options and it was determined that a decision should be made by the probation department.

23) 11:43 AM Consider Stephenson's quote for case management system for probation - Prewitt (zoom)

11:44 AM **Motion and Action:** Approve $15,461.00 for the Stephenson's case management system for Probation as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

24) 10:45 AM Executive Session pursuant to Idaho Code § 74-206 (1) (a) or (b) - to discuss personnel matters, and (d) - to consider records exempt from public disclosure

10:45 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) (d) to consider records that are exempt from public disclosure 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.

11:32 AM Upon exit of Executive Session, the board took the matter under advisement.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

25) 10:42 AM Construction project status report and items for consideration – Chad Gill Gary Jones Construction
   a) Exterior framing efforts are continuing; and the plumbing rough in will happen this week.
   b) West wall sheeting will happen tomorrow, to be followed by the air membrane.
26) 11:51 AM Adjourn

11:51 AM **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

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

95% 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	4,290,803.23	10,653.69	802,695.77	16%
0002 ROAD & BRIDGE	712,150.00	406,804.39	487.85	305,345.61	43%
0006 DISTRICT COURT	399,326.00	382,232.29	1,532.94	17,093.71	4%
0008 JUSTICE FUND	15,639,677.00	13,816,059.07	47,990.08	1,823,617.93	12%
0013 911 COMMUNICATIONS	954,840.00	263,332.15	13,204.12	691,507.85	72%
0015 CONSOLIDATED ELECTIONS	367,010.00	41,620.78	101,559.75	325,389.22	89%
0020 REVALUATION	468,000.00	407,757.22	400.00	60,242.78	13%
0025 WATERWAYS	84,000.00	18,518.98	1,300.00	65,481.02	78%
0028 SNOWMOBILE	37,620.00	66,611.57	25.50	-28,991.57	-77% *
0029 PHYSICAL FACILITIES	12,531,140.00	3,555,282.19	22,806.20	8,975,857.81	72%
0032 PREVENTIVE HEALTH FUND	277,000.00	253,391.05	23,035.55	23,608.95	9%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	3,726,539.54	69,441.24	569,075.46	13%
		Total Amount Paid	**292,436.92**		

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 9-14-2026

Lowell M. Beck
COMMISSIONER

Bob Kunau
COMMISSIONER

Kent R. Searle
COMMISSIONER

Attest:
Stephanie Hitt
Signature
Stephanie Hitt
Name
9-14-26
Date
☒ **Deputy Clerk** ☐ **Clerk of the Board**

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

Cassia County Commissioner Meeting

Attendance Log

Date: 9/14/2026

	NAME (Please Print)	TOWN	REPRESENTING
1.	Trevor Reno	Burley	Self
2.	Chuck Driscoll	Burley	VSO
3.	Kevin Horan		CCSO
4.	Shane Taylor		CCSO
5.	Jarrod Thompson		Sheriff
6.	Jason Jones	Burley	Self
7.	Michael Phillips		CCSO
8.	Kelsey Jones		Clerk
9.	Shawna Adams	Burley	Self
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