Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, November 16, 2026

Cassia County Courthouse ▪ Commission Chambers
1459 Overland Ave ▪ Room 206 ▪ Burley ID 83318

8:00 AM

Joint Jail Tour with Minidoka County Commissioners

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) 9:05 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:08 AM Roll call

Roll Call.

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

9:09 AM Mr. McMurray joined the meeting.

4) 9:08 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:16 AM Approve payables for 11/16/2026

9:16 AM **Motion and Action:** Approve payables in the amount of $352,298.15 as presented on 11/16/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:18 AM Approve minutes from 11/9/2026

9:18 AM **Motion and Action:** Approve minutes from 11/9/2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 9:44 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:45 AM **Motion and Action:** Approve Clerk's Office recommendations to approve eight junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 10:29 AM Personnel Matters - Change of Status Requests
   a) Building and Maintenance - Phillip J Barela – Part time maintenance help – new hire
   b) Clerk – Theresa Forthun – County Clerk – newly appointed

Instrument # 2026004597
BURLEY, CASSIA, IDAHO
11-23-2026 12:34:10 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
THERESA FORTHUN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

10:29 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) Executive Sessions

9:18 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.

9:26 AM Upon exit of Executive Session, the board took the matter under advisement.

10:30 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, 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.

11:19 AM Upon exit of Executive Session, the board took the matter under advisement.

11:19 AM **Motion and Action:** Approve recommendations of the Deputy Clerk **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10) 9:26 AM Consider Southern Idaho 2027 Solid Waste fee waiver

9:28 AM **Motion and Action:** Approve the solid waste fee waivers from the solid waste district as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 9:39 AM Consider invoice from Blue Ridge Plumbing & Septic to pump out parking lot drain at museum
   a) Commissioner Kunau discussed that there was concrete poured by Kloepfer for the Museum. After the pour he rinsed the truck out into the French drain, which resulted in a clogged drain.
   b) It was necessary to retain the services of a contractor to unplug the drain.

9:41 AM **Motion and Action:** Approve expenditure of $450.00 to Blue Ridge Plumbing and Septic for pumping the parking lot as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12) 9:42 AM Consider invoice from Harris Plumbing for repair of drain at museum
   a) Harris Plumbing replaced the French drain for a cost of $9,760.00.
   b) Commissioner Kunau explained that he had spoken with Kloepfer's and they have offered $5,000.00 towards future concrete work.

9:43 AM **Motion and Action:** Pay the $9,760.00 to Harris Plumbing for the rebuilding of the French drain as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

13) 9:29 AM **Hearing** for FY2026 Budget Amendments

9:29 AM **Motion and Action:** Enter into a budget amendment hearing, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) Deputy Auditor Michelle Wallace reviewed the proposed amendments.
   i) Ambulance Services were increased by $7,764.00 to cover unbudgeted expenditures due to a contractual increase. Reserve fund amounts were allocated to fund the unscheduled expenditures.
   ii) Snowmobile fund expenses were increased by $53,175.00 to cover unscheduled expenditure to purchase new groomer tracks and concrete floor repair in the groomer shed. Reserve funds were allocated to cover the unscheduled expenditures.
   iii) There were no amendments for the Road and Bridge department.
b) There were no comments from the public.

9:37 AM **Motion and Action:** Exit the public hearing for FY2026 budget amendments, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 9:37 AM Review and approve Resolution No. 2026-020 amending the FY2026 Budget

9:38 AM **Motion and Action:** Approve Resolution No. 2026-020 amending the FY2026 Budget as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 9:46 AM Consider second floor fiber installation in courthouse – IT

IT Director Ean Pigford explained the need to have fiber installed from the basement to the second-floor switch to address slowed network access on the second floor.

9:50 AM **Motion and Action:** Approve the second-floor fiber installation in the courthouse by PMT in the amount of $3,998.90 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 9:52 AM Consider County password policy revision – IT

IT Director Pigford reviewed a proposed revision to the County password policy, citing a need to meet current security standards. Matter to be discussed further during the 11/30/2026 meeting.

17) 10:04 AM Discuss process of turning railroad crossing into quiet zone - Sabrina Dagostino

a) Ms. Dagostino requested turning the crossing at the Boathouse Restaurant access point into a quiet zone. She noted that as a private party she was not eligible to request this on her own and that she was advised that a city could initiate the process. She plans to add an additional 51 residential units at that location.

b) She noted that additional safety measures would be necessary to be installed if the trains will not sound horns at the crossing. There was discussion that a feasibility study would be necessary, and there would be costs associated with the study and any added safety measures.
c) The Board was not supportive of spending county taxpayer dollars to conduct the feasibility study.
d) Ms. Dagostino will request information about requirements and related costs from the railroad.

18) 10:13 AM Deliberate regarding filling the vacancy of the Cassia County Clerk, Joseph W. Larsen, by considering the three nominations as presented by the Cassia County Republican Central Committee
a) Three names were presented for the vacancy: Theresa Forthun, Jana Darrington and Sara Jane Ward.
b) It was noted that Theresa Forthun had won the general election.

10:19 AM **Motion and Action:** Recognize a vacancy in the Clerk of the District Court in Cassia County as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10:19 AM **Motion and Action:** Appoint Theresa Forthun to fill the vacancy of the Clerk of the District for Cassia County as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10:21 AM The Oath of Office was administered to Theresa Forthun by Chair Beck.

19) 10:23 AM Review and approve DL Evans Bank Signature Cards and Resolutions for two bank accounts

10:26 AM **Motion and Action:** Approve the updated signature cards for the accounts at DL Evans Bank as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

20) 11:20 AM Construction project status report and items for consideration – Chad Gill, Gary Jones Construction
a) Plumbing and electrical inspections are scheduled for 11/18/2026.
b) The Board directed Chad to proceed with the door change for the Planning and Zoning office.

21) 11:25 AM Adjourn

11:25 AM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Leonard M. Beck - Chair. Motion passed.

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 **13% 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)	5,127,187.00	777,326.22	81,490.60	4,349,860.78	85%
0002 ROAD & BRIDGE	918,275.00	73,235.53	4,065.70	845,039.47	92%
0006 DISTRICT COURT	429,716.00	40,927.02	4,626.00	388,788.98	90%
0008 JUSTICE FUND	15,976,302.00	1,677,586.96	181,849.82	14,298,715.04	89%
0012 MISDEMEANOR PROBATION	1,057,670.00	126,015.94	13,235.63	931,654.06	88%
0013 911 COMMUNICATIONS	798,550.00	13,333.12	1,030.32	785,216.88	98%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	1,000.00	4,500.00	98,000.00	99%
0018 CASSIA COUNTY FAIR	344,290.00	9,506.34	1,542.00	334,783.66	97%
0020 REVALUATION	475,300.00	53,485.36	7,710.00	421,814.64	89%
0027 NOXIOUS WEED & PEST	532,100.00	52,051.48	6,168.00	480,048.52	90%
0028 SNOWMOBILE	42,150.00	427.31	25.50	41,722.69	99%
0048 EMPLOYEE BENEFITS FUND	4,300,305.00	795,220.70	46,054.58	3,505,084.30	82%
		Total Amount Paid	**352,298.15**		

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 11-16-2026

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Sharene Ahlin
Signature
Sharene Ahlin
Name
11-16-2026
Date
☑ **Deputy Clerk** ☐ **Clerk of the Board**

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

Cassia County Commissioner Meeting

Attendance Log

Date: 11/16/2026

NAME (Please Print)	TOWN	REPRESENTING
1. Trent Rowe	Burley	Self
2. Jason Jones	Burley	Self
3. Mark Robinson	Burley	Self
4. Martin Adams	Burley	Assessor
5. Mirella Mancias	Burley	Assessors
6. Michelle Wallace	Burley	Auditors
7. Teresa Farnham	Burley	Clerks Office
8. Ean Pigford	Burley	IT
9. Laura Greener	Burley	Treasurer
10. Paul Ross	Burley	Cassia Co Republican Party
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