



Cassia County Board of Commissioners

MEETING MINUTES

Monday, July 9, 2018

*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.

AGENDA ITEMS

- 1) Call to order
- 2) Pledge of Allegiance and prayer
- 3) Roll call

9:01 AM **Roll Call.**

Present: Kerry McMurray - Assistant to Commissioners (Not voting), Tim Darrington - Member, Bob Kunau, Chair, Paul Christensen - Member, Doug Abenroth - County Attorney (Not voting), Joe Larsen - Clerk (Not voting).

- 4) 10:37 AM Amendment of agenda

10:37 AM **Motion and Action:** Amend the agenda for this meeting pursuant to Idaho Code § 74-206 (4) (c) to include the 2018 Property Tax Roll Assessment approval, (good faith reason the agenda item was not included in the posted agenda): deadline is today for establishing values, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

10:37 AM **Motion and Action:** Reconvene BOE to approve the 2018 Property Tax Roll Assessment, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

10:38 AM **Motion and Action:** Accept the 2018 Tax Roll Assessments as presented by the Assessor's Office, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

- a. Davis said they have been conservative with assessments but value increases are as a result of the market, housing availability, and business expansion. All classifications were affected due to growth in the area.
- b. It was pointed out that just because values went up, tax liability will not increase considerably.

10:43 AM **Motion and Action:** Adjourn BOE until the fourth Monday of November, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, July 9, 2018**

- 5) 9:01 AM Calendar, meetings, and correspondence
 - a. Joint Juvenile Probation Meeting at 7:30 AM Tuesday, 7/10/2018 at the Juvenile Probation Office in Rupert
 - b. Joint Justice Meeting at 8:00 AM Tuesday, 7/10/2018 at the Juvenile Probation Office in Rupert
 - c. East and West Soil Conservation Summer Picnic on Thursday, 7/12/2018
 - d. Darrington will be out of town on Monday, 8/6/2018
 - e. Fair Board Meeting at 7:00 PM Tuesday, 7/10/2018
 - f. Newcold Open House 2:30 PM and 5:00 PM Wednesday, 7/11/2018
 - g. South Central Communication Action Partnership meeting at 12:00 PM Tuesday, 7/10/2018 for Kunau
 - h. Abenroth out of town on 7/30/2018 as well as from 8/8/2018 until 8/10/2018
 - i. Magistrate Judge Selection Committee meeting on Friday, 7/13/2018 for Kunau
 - j. NACo Annual Conference 7/12/2018 – 7/18/2018 for Clerk Larsen
 - k. PERSI Executive Director Meeting at 3:00 PM Wednesday, 7/19/2018 in the Commission Chamber
 - l. Abenroth reported that the agreement with the City of Burley is close to being in place. It appears they will accept ICRMP costs as presented to them without further negotiation. A school service officer paid by the City of Burley will not be negotiated at this point. Dispatch is required for 9-1-1 in Cassia County and the contract addressed the obligation of providing dispatch for North Burley. 9-1-1 dispatch for North Burley will need to be addressed with Minidoka County.
 - m. Christensen will be out of town for ICRMP meetings from 7/23/2018 to 7/26/2018.
- 6) 9:16 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms – None today
- 7) 9:16 AM Personnel Matters – None today
- 8) 9:21 AM Review and approve MOU/Letter of Support for a grant application with Blaine County for DIGB4 to consolidate GIS data of the DIGB4 region into one large data set in preparation for NG 9-1-1
 - a. 9-1-1 Coordinator Todd Quast presented that Blaine County is leading the way to consolidate GIS data sets for the DIGB4 Region.
 - b. This allows routing of all assets to be available for first responders with public safety answering points (PSAP).
 - c. A review process of data entry will take place over the next two years. This will facilitate better utilization of time.
 - d. Blaine County will handle all paperwork. Cassia County just needs to approve the MOU/Letter of Support as presented.

9:30 AM **Motion and Action:** Approve DIGB4 MOU with Blaine County as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 9) 9:42 AM Discuss Road and Bridge day cab truck purchase consideration
 - a. Kunau said there are some trucks coming up for auction tomorrow at Ritchie Brother Auctioneers in Salt Lake City, Utah.

- b. Darrington said they just became aware that Scott Erickson from the Almo area had a 2013 truck that he would be willing to sell to the County. The truck has 370,000 miles on it and has new batteries and tires. Road and Bridge personnel have test-driven the vehicle.
- c. Erickson is willing to sell the truck for about \$18,000 to \$19,000.

9:48 AM **Motion and Action:** Approve expending up to \$20,000 for the proposed truck presented for possible sale from Scott Erickson, **Action:** Approve, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

10) 9:52 AM Discuss FY2019 Budget matters, including but not limited to:

- a. Update on joint powers budgets
 - i. Deputy Auditor Heather Evans reported the Juvenile Detention budget is complete. \$266,000 in anticipated carryover will be used for FY2019. Cassia County's portion of that split ended with a \$95,272 decrease for previously estimated.
- b. Review of Cassia County Fair budget
 - i. Kunau asked what the Fair Board intended to use all \$95,000 in fund balances for.
 - ii. He also stated the Board needs to know the amount of funds in the Fair account.
 - iii. Evans said that if the amount of \$95,000 budgeted for this year is spent, it will not be available by increasing the levy next year. The Board can only levy additional amounts at the expense of other department-levied current obligations.

11) 10:49 AM Discuss FY2018 outside audit

- a. Kunau said this is the last year we will have with our current accounting system. We will be online with a new accounting system for FY2019.
- b. The Board determined it would be appropriate to go through the bid process as is done with other services and purchases in the County.
- c. Larsen said our current outside auditor, Jeff Poulsen, expressed a desire to carry forward in that capacity following the accounting software changes. Additionally, he said CAI provided our office with a list of CPA's who have worked with other counties and who are familiar with their software solution in order to reach out to those auditors if the Board desired.
- d. McMurray will assist the Board with soliciting bids from qualified and experienced CPA offices.
- e. Larsen said it is appropriate to work on that soon as a letter of engagement is generally in place a few months prior to fiscal year end.

12) 10:52 AM Approve minutes

10:53 AM **Motion and Action:** Approve minutes from 7/2/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

13) 10:53 AM Approve payables

10:53 AM **Motion and Action:** Approve payables dated 7/9/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

UNFINISHED BUSINESS AGENDA ITEMS

- 14) 11:15 AM CAI software implementation update
 - a. Larsen said they continue to work in the Auditor's Office working on conversion table mapping.
 - b. Once the budget is established for FY2019, we will begin further work in the conversion.
- 15) 11:15 AM County cell phone inventory, purchase, billing, and reimbursement policy follow-up
 - a. Kunau referred to responses from different departments. There are some that prefer not to use their own personal phones and have the County supply them.
 - b. He stated there should be a more realistic reimbursement amount for those who do use their own phones that is equivalent to what the costs would be if the County provided the phone.
 - c. Identification of who should have County-issued phones and services for their required work and to whom reimbursements should be provided is important.
- 16) 11:26 AM HIPAA Electronic Public Health Security Rule Compliance Plan follow-up
 - a. McMurray said the only thing left is designation of a privacy officer for the County.
 - b. McMurray was designated as the privacy officer and designation of department privacy positions to coordinate with the privacy officer.
- 17) 11:32 AM Procurement Policy follow-up
 - a. Abenroth has been busy working with other contract issues.
 - b. Kunua asked for these items to be concluded with before the end of this fiscal year.

SCHEDULED AGENDA ITEMS

- 18) 9:18 AM Consider Alcoholic Beverage Licenses for approval:
 - a. A verbatim recording for transcription was in order to consider the following:
 - i. Bobcat Corner - bottled & canned beer OFF premises, wine by the bottle
 - ii. Lulu's - draft, bottle & canned beer ON and OFF premises, wine by the bottle and wine by the glass
 - iii. United Oil - bottled & canned beer OFF premises. Country Store Gas & Deli - bottled & canned beer OFF premises
 - iv. 610 Club - Liquor, draft, bottled & canned beer ON premises, wine by the bottle and wine by the glass.
 - v. Country Store Gas & Deli - bottled & canned beer OFF premises.
 - b. All applications have been reviewed and approved by law enforcement.

9:20 AM **Motion and Action:** Approve Alcoholic Beverage Licenses as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

- 19) 9:30 AM Review Jackson area issues with Commissioner nominee Leonard Beck
 - a. Beck met with about 25 residents from the Jackson area on 5/30/2018.
 - b. He is meeting with them again and has met with McMurray to go over what had occurred with addressing in their area.
 - c. He noticed no signs at the County line and felt he wanted to provide signs to help with the issues of the Jackson area residents.

- d. Concern was expressed with Google and Garmin mapping not being correct. Upon checking with someone who works with Google mapping, he found what he was searching for was correct.
- e. Larsen said he has made a number of changes with Google regarding the Cassia County campus.
- f. Beck felt heartburn that residents of the Jackson area was diminishing.
- g. He discussed mapping for both Counties being available for 9-1-1 and possibly a joint effort for that with Minidoka County.

20) 10:10 AM BOE Assessment Appeal Hearing on Parcel No. RP10S24E319141

10:10 AM **Motion and Action:** Approve entering Board of Equalization for the purpose of hearing a tax assessment appeal, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member. Motion passed unanimously.

- a. All those providing testimony were sworn in by Clerk Larsen.
- b. The matter in questions was for Parcel No. RP10S24E319141 owned by Ronald Paget.
- c. Paget presented testimony stating his assessment has risen for the past two years beyond what he feels is the value of his property. He stated he felt his modular home has decreased in value with use.
- d. He expressed concern about newspaper accounts of tax forgiveness for businesses as well as other concerns with a neighbor conducting a business on his property.
- e. Paget stated he made some improvements to his property but he felt the increase of \$23,000 doesn't account for the actual value increase assessed.
- f. Appraiser Barney Greener described the property and comparable properties of the same category. The zoning processes for placement of a manufactured home were also detailed.
- g. Processes for categorizations and lending institution processes were also explained by Greener.
- h. All category 4A appraisals in Cassia County were used as a comparison. He felt the assessment is fair and equitable for the property in question.
- i. Darrington said the Assessor's Office is very conservative with their approach.
- j. Davis thanked Paget for looking at the valuations as he has done as they can make errors. They felt their explanation and data collection accurately reflects valuation of the property.
- k. Christensen said he was in favor of upholding the values as outlined by the Assessor's Office. Darrington and Kunau agreed.

10:33 AM **Motion and Action:** Approve sustaining the recommendation of valuation from the Assessor's Office regarding Parcel No. RP10S24E319141 as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- l. Abenroth informed Paget that he has a right to appeal the decision of the Board.

10:36 AM **Motion and Action:** Approve exit of Board of Equalization, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

21) 10:54 AM Public Defense Commission review of new standards, standards being negotiated, and review concerns of the Board – Not available due to medical emergency

22) 10:55 AM Executive Session (for the purpose of communicating with legal counsel regarding pending/imminently-likely litigation)

10:55 AM **Motion and Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (f) for the purpose of communicating with legal counsel regarding pending/imminently-likely litigation, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Tim Darrington - Member, Bob Kunau - Chair, Paul Christensen - Member.

11:14 AM Following Executive Session, the matter was taken under advisement

23) 11:16 AM Executive Session (for the purpose of discussing indigent matters)

11:16 AM **Motion and Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure for the purpose of evaluating indigent recommendations, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Tim Darrington - Member, Bob Kunau - Chair, Paul Christensen - Member.

11:25 AM **Motion and Action:** Approve recommendations of the Social Services Director regarding indigent matters, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

24) 11:33 AM Adjourn

11:33 AM **Motion and Action:** Adjourn, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

APPROVED:

/s/ _____

Bob Kunau, Chair

CLERK OF THE BOARD:

/s/ _____

Joseph W. Larsen

COUNTY EXPENDITURES ATTACHMENT

ATTENDANCE LOG ATTACHMENT