



# Cassia County Board of Commissioners

## MEETING MINUTES

### Monday, July 23, 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) 9:01 AM Calendar, meetings, and correspondence
  - a. ICRMP Meeting all next week in McCall for Christensen
  - b. Kunau to cover Joint Meetings on Tuesday, 7/24/2018
  - c. Joint Public Defender Meeting at 7:30 AM Tuesday, 7/24/2018 in the Commission Chambers
  - d. Joint Justice Meeting at 8:00 AM Tuesday, 7/24/2018 in the Commission Chambers
  - e. Cassia County Republican Central Committee Meeting at 7:00 PM Tuesday, 7/24/2018 in the Commission Chambers
  - f. Abenroth received an order from Administrative Judge Wildman regarding the selection process for a new Public Defender upon Dennis Byington's retirement.
  - g. City of Burley Council signed Law Enforcement Agreement last week.
  - h. Letter from the Public Defense Commission indicating approval of the Public Defense grant application
- 5) 9:07 AM Personnel Matters:
  - a. Change of Status Request
    - i. Cassia County Sheriff's Office – Grade Change/Certification for Uncertified Patrol Deputy Levi Smith to a City of Burley Certified Patrol Deputy with wage adjustment
    - ii. MCCJC – Voluntary resignation of Detention Deputy Corporal Crecensiano Gonzales
  - b. Auditor's Office Accrual Payout Report was reviewed by the Board.

9:08 AM **Motion and Action:** Approve Change of Status Requests as presented **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

**CASSIA COUNTY COMMISSION  
REGULAR SESSION  
Monday, July 23, 2018**

- 6) 9:24 AM Approve IT Advisory Committee Bylaw amendments
  - a. The Board was provided copies of the suggested Bylaw amendments.
  - b. A resolution will need to be prepared once the Board approves provisions of the amendment.
  - c. Procurement of IT products was suggested to go through the IT Administrator.
  - d. Burgess stated a level of cooperation should include going through the IT Administrator to make sure hardware equipment is compatible and is the best option for the County's environment.
  - e. Burgess said it would help departments to include a review to streamline purchases.
- 7) 9:31 AM Appoint IT Advisory Committee members
  - f. McMurray will be a non-voting member and facilitator of the Committee. A deputy Auditor will serve on the Committee and Deputy Auditor Heather Evans has been asked to serve in that capacity.
  - g. Burgess would be a non-voting member of the committee as the IT Administrator.
  - h. Each member would serve for a four year term.
  - i. Kunau said Kevin Horak, Jason Rogers, and Kim Razee from the Cassia School District originally were asked to participate with the selection of the IT Administrator.
  - j. Abenroth said the person appointed should have a desire and the time. Christensen said the Board should review those who express an interest. Kunau said those who serve should have some IT skill level.
- 8) 9:39 AM Review for approval Alcoholic Beverage License Applications
  - a. The proceedings for consideration of Alcoholic Beverage Licenses were recorded to facilitate a verbatim transcript.
    - i. La Hacienda Mexican Food - liquor (Burley), draft, bottled & canned beer ON and OFF premises, wine by the bottle and wine by the glass.
    - ii. Duck Ugly's - Draft, bottled and canned beer ON and OFF premises, wine by the bottle and wine by the glass.
    - iii. Wick's Steak Place - liquor (Declo), draft, bottled and canned beer ON premises, wine by the bottle and wine by the glass.
    - iv. Rock City Mercantile - bottled & canned beer ON and OFF premises, wine by the bottle and wine by the glass.
    - v. Searle's - bottled and canned beer OFF premises only.
    - vi. Burley Trap Club - bottled and canned beer ON premises.
    - vii. Pomerelle Ski Area - liquor (Parks & Rec), bottled and canned beer ON premises, wine by the bottle and wine by the glass.
    - viii. Buck's NAF Mercantile - Bottled and Canned beer ON and OFF premises.
    - ix. Almo Creek Outpost - Bottled and canned beer ON premises, wine by the glass.
  - b. The Board reviewed each application for approval.

9:43 AM **Motion and Action:** Approve Alcoholic Beverage Licenses as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

- 9) 11:23 AM Review and execute Resolution No. 2018-018 adopting allowable exemptions for determining medical indigency
- a. Resolution was explained by Abenroth.

11:24 AM **Motion and Action:** Approve Resolution No. 2018-018 adopting allowable exemptions for determining medical indigency as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

- 10) 11:24 AM Receive and review recommendations from P&Z regarding ADTD CUP/CAFO amendment
- a. A P&Z hearing was held for ADTD Farms in the Raft River area to put in waste water lagoons.
  - b. P&Z made a recommendation for approval.
  - c. The Board set a hearing for 9:15 AM Monday, 8/27/18
- 11) 12:03 PM Review, discuss, and work towards finalization of the FY2019 Budget
- a. Larsen reviewed the current status of progress with the FY2019 Budget process.
  - b. Revenues and expenditures have been entered in the financial software and we are on track to work towards finalization of the budget.
  - c. Larsen asked if the Board had any concerns or changes from what had been discussed. None were noted.
  - d. Competitive wage increases should be considered according to Larsen and Undersheriff Warrell who are both recruiting for open positions and are having fewer qualified applicants.
- 12) 11:27 AM Approve minutes

11:27 AM **Motion and Action:** Approve minutes from 7/16/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

- 13) 11:28 AM Approve payables

11:29 AM **Motion and Action:** Approve payables dated 7/23/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

#### **UNFINISHED BUSINESS AGENDA ITEMS**

- 14) 10:53 AM Exempt employee accrual reporting follow-up
- a. A new report for exempt employee time use was proposed and presented by Abenroth.
  - b. Policy changes will need to take place explaining the use of this form and both will be presented for approval at a future meeting.
- 15) 10:50 AM CAI software implementation update
- a. This week representative from CAI will be on location for our trial run with the financial software.

- b. Deputy auditors are looking forward to the improvements the transitions will provide and the time it will save.

### **SCHEDULED AGENDA ITEMS**

- 16) 9:14 AM Discuss repair/renovation of the Veterans Memorial at the Gem Memorial Gardens
  - a. Local veterans desire to renovate the damaged memorial at the cemetery.
  - b. Kunau asked what they would prefer the County to do regarding the problem.
  - c. Kunau said the City of Burley owns and operates the cemetery but the County would take the matter under advisement once they know what their needs are.
  - d. Christensen said donations should be sought privately and that taxpayer funds should likely not be used.
  - e. Darrington suggested working towards more details of the project and working with a Boy Scout who has expressed interest with the project.
- 17) 9:46 AM Department Head Meeting
  - a. Laura Greener – Treasurer’s Office
    - i. The Statement of Treasurer’s Cash was provided.
    - ii. Their office is working on collections for mobile homes currently.
  - b. Amber Prewitt – Misdemeanor Probation Office
    - i. Prewitt reported on their current probation statistics.
    - ii. Interviews will take place soon for an open position in their office.
    - iii. The building foundation of their office is leaking into their lab area apparently from the sprinkler system on the south side of the building.
    - iv. Kunau suggested using McWork to perform labor digging to look for the problem. Prewitt will follow up with that.
    - v. They also need to do some tree removal near the gate of the parking entry.
    - vi. Excessive employee comp time accumulation was discussed
  - c. Sam Adams – Road and Bridge
    - i. Adams reported on their current activity.
    - ii. Comp hours were discussed and time will be taken off during the harvest.
    - iii. They will be picking up their newly-purchased truck today.
  - d. Michael Ottley – Weed and Pest Control
    - i. Ottley recently attended a Weed Superintendent’s Meeting.
    - ii. Successful cattail eradication was reported on.
    - iii. Approval was received for funding of a scholarship for Ottley.
    - iv. Ottley reported on various spraying projects in the County for noxious weeds.
    - v. They are advising farmers regarding poisonous weeds they may encounter.
  - e. Mart Adams – Assessor’s Office
    - i. Budgets are all in order with the Assessor’s and Revaluation budgets.
    - ii. All BOE matters were settled appropriately.
    - iii. Values are up 16% overall this year with \$25 million in new construction.

### **CASSIA COUNTY COMMISSION**

#### **REGULAR SESSION**

**Monday, July 23, 2018**

- f. Joel Packham – Extension Agent
  - i. Budgets are in line according to Packham.
  - ii. Packham said comp time is difficult to work with in meeting their needs.
  - iii. Information will be provided on the website to answer farmers' inquiries.
  - iv. They are currently getting prepared for the County Fair.
- 18) George Warrell – Sheriff's Office
  - i. Working with various County events where there are a number of them coming up.
  - ii. They will be down a dispatcher at the end of this month.
  - iii. They are doing well with all their budgets.
  - iv. Warrell reported on a wildfire in the Sublett area.
- 19) George Warrell – Mini-Cassia Criminal Justice Center
  - i. Warrell reported on the current jail population: 156 total, 74 from Cassia County, 35 from Minidoka County, and 44 other contracted inmates.
  - ii. The jail budget is tracking well with revenues well above budget.
  - iii. A conditional offer has been made for a new female employee.
  - iv. They are currently negotiating with ICE regarding inmate stays.
  - v. Kunau asked about housing inmates from other Counties.
- 20) Craig Rinehart – Coroner – Not present
- 21) Doug Abenroth – Prosecuting Attorney
  - i. Budgets are all in line.
  - ii. They have some very intense work coming up in the courts and are at a record pace with felony filings.
  - iii. He discussed the increases in the inmate split between Minidoka and Cassia County and advised the Board Cassia County's percentage will be increasing.
  - iv. He discussed the three-year Law Enforcement Agreement that was signed by the City of Burley this past week.
- b. Craig Munoz – Building Supervisor
  - i. Munoz talked about increased work to keep air conditioners running with the outside temperatures rising.
  - ii. He will be working on sprinkler heads and getting ready for Fair Week.
  - iii. The low pressure water line at the Public Defender's office is not yet repaired.
  - iv. He reported that budgets are all in line.
  - v. They are working on bids for a sidewalk they are preparing for.
- c. David Burgess – I.T. Administrator
  - i. Burgess is getting more oriented to the different departments and computer situations.
  - ii. He is looking at putting in projector screens for the Commission Chambers.
  - iii. He advised he will be working with fake phishing emails that will be going out and training that will be required if a bad link is clicked by an employee.
- d. Joe Larsen – Clerk
  - i. Quarterly Expenditure and Revenue Report was provided. The County is in better financial shape than it has been for years.

- ii. He reported on ongoing Odyssey difficulties and time requirements of deputy court clerks and deputy auditors.
- iii. They are down one employee currently and expressed the difficulty in filling those positions
- e. Kerry Mc Murray – Assistant to Board
  - i. Two Conditional Use Permits were addressed by P&Z.
  - ii. Proposal for some P&Z changes will be addressed in a hearing on 8/23/2018.
  - iii. The June 2018 Building Report was provided.
  - iv. All budgets are in line and revenues are above what is budgeted.
  - v. Staff is working on the submission of grants.
  - vi. They are working with Google Map change submissions to correct errors.
  - vii. He is working with Opioid Crisis reports and the Law Enforcement Agreement.

22) 10:57 AM Executive Session (for the purpose of discussing indigent matters)

10:57 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** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

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

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

11:22 AM **Motion and Action:** Approve recommendations of the Social Services Director regarding indigent matters, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

23) 11:31 AM United States Forest Service (USFS)/Bureau of Land Management (BLM) Report

- a. Loren Poppert – USFS District Ranger
  - i. Poppert reported on the North Heglar wildfire and termination of road use restriction on USFS grounds.
  - ii. Insurance coverage for warming huts on USFS property was discussed. USFS is self-insured according to Poppert and it is difficult to come up with funds to replace fire damages. Poppert will follow up with the Mt. Harrison Snowmobile Club president.
  - iii. Moisture levels will probably precipitate campground fire restrictions.
  - iv. There will be a meeting at 5:00 PM Wednesday, 7/25/2018 at the Pomerelle Ski area regarding evacuations if and when necessary.
  - v. A water truck rolled over in the Trapper Creek area causing about \$35,000 in damage. They have had to shut down use of the water truck as they had to use that funding for repairs.
- b. Ken Crane – BLM Burley Office Field Manager
  - i. They have had a number of lightning-caused fires this past week.
  - ii. Approximately 100,000 acres in the district have had wildfires.
  - iii. Lack of funding will cause them to not send out as many firefighters as in the past.

**CASSIA COUNTY COMMISSION**

**REGULAR SESSION**

**Monday, July 23, 2018**

**6 | Page**

- iv. Fuel moisture contents are very low creating a high wildfire possibility, especially in the Jim Sage area. High temperatures are in the forecast.
- v. There will be scoping soon for expansion of some camp areas.
- vi. They will be doing an analysis for a travel plan management update.
- vii. Funding for the Milner area improvements along the Oregon Trail and at the boat launch area will be put out for bids soon. They are looking for partnerships to assist with funding for the completion of that project.
- viii. They desire to work with vegetation treatments to improve aesthetics as well as for wildfire mitigation.

24) 12:09 PM Adjourn

12:09 PM **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**

**COUNTY EXPENDITURES**

**7/23/2018**

	<b>DEPARTMENT</b>	<b>FUND/DEPT</b>	<b>AMOUNT</b>
<b>104 Current Expense Fund</b>	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$301.52
	TREASURER	104.404	\$165.00
	ASSESSOR	104.405	\$477.26
	PUBLIC DEFENDER	104.408	\$0.00
	AGRICULTURAL EXTENSION	104.410	\$1,245.77
	COUNTY BUILDING	104.411	\$80.85
	JUDICIAL CENTER	104.412	\$0.00
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$0.00
	GENERAL	104.415	\$39.95
	CIVIL DEFENSE	104.416	\$0.00
	COUNTY ELECTIONS	104.417	\$0.00
	LAW ENFORCEMENT BUILDING	104.418	\$0.00
	COUNTY ADMINISTRATION	104.419	\$799.00
VETERANS SERVICE OFFICER	104.421	\$0.00	
<b>CURRENT EXPENSE FUND TOTAL</b>			<b>\$3,109.35</b>
<b>Dedicated Funds</b>	SOCIAL SERVICES	105.502	\$1,976.80
	CONFLICT INDIGENT DEFENDER	105.504	\$143.00
	CASSIA COUNTY COURTS	106.602	\$430.18
	COUNTY ROAD & BRIDGE	107.707	\$3,239.55
	WEED & PEST	108.708	\$10,209.44
	SOLID WASTE	109.709	\$0.00
	AMBULANCE SERVICE	110.710	\$17,450.00
	FAIR EXHIBITS	111.711	\$0.00
	HISTORICAL SOCIETY	112.712	\$0.00
	COMMUNITY COLLEGE	113.713	\$0.00
	REVALUATION	114.714	\$216.46
	9-1-1 COMMUNICATIONS	115.715	\$7,210.15
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$0.00
	COUNTY SNOWMOBILE	118.718	\$0.00
	ASSESSOR TRUST	123.323	\$222.25
	K-9 TRUST	128.328	\$1,409.71
	EMERGENCY MEDICAL SERVICE	133.733	\$0.00
	NARCOTICS SEIZED ASSETS	134.334	\$0.00
	CASSIA DRUG TASK FORCE	136.736	\$0.00
	D.A.R.E. TRUST	137.737	\$395.00
	PHYSICAL FACILITIES	144.744	\$56.45
	ADULT MISDEMEANOR PROBATION TRUST	149.349	\$0.00
	ADULT MISDEMEANOR PROBATION	149.749	\$0.00
	VIOLENT PREDATOR ACCOUNT	150.750	\$0.00
	BOX ELDER COUNTY BOOKMOBILE	151.751	\$0.00
	WIDOW BENEFIT TRUST	198.798	\$0.00
<b>DEDICATED FUNDS TOTAL</b>			<b>\$42,958.99</b>
<b>130 Justice Fund</b>	JUSTICE FUND	130.330	\$0.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	MINI-CASSIA JUVENILE PROBATION	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$0.00
	CORONER	130.809	\$629.04
	SHERIFF - PATROL	130.821	\$85.75
	SHERIFF - INVESTIGATIONS	130.822	\$137.20
	SHERIFF - DISPATCH	130.823	\$245.82
	SHERIFF - ADMINISTRATION	130.824	\$1,212.05
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$6,732.21
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$596.28
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$43.97
	SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$62.00
	<b>JUSTICE FUND TOTAL</b>		
<b>TOTAL EXPENDITURES</b>			<b>\$55,812.66</b>

## **ATTENDANCE LOG ATTACHMENT**

# Cassia County Commissioner Meeting

## Attendance Log

Date: 7-23-18

NAME (Please Print)	TOWN	REPRESENTING
1. SAM Adams	ALMO	CCRB
2. Michael Cook	Elba	CCWC
3. Mary Adams	Burley	Assessor's
4. Joel Robinson	Declo	U of I
5. Amber Prewitt	Burley	Probation
6. Craig Mcnair	Burley	main
7. Laura Greener	Burley	treasurer
8. David Burgess	Burley	IT
9. George Warrell	oakley	CCSO
10. Jordan Poppet	"	USPS
11. Ken Crane	Burley	BLM
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