



Cassia County Board of Commissioners

MEETING MINUTES

Monday, September 17, 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.

ACTION AGENDA ITEMS

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

9:08 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), Sharene Ahlin - Deputy Clerk (Not voting).

- 4) 9:08 AM Amendment of agenda
 - a. An amended agenda included required verbiage for action items that were inadvertently omitted on the original posted agenda.

9:09 AM **Motion and Action:** Accept the amended agenda for this meeting pursuant to Idaho Code § 74-206 (4) (c) (good faith reason the agenda item was not included in the posted agenda): Action items were inadvertently omitted from the original posted agenda, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 5) 9:10 AM Calendar, meetings, and correspondence
 - a. Planning and Zoning Board Meeting at 3:00 PM Thursday, 9/20/2018
 - b. Special Board Meeting at 1:30 PM Friday, 9/21/2018
 - c. Regularly-scheduled Board Meeting for Monday, 9/24/2018 is cancelled
 - d. IAC Annual Conference from Tuesday, 9/25/2018 to Thursday, 9/27/2018
 - e. Joint Public Defender and Joint Justice Meetings for Tuesday, 9/25/2018 cancelled unless there are any special situations that may necessitate a meeting.
 - f. Overhead projector purchase in FY2018 budget was discussed. The amount of the purchase price does not require Board action for approval.
- 6) 9:28 AM Discuss potential closure of some County functions and time cutoff for receipt of funds to facilitate financial software implementation.
 - a. Deputy Auditor Heather Evans explained the importance of cutoff of receipt of funds during the data dump from our current financial software to CAI.
 - b. Courts would do hand receipts during the blackout time suggested from 12:00 PM to 5:00 PM. Information would be entered and dumped to our financial system.

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- c. Departments affected would include DMV, Driver's License services, the Courts, the Recorder's Office, and Misdemeanor Probation.
- d. Further discussion will occur during Department Head Meeting.

7) 9:47 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms

9:47 AM **Motion and Action:** Approve Clerk's Office recommendations to approve five junior college Certificate of Residency Forms as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

8) 10:51 AM Sign proclamation for the week of 9/23/2018 as National Passenger Safety Week in Cassia County.

- a. Sheriff Heward explained the nationwide proclamation which was then read by Kunau.

10:53 AM **Motion and Action:** Approve Proclamation, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

9) 10:54 AM Consider for approval payment of the FY2018 budget assessment to the six Cassia County QRU's as requested by the Mini-Cassia EMS Committee

10:55 AM **Motion and Action:** Approve Payment of FY2018 for QRU's as suggested by Mini-Cassia EMS Committee, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

10) 10:57 AM Execute Resolution No. 2018-028 to increase compensation rate for second level conflict public defenders

- a. Abenroth said this is to memorialize the motion from last week.
- b. Motion to approve resolution is in order.

10:57 AM **Motion and Action:** Approve Resolution for 2nd Level Conflict Defender, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

11) 10:58 AM Execute Resolution No. 2018-029 Fabri-Kal business property tax exemption

- a. Abenroth said this is to memorialize the motion from last week.
- b. Mirrors what was done with Gavilon and Newcold at 100% for first two years and 85% the next three years.

10:59 AM **Motion and Action :** Approve Resolution No. 2018-029 **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

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- 12) 10:59 AM Misdemeanor Probation – discussion on possible changes to, and concerns about, Misdemeanor Probation Office Joint Powers Agreement
- a. McMurray explained that costs detailed in Section II, Item 2 regarding sharing in costs for Misdemeanor Probation Office.
 - b. Commissioner Koyle from Minidoka County had some concerns regarding costs. The provision was cited by McMurray.
 - c. Rent is included in costs of operating and included a detailed explanation regarding that.
 - d. Article III Sections 1 and 2, details supervision under the Cassia County Clerk and grievance procedures which are both separate from the Cassia County Personnel Policy. Supervision is under the direction of Amber Prewitt, the director which would fall under county policy going forward.
 - e. The Board’s direction was requested on going forward with those changes.
 - f. Abenroth said it needs to be considered and signed by Cassia County and Minidoka County. He detailed the building and utilities were discussed that a commissioner said they would not be participating in payment of those charges. Went to new building even though the budget was set already and accounts for negative in their budget. Consulted with outside auditor Jeff Poulsen about what is operating expenses.
 - g. Joint powers agreement is in favor of Cassia County. Uncomfortable in that Minidoka County said they would not pay.
 - h. Larsen said rent is not included in the MPO budget. MPO officers had other work they did on their own so there were not expenses. Phone services and rent were not included. Plumbing was paid in her budget.
 - i. The contract is clear and we have the high legal ground in this matter. It is in Cassia County’s favor. Christensen agreed and he asked for a letter to be written stating the Board’s position. Abenroth suggested reaching out to Lance Stevenson to go through the contract initially and to convince the Minidoka Commissioners of the terms of the contract.

13) 12:29 PM Approve minutes

12:29 PM **Motion and Action:** Approve minutes from 9/10/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

14) 12:29 PM Approve payables

12:29 PM **Motion and Action:** Approve payables presented on 9/17/2018, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

15) 12:30 PM Personnel Matters:

- a. Change of Status Requests
 - i. Public Defender - Trenton McRae - Deputy Public Defender (Amended COS - Voluntary Resignation)
 - ii. Ag Extension - Carlee Larson - PT Clerical Staff (Voluntary Resignation)
 - iii. Ag Extension - Krista Gammon - PT Office Assistant (Voluntary Resignation)

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- iv. Sheriff's Dept. - Tammy Richardson - Uncertified Dispatcher (New Hire)
 - v. Sheriff's Dept. - Bryan Bird - PT School Resource Office/Court Security (Re-hire)
 - vi. Road & Bridge - Wallace Sears, Jr. - PT Roads Worker (Voluntary Resignation)
 - vii. FY2019 Board and department head approved changes for various departments.
- b. Time cards
 - i. Road and Bridge Supervisor Sam Adams
 - ii. Misdemeanor Probation Supervisor Amber Prewitt
 - iii. IT Administrator David Burgess
 - c. Auditor's Office Accrual Payout Report

12:33 PM **Motion and Action:** Approve Change of Status Requests and time cards as presented **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

- 16) 12:34 PM Discuss participating with City of Burley on offering flu shots to employees this fall
 - a. The City of Burley is providing this service for employees and may make it available to the public as well. They have inquired if the County desires to participate with them with this service.
 - b. Following discussion, the Board determined to participate with the City of Burley for flu shots.
- 17) 12:36 PM Discuss Matt Sharp request to change Albion roll off station approach from commercial to joint use/ letter
 - a. Sharp requested after encouragement from the highway district to share that approach off the highway.
 - b. A letter from Commissioners is required from the Board. SISW is okay with it.

12:38 PM **Motion and Action:** Grant Mr. Sharp's request to change the Albion roll off station approach from commercial to joint use and allow Chair Kunau to sign the letter as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

- 18) 12:39 PM CAI software implementation update
- 19) 12:39 PM FY2019 Budget amendment update

SCHEDULED ACTION AGENDA ITEMS

- 20) 9:13 AM Review and execute agreement with Access Idaho for the Treasurer's Office
 - a. Prompt Pay software with Access Idaho was requested by Treasurer Laura Greener.
 - b. She extolled the software's value with conducting business for taxpayers to obtain information for their tax liability.

9:16 AM **Motion and Action:** Approve signing of the Access Idaho for the Treasurer's Office as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

- 21) 9:17 AM Review and sign the 2018 Tax Levy Certification

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- a. Tax certification was prepared by the Auditor's Office and presented by Deputy Auditor Carrie Merrell.
- b. Levied amounts were \$43,000 lower than allowed, so will be recorded as a foregone taxable amount available in future budgets.

9:20 AM **Motion and Action:** Approve the 2018 Tax Levy Certification as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

- 22) 9:42 AM Review and approve sales agreement with Elections Equipment and Software for purchase of additional budgeted election equipment.
- a. Elections Director Susan Keck presented ES&S purchases of budgeted additional election equipment to meet election needs.
 - b. The Elections Office desire to purchase four additional Express Vote Units and five electronic poll books as backup and to facilitate speed in processing new registered voters.
 - c. Keck explained that there will be less wait time for voters by having additional Express Vote Units.
 - d. The proposed cost for those purchases is \$18,408.68, for which there are ample budgeted allocations of funds.
 - e. All agreements were provided to Abenroth for his review.

9:46 AM **Motion and Action:** Approve contract for purchase of four Express Vote and five Electronic Poll Books with ES&S, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

23) 9:48 AM Department Head Meeting

- a. Written and verbal reports from department heads were provided to the Board.
- b. Reports were received from: Laura Greener – Treasurer reviewed fund balances and Clerk Larsen explained to the Board that transfers will take place before the end of the fiscal year, Sam Adams – Road and Bridge supervisor, Mike Ottley – Noxious Weed Supervisor, Craig Rinehart – Coroner, Julie Runyon – Assessor's Office reported that DMV registrations can carry forward in Minidoka County if necessary during blackout time, Amber Prewitt – Misdemeanor Probation Director reported that after taking out building-related costs she would be under the FY2018 Budget, Joe Larsen and Deputy Auditor Heather Evans – Clerk's Office reported on procedures to follow during the financial software conversion, Jay Heward – Sheriff's Office, George Warrell – Mini-Cassia Criminal Justice Center, Doug Abenroth – Prosecutor, David Burgess – IT Administrator, Kerry McMurray – Zoning and Building Department, and Tim Schneider – Public Defender's Office who discussed difficulties in hiring for an open position for a deputy public defender.
- c. The Extension Office and the Building and Maintenance Department were not represented.
- d. Questions and discussion took place regarding the recent change in the Personnel Policy Manual involving accrued time for employees.

- 24) 10:43 AM Review and approve Master Agreement Software and Support License with accompanying Annual County Software License and Maintenance Fees for Computer Arts, Inc.
- a. Abenroth said there is no legal issue with the contracts. He had questions regarding Addendum C regarding costs for IT Services and Networking Support where we have an in-house IT Administrator. Larsen pointed out that we will only be charged for services needed with the software support for their program as that is a separate function from County IT services.
 - b. Deputy Clerk Sharene Ahlin, who is familiar with CAI from her long-term employment with Washington County, explained that service is often purchased in blocks of support. When purchased in advance, the cost per hour is lower.

10:49 AM **Motion and Action:** Approve contract with CAI as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

25) 11:23 AM Executive Session (for the purpose of discussing indigent matters)

11:24 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.

11:55 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.

11:56 AM Other matters exempt from public disclosure were taken under advisement

26) 11:56 AM United States Forest Service (USFS)/Bureau of Land Management (BLM) Report

- a. 12:15 PM Loren Poppert – USFS District Ranger
 - i. A timber sale bid process was reported on. There were no purchasers.
 - ii. The Juniper project in Goose Creek is moving forward with a December decision.
 - iii. Fire restrictions were recently lifted in conjunction with the BLM.
 - iv. He reported on dry conditions necessitating work with grazing permittees to mitigate that problem for them.
 - v. A map was provided depicting a concern for a need for signs near Elba Park to assist with people taking the wrong road and getting lost. They will pay for the signs and see they are appropriately installed. They will work with the highway district regarding that.
- b. 11:56 AM Ken Crane – BLM Burley Office Field Manager
 - i. Some grazing permittees will need to leave early due to vole infestation, many of which are voluntarily doing so.
 - ii. Sage Grouse issues regarding protection of leks were discussed.
 - iii. Doing testing in various areas for control of annuals in the perennial plant community as well as working closely with our Noxious Weed department for adjoining properties.

- iv. He reported on an increased problem with dumping on public grounds that they hear may be due to transfer station and landfill cost increases. In particular, there has been dumping of garbage and dead animals near the Marion Cemetery. They will begin citing and requiring of cleanup.
- v. Christensen reported a concern near 700 West on the south side of the road where winds have blown tumbleweeds from BLM grounds creating a problem with traffic. He suggested that BLM plant competing vegetation to mitigate the problem.
- vi. Fire restrictions were lifted this past week on BLM grounds.

27) 12:41 PM Recess for Lunch

12:41 PM **Motion and Action:** Approve recess for lunch until 1:10 PM, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

1:20 PM **Motion and Action:** Move into session following recess, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

28) Executive Session for the purpose of consideration of personnel matters) pursuant Idaho Code § 74-206

(1) (a) - Public Defender Candidates Interviews

- a. Joint meeting of Cassia and Minidoka Commissioners to prepare for interviews
- b. Susan Denhardt interview
- c. Tim Schneider interview
- d. Jacob Twiggs interview
- e. Deliberate on interviews and make offer of job to selected candidate
- f. In attendance:
 - i. Cassia County Officials: Bob Kunau, Paul Christensen, Tim Darrington, Kerry McMurray, Doug Abenroth, Sharene Ahlin
 - ii. Minidoka County Officials: Bob Moore, Sheryl Koyle, Kent McClellan, Tonya Page

1:35 PM **Motion and Action:** Entering Executive Session pursuant to Idaho Code § 74-206 (1) (a) for the hiring of an employee, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington – Member

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

Yes: Paul Christensen – Member, Bob Kunau – Chair, Tim Darrington – Member

3:30 PM Commissioner Christensen departed the meeting following the Executive Session

3:31 PM **Motion and Action:** Approve offering of Public Defender job to Tim Schneider at \$75,000 annually and there will be some expectation of meeting certain criteria for that offered position, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau, Chair.

Yes: Tim Darrington – Member, Bob Kunau, Chair

Motion passed.

Not present: Paul Christensen – Member

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3:35 PM Adjourn

3:36 PM **Motion and Action:** Adjourn, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau, Chair.

APPROVED:

/s/ _____

Bob Kunau, Chair

CLERK OF THE BOARD:

/s/ _____

Joseph W. Larsen

ATTENDANCE LOG ATTACHMENT

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Cassia County Commissioner Meeting

Attendance Log

Date: 9-17-18

NAME (Please Print)	TOWN	REPRESENTING
1. Jay Howard	County	Sheriff
2. Amber Pruitt	Burley	Probation
3. Cassie Messell	Burley	Auditors
4. Laura Gessner	Burley	Treasurer
5. Heather Evans	County	Auditors
6. Susan Keck	Almo	Elections
7. Michael T. Otley	ELBA	Weeds
8. SAM Adams	ALMO	CCRB
9. Craig Rivehart	Burley	Coroner
10. Kevin Horan	CASSIA	Sheriff Office
11. Van Herz	Paul	Jail
12. Timothy Schneider	Burley	P.D.
13. Julie Runyon	Burley	Assessor
14. Jason Rogers	County	Cassia S.O.
15. Joshua P. Pappant	USFS	Forest Service
16. Ken Crum	Burley BLM	BLM
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

COUNTY EXPENDITURES ATTACHMENT

COUNTY EXPENDITURES

9/17/2018

	DEPARTMENT	FUND/DEPT	AMOUNT
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$159.74
	TREASURER	104.404	\$393.83
	ASSESSOR	104.405	\$0.00
	PUBLIC DEFENDER	104.408	\$359.70
	AGRICULTURAL EXTENSION	104.410	\$3,147.65
	COUNTY BUILDING	104.411	\$3,666.71
	JUDICIAL CENTER	104.412	\$0.00
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$410.74
	GENERAL	104.415	\$4,427.32
	CIVIL DEFENSE	104.416	\$303.05
	COUNTY ELECTIONS	104.417	\$222.89
	LAW ENFORCEMENT BUILDING	104.418	\$329.48
	COUNTY ADMINISTRATION	104.419	\$18,499.21
VETERANS SERVICE OFFICER	104.421	\$0.00	
	CURRENT EXPENSE FUND TOTAL		\$31,920.32
Dedicated Funds	SOCIAL SERVICES	105.502	\$18,794.79
	CONFLICT INDIGENT DEFENDER	105.504	\$1,435.50
	CASSIA COUNTY COURTS	106.602	\$3,688.96
	COUNTY ROAD & BRIDGE	107.707	\$2,946.80
	WEED & PEST	108.708	\$5,909.56
	SOLID WASTE	109.709	\$8,737.50
	AMBULANCE SERVICE	110.710	\$24,950.00
	FAIR EXHIBITS	111.711	\$0.00
	HISTORICAL SOCIETY	112.712	\$0.00
	COMMUNITY COLLEGE	113.713	\$0.00
	REVALUATION	114.714	\$513.54
	9-1-1 COMMUNICATIONS	115.715	\$2,215.25
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$1,424.80
	COUNTY SNOWMOBILE	118.718	\$22.58
	ASSESSOR TRUST	123.323	\$105.25
	K-9 TRUST	128.328	\$0.00
	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	\$0.00
	PHYSICAL FACILITIES	144.744	\$750.00
	ADULT MISDEMEANOR PROBATION TRUST	149.349	\$0.00
	ADULT MISDEMEANOR PROBATION	149.749	\$1,056.12
	VIOLENT PREDATOR ACCOUNT	150.750	\$0.00
	BOX ELDER COUNTY BOOKMOBILE	151.751	\$0.00
	WIDOW BENEFIT TRUST	198.798	\$0.00
	DEDICATED FUNDS TOTAL		\$72,550.65
130 Justice Fund	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	\$778.64
	CORONER	130.809	\$11.96
	SHERIFF - PATROL	130.821	\$14,453.76
	SHERIFF - INVESTIGATIONS	130.822	\$651.93
	SHERIFF - DISPATCH	130.823	\$188.00
	SHERIFF - ADMINISTRATION	130.824	\$5,985.70
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$44,815.82
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$18,343.50
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$887.44
SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$39.46	
	JUSTICE FUND TOTAL		\$86,156.21
	TOTAL EXPENDITURES		\$190,627.18