



Cassia County Board of Commissioners

SPECIAL MEETING MINUTES

Tuesday, October 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.

ACTION AGENDA ITEMS

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

9:11 AM **Roll Call.**

Present: Tim Darrington - Member, Paul Christensen - Member, Bob Kunau - Chair, Kerry McMurray - Administrator (Not voting), Doug Abenroth - County Attorney (Not voting), Sharene Ahlin (Not voting).

- 4) 9:29 AM Calendar, meetings, and correspondence
- 5) 9:36 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms

9:36 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 5 and deny 0 junior college Certificate of Residency Forms as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

6) 9:42 AM Personnel Matters:

- a. Change of Status Requests:
 - i. Sheriff's Office – Pete Chaidez, voluntary resignation, Sheriff's Office
 - ii. Public Defender's Office
 1. Kent Jensen, part time Misdemeanor Attorney, new hire
 2. Tim Schneider, promoted to Public Defender and Department Head
 3. Douglas Whipple, Deputy Public Defender, increase in pay
 - iii. Misdemeanor Probation Office
 1. Amber Prewitt, pay increase
 2. Enrica Molina, pay increase
 3. Angel Barboza, pay increase
 4. Nicole Reynolds, pay increase
 5. Garrett McRae, pay increase
 6. Debra Rogers, pay increase
 7. Kelli Willett, pay increase
 8. Steve Hopkins, pay increase
 9. TeAnna Hull, pay increase

**CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, October 9, 2018**

9:48 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

10:01 AM **Motion and Action:** Approve Change of Status for TeAnna Hull, **Moved by** Paul Christensen - Member, **Seconded by** - Tim Darrington Member.
Motion passed unanimously.

7) 10:06 AM Executive Session (for the purpose of discussing personnel matters)

10:06 AM **Motion and Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (b) to consider personnel matters, **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.

8) 10:07 AM Executive Session (for the purpose of discussing indigent matters)

10:07 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.

11:11 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.

9) 11:11 AM Decision to amend FY2019 budget to reflect changes in the Prosecutor's Office

11:11 AM **Motion and Action:** Following Executive session on personnel, move to increase the Prosecutor's budget for FY2019 by \$39,400 effective immediately, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

10) 11:12 AM Approve minutes

11:13 AM **Motion and Action:** Approve minutes from 10/01/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

11) 11:13 AM Approve payables

11:13 AM **Motion and Action:** Approve payables presented on 10/09/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

UNFINISHED BUSINESS AGENDA ACTION ITEMS

12) 11:18 AM Procurement Policy follow-up and decision. Doug is still working on this matter and will have something to present on the matter this fall.

13) 11:51 AM CAI software implementation update, training for all employees, commissioners included, for the new CAI software is necessary. CAI does have personnel on site this week again to train us and to assist with questions and any issues that come about in the course of the transition.

14) 11:18 AM County uniform and clothing policy follow-up decision. Doug is still working on this matter and will have something to present on the matter this fall.

15) 11:14 AM County History Book follow-up

11:16 AM **Motion and Action:** Approve the donation of the history books to the Cassia County Historical Society, including any funds from the books. **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

16) 11:18 AM Review and sign revised Flood Management Grant Contract for work on Reid Springs bridge

- a. The County has not received the correct contract.
- b. Hopefully it will be received next week.

17) 11:24 AM FY2018 Outside Auditor follow-up

- a. Information was presented by Heather Evans and Carrie Merrell.
- b. It was discussed that there are a total of five bids received.
- c. There was a difference of only \$200 between the lowest two bids.
- d. It was discussed that in most counties the outside auditors come in to a county and set up in a space and go through the records for a period of 3-5 days to collect all records needed and to conduct the audit.
- e. In the past the audits done in the county have been more of a long, drawn out process, spanning sometimes into February, March, or even as late as July. It would be far more beneficial to have an external audit conducted in a timely fashion.
- f. Concern was again expressed that one of the parties to submit a bid also does the bookkeeping for the Cassia County Fair. It was questioned whether that was truly independent and appropriate where the same entity performed a financial service within the County, then functioned in the capacity of independent financial auditor.
- g. The Board will review the bids and discuss the matter next week in order to make a decision.

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SCHEDULED ACTION AGENDA ITEMS

18) 9:12 AM CAFO Conditional Use Permit hearing

9:12 AM **Motion and Action:** Enter CAFO Conditional Use Permit Hearing for application number 2018-07 CU/CAFO, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously

- a. Commissioner Kunau recused himself from this hearing due to an interest with the applicant.
- b. Commissioner Darrington reviewed the application and asked for any comment.
- c. Commissioner Christensen asked for clarification. McMurray stated that since it is an amendment to an existing CAFO that it needed to come before the Board of County Commissioners.
- d. Mike Aardema states that he didn't understand why this matter had to come before the Board. He stated that the facility was able to get a building permit on the cross ventilated barn as well as the parlor.
- e. He stated that as labor becomes more of an issue in the area that dairies will be pushing to become more efficient. These kinds of things actually reduce their labor per cow.
- f. He recommended changes to county code regarding modifications.

9:27 AM **Motion and Action:** Close hearing for the taking of evidence, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

9:27 AM **Motion and Action:** Approve CAFO conditional use permit and adopt the conditions of the Planning and Zoning recommendation, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

19) 9:37 AM Report of Treasurer on annual settlement of accounts with the Auditor – I.C. § 31-2112

20) 9:49 AM Treasurer Laura Greener presents Treasurer's Cash Report

21) 10:02 AM Cassia County Insurance Update with Kelly Bowen

- a. Bowen said they are looking at a July 1st renewal date for budgeting purposes. As such, Bowen is getting a six-month quote and an 18-month quote.
- b. He stated that the renewal looks very favorable but also stated that carriers are less favorable in looking at an 18-month quote.
- c. Reserves have been holding steady for last year even though there have been some claims that have impacted the plan. However, renewal doesn't appear to be negatively-impacted and he doesn't anticipate much of an increase.
- d. Bowen asked for the Board's approval to obtain a quote from Gem Plan as the Board had requested.

10:05 AM **Motion and Action:** Approve the Board signing of an authorization letter for Bowen insurance to obtain information from MBA to provide a quote from the Gem Plan, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

22) 11:55 AM Adjourn

11:55 AM **Motion and Action:** Adjourn, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

APPROVED:

/s/ _____

Bob Kunau, Chair

DEPUTY CLERK OF THE BOARD:

/s/ _____

Sharene Ahlin

ATTENDANCE LOG ATTACHMENT

**CASSIA COUNTY COMMISSION
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Tuesday, October 9, 2018**

Cassia County Commissioner Meeting

Attendance Log

Date: 10-9-18

NAME (Please Print)	TOWN	REPRESENTING
1. Matt Thompson	Turn Falls	Oak Valley Dairy
2. Mike Ardema	Burley	Oak Valley Dairy
3. Jay Howard	County	Sheriff
4. Laura Greener	Burley	Treasurer
5. Amber Prewitt	Burley	Probation
6. Kelly Bayley	Burley	B.I.G.
7. Kent Sears	Burley	Self
8. Heather Whitehead Evans	County	Auditors
9. CURIE MERRELL	County	Auditors
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COUNTY EXPENDITURES ATTACHMENT

CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

UNPAID CLAIMS GENERAL GOVERNMENT FUNDS

Fund FUND 0001 GENERAL FUND (CURRENT EXPENSE)

Department DEPT 01 AUDITOR & RECORDER

Vendor Number-Vendor Name	Expenditure Account	For Payment Of	Budget	Actual	----- INVOICE ----- Number Amount	Budget Remaining
13298-PFC PRODUCTS INC	0440-0001 SUPPLIES - OFFICE	ACCT # 344136 MARRIAGE LICENSE FOLDER (350)	6,000.00	0	48244022 240.88	5,759.12
					Vendor Total :	240.88
DEPT 01 AUDITOR & RECORDER					Department Total:	240.88

Department DEPT 06 CORONER

Vendor Number-Vendor Name	Expenditure Account	For Payment Of	Budget	Actual	----- INVOICE ----- Number Amount	Budget Remaining
13589-ADA COUNTY CORONER'S OFFICE	0615-0000 AUTOPSIES & LAB WORK	LABS FOR CASE 18-3178	25,000.00	0	18-3178 202.00	24,798.00
					Vendor Total :	202.00
DEPT 06 CORONER					Department Total:	202.00

Department DEPT 13 AGRICULTURAL EXTENSION SERVICE

Vendor Number-Vendor Name	Expenditure Account	For Payment Of	Budget	Actual	----- INVOICE ----- Number Amount	Budget Remaining
329-PROJECT MUTUAL TELEPHONE	0440-0001 SUPPLIES - OFFICE	ACCT# 013091 0002 PMT PAYMENT FOR EXTENSION SERVICE DATES 10/01/18-10/31/18	6,000.00	0	OCTOBER 1, 2018 50.95	5,949.05
					Vendor Total :	50.95
DEPT 13 AGRICULTURAL EXTENSION SERVICE					Department Total:	50.95

Department DEPT 18 GENERAL OPERATIONS

Vendor Number-Vendor Name	Expenditure Account	For Payment Of	Budget	Actual	----- INVOICE ----- Number Amount	Budget Remaining
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* WARNING: This account is over budget

CLAIMS APPROVAL REPORT - INCLUDING BUDGET BALANCES

UNPAID CLAIMS GENERAL GOVERNMENT FUNDS

Fund FUND 0001 GENERAL FUND (CURRENT EXPENSE)

Department DEPT 18 GENERAL OPERATIONS

Vendor Number-Vendor Name	Expenditure Account	For Payment Of	Budget	Actual	INVOICE Number	Amount	Budget Remaining
35-BURLEY REMINDER	0440-0001 SUPPLIES - OFFICE	NOTARY STAMPS FOR KERRY, SARA, TINA	0	0	18-1391, 18-1311	123.15	-123.15 *
						Vendor Total :	123.15
4370-ICRMP	0532-0000 COUNTY MANAGEMENT	ICRMP 10/1/2018-9/30/2019 1ST HALF OF PREMIUM FOR FY2019	28,000.00	500.00	01016-1819-1	96,813.00	-69,313.00 *
						Vendor Total :	96,813.00
329-PROJECT MUTUAL TELEPHONE	0542-0000 POSTAGE	PROJECT MUTUAL PHONE BILL SERVICE FOR 10/01/18-10/31/18	55,000.00	0	013091	3,211.84	51,788.16
						Vendor Total :	3,211.84
15649-THYSSENKRUPP ELEVATOR AMERICAS	0489-0000 MAINTENANCE AGREEMENTS	ELEVATOR MAINTENANCE	31,000.00	0	3004168849	1,082.96	29,917.04
						Vendor Total :	1,082.96
15091-VERIZON WIRELESS	0525-0000 INFORMATION TECH / SOFTWARE	VERIZON WIRELESS ACCT #471865068-00001 COMMUNICATIONS	0	0	9815418528	680.21	-680.21 *
						Vendor Total :	680.21
4870-XEROX CORPORATION	0489-0000 MAINTENANCE AGREEMENTS	COPY CARE FOR SEPTEMBER MAINTENANCE AND SUPPLIES	31,000.00	0	94696148,94696145	511.87	30,488.13
						Vendor Total :	511.87
DEPT 18 GENERAL OPERATIONS						Department Total :	102,423.03

Department DEPT 21 BUILDING & ZONING

Vendor Number-Vendor Name	Expenditure Account	For Payment Of	Budget	Actual	INVOICE Number	Amount	Budget Remaining
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* WARNING: This account is over budget

CLAIMS APPROVAL REPORT - INCLUDING BUDGET BALANCES

UNPAID CLAIMS GENERAL GOVERNMENT FUNDS

Fund FUND 0001 GENERAL FUND (CURRENT EXPENSE)

Department DEPT 21 BUILDING & ZONING

Vendor Number-Vendor Name	Expenditure Account	For Payment Of	Budget	Actual	-----INVOICE----- Number	Amount	Budget Remaining
122-TRIPLE S OIL COMPANY	0470-0000 AUTO EXPENSE	ACCT #12087 FUEL FOR SEPTEMBER BLDG INSPECTOR FUEL	4,000.00	0	9/30/18 BILL DATE	222.42	3,777.58
						Vendor Total :	222.42
DEPT 21 BUILDING & ZONING						Department Total:	222.42
FUND 0001 GENERAL FUND (CURRENT EXPENSE)						Fund Total:	103,139.28

* WARNING: This account is over budget