



# Cassia County Board of Commissioners MEETING MINUTES

Monday, December 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) 9:02 AM Roll call

### **Roll Call.**

**Present:** Tim Darrington - Member, Paul Christensen - Member, Bob Kunau - Chair, Kerry McMurray - Assistant to Board (Not voting), Sharene Ahlin - Deputy Clerk (Not voting).

- 4) 9:02 AM Calendar, meetings, and correspondence
  - a. Regularly-scheduled BoCC meeting on 12/31/2018 is cancelled unless something comes up
  - b. Information from the South Central Public Health Department
  - c. Report from the Idaho Office of Emergency Management
  - d. Invitation to inauguration ceremony for Governor-elect Brad Little
  - e. The Middle Snake Water Resource Committee meeting in Twin Falls for Kerry McMurray
  - f. Planning and Zoning Meeting on Thursday

9:06 AM Doug Abenroth – County Attorney joined the meeting

- g. Doug Abenroth will be out of town this week and next week
- 5) 9:07 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms

9:17 AM **Motion and Action:** Approve Clerk's Office recommendations to approve five junior college Certificate of Residency Forms as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 6) 9:12 AM Personnel Matters:
  - a. Change of Status Requests
    - i. Clerk's Office - Trina Richman - Deputy Court Clerk - (Voluntary Resignation)
    - ii. Clerk's Office - Caylee Pfeifer - Deputy Court Clerk - (Voluntary Resignation)
    - iii. IT - David Burgess - IT Administrator - (Additional COL Increase)
    - iv. Public Defender - Kent Jensen - PT Deputy Public Defender - (Voluntary Resignation)
    - v. Sheriff's Office - Jordon Searle - PT Reserve/ Search & Rescue - (New Hire)
    - vi. Sheriff's Office - Scott Draper - PT Reserve/ Search & Rescue - (New Hire)
    - vii. Sheriff's Office - Jay Durfee - PT Reserve/ Search & Rescue - (Additional COL Increase)

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- viii. Sheriff's Office - Justin Webb - PT Reserve/ Search & Rescue - (Additional COL Increase)
- ix. Sheriff's Office - Travis Worthington - PT Reserve/ Search & Rescue - (Additional COL Increase)

9:14 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

7) 9:38 AM Procurement Policy discussion

- a. Abenroth said an exception needs to be added for recurring payments pursuant to contract agreements.
- b. Kunau stated that a change was needed for the portion that states that a department head can overrule what the I.T. department has recommended. He reminded them that it is necessary to follow recommendations of our I.T. administrator and the I.T. advisory board.
- c. Davis also discussed the importance of following the recommendations of the I.T. administrator, for all I.T. related purchases. He stressed that he had approached the I.T. administrator for a new computer for his office, I.T. came back to him with another option he hadn't considered. He stated that he was very satisfied with the recommendations from I.T.
- d. Heather Evans discussed that all I.T. related funds are in the I.T. department's budget.
- e. Burgess mentioned that he strives to work with the departments to best meet their needs. He stressed that we don't always buy the top of the line equipment, but that the goal is to be operating at peak technological efficiency. He works to always locate the equipment that will meet our needs for the best available price.
- f. Ottley asked about the need to get comparative quotes for bids, when a vehicle or other equipment is broken down.
- g. Abenroth asked about an exception in which a department could go to the Board of County Commissioners for approval of I.T. related purchases that have not been approved by the I.T. department.
- h. Kunau stated that vehicles that experience considerable issues or large breakdowns should come before the Board for approval. He said a vehicle that requires too many expensive repairs may need to be replaced as opposed to ongoing or expensive repairs.
- i. Christensen discussed that an emergency clause should allow for some departmental repairs, to allow for the smooth functioning of these departments.
- j. Heward mentioned that there will be purchases coming up that will exceed that \$2,000 limit, such as radios.
- k. Kunau explained that no decision would be made at this point, but that he was hoping that the department heads would bring forth discussion regarding the policy.
- l. Kent Searle suggested using State and Federal Contracts for purchasing, as it encourages uniformity in purchasing and utilizes discounts already negotiated for.

8) 9:21 AM South Central Public Health District ballot to replace Terry Kramer

9:22 AM **Motion and Action:** Approve signing of paperwork to nominate Commissioner-elect Brent Reinke from Twin Falls County to board of the South Central Public Health District, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

9) 9:23 AM Discuss remodel at Assessor's office

- a) Dwight Davis stated that the plan is to remove existing desks, raise the level of the floor, add steps and new desks, as well as dividers.
- b) Goal is to provide better security to DMV.
- c) Total cost is estimated at \$57,500, however this does not include any amount from PMT for the wiring work that will have to be done.
- d) Abenroth stated that if it is kept under \$50,000 total that it won't need to go to bid.
- e) Davis stated that he will speak with contractor to see if changes on the land counter side can be delayed to hold costs down.

10) 9:34 AM Comfort Suites of Boise, discount rate contract for 2019 for county use

9:36 AM **Motion:** Approve signing Comfort Suites agreement, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

11) 11:24 AM Approve minutes

11:24 AM **Motion and Action:** Approve minutes from 12/10/2018 & 12/13/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

12) 11:24 AM Approve payables

11:25 AM **Motion and Action:** Approve payables presented on 12/17/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

#### **SCHEDULED ACTION AGENDA ITEMS**

13) 11:25 AM Executive Session (for the purpose of discussing indigent matters)

11:25 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.

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11:41 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.

14) 9:17 AM Execute Health Insurance Documents: Application for Excess Insurance; Business Associate Agreement with MBA; Exhibit A; and Stop Loss Proposal

9:18 AM **Motion and Action:** Execute MBA Health Insurance Documents **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

15) 10:08 AM Department Head Meeting

- a) Reports were received from: Laura Greener, Sam Adams, Michael Ottley, Dwight Davis, Craig Rinehart, Joel Packham, Heather Evans on behalf of Joseph Larsen, Jay Heward, George Warrell, Doug Abenroth, Kerry McMurray, Tim Schneider, Craig Munoz, and David Burgess.
- b) Adams reviewed the Cassia County Snow Plow Policy for the board.
- c) Ottley reported that Mr. Bartlett did pay his tax matter.
- d) Davis provided an update for the Assessor's office.
  - i. Davis stated that that they are seeing a little leveling off of the pricing in homes.
  - ii. He will be meeting with the State Tax Commission regarding their ratio study this week.
  - iii. He stated that in January there will be 12 new assessors in Idaho, and 16 assessors in Idaho with less than 2 years' experience.
  - iv. Davis stated that the State Tax Rules Commission's Rules Committee is trying to push a new rule through. He stated that this new formula will increase agricultural assessed values. This rule will have to be passed by the house and the senate in order to take effect. He has asked that the Cassia County Commissioners oppose the rule. He stated that there is no support from the assessors in Idaho.
- e) Packham discussed that his office is using Facebook for advertising for their classes.
- f) Evans explained that Joe was unable to attend the meeting today due to illness.
  - i. Preparations for elections are under way.
  - ii. The courts are currently down two positions, however they may only fill one of those positions right now.
  - iii. The Auditor's office is finalizing the mapping of the revenues, in order to get budget books out.
  - iv. The outside audit is currently in process.
  - v. Evans expressed gratitude on behalf of employees in the Clerk's offices for the recent rate of pay increases.
- g) Heward reported that his department is on track with their budget year to date.
  - i. He reported that patrol is fully staffed.
  - ii. He stated that his department really appreciates the recent raises, and further stated that those increases will help with employee retention and recruitment.
  - iii. There was a payable in question, regarding a payment to Garald Price for \$140.00. They stated that they are trying out Quickbooks online, for \$35.00 per month, through Garald Price. Jail stay billing is not included in the CAI accounting software, so they are looking

at software options. The use of the program is not under a contract, and is basically considered a monthly rental through Garald Price.

- h) Warrell reported that there are currently 151 inmates total; 50 from Cassia County and 39 from Minidoka County, 56 from the State of Idaho, five from ICE, and one from Twin Falls County.
- i) Abenroth stated that he is assisting the Treasurer with a Public Administrator situation.
- j) McMurray provided the Building Report for 11/2018 indicating 14 building permits issued.
- k) Schneider said the Public Defender's Office is still down one and a half positions. Attorney Jeremy Pittard will continue to handle juvenile cases. He is still attempting to find a chief deputy.
- l) Burgess mentioned that he is in the process of reviewing computers for replacement. He discussed the risks of ransomware.

16) 11:10 AM BLM & USFS Report

- a) Loren Poppert, USFS
  - i. Between 6,000 and 7,000 Christmas tree permits were issued this year.
  - ii. The Black Pine Exploration project for gold exploration was signed.
  - iii. The Aspen Restoration Project has been delayed until January as they work through the heritage issues.
  - iv. There was a post and pole sale near Magic Mountain in the Rock Creek area.
  - v. Jim DeMaagd has been appointed to be the Forest Supervisor, and will be taking the post 1/21/2019. An open house is planned on 1/23/2019 in Twin Falls.
  - vi. There is a possibility of a furlough, depending upon how things go in Washington, D.C. with the Federal Government.
- b) Jim Tharp, Assistant Field Manager for the BLM
  - i. The conceptual plan for the Milner Project was completed in 2012. Two projects have been funded for the coming year.
    - a) A boat ramp will be constructed on the west end.
    - b) A walking trail will be put in place in the middle area.
  - ii. Tharp reported on wildfires over this past year. There was a loss of fencing from wildfires during that time.
  - iii. There will be some seeding in the fire areas, most of which will take place on the east side of Jim Sage Mountain.

17) 11:42 AM Adjourn

11:42 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

# Cassia County Commissioner Meeting

## Attendance Log

Date: 12-17-18

NAME (Please Print)	TOWN	REPRESENTING
1. Michael Offley	Elba	CCWC
2. Kelly Bowen	Burley	BIG
3. Dwight Davis	Burley	Assessor
4. Melvin Larson	Burley	CCPA
5. Craig Munoz		main
6. Joel Packham	Declo	U of T Extension
7. Sam Adams	ALMO	CCRB
8. David Burgess	Burley	IT
9. Heather Windhead Evans	Burley	Auditors
10. Craig R. West	Burley	Conover
11. Kent Seal	Burley	911
12. Laura Greener	Burley	Treasurer
13. Kevin Howard		SO
14. J. Howard		Sheriff
15. Sarah Poppert	Burley	USFS
16. Jim Sharp	Burley	BLM
17.		
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22.		
23.		
24.		

# SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

**BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS**

**21% OF FISCAL YEAR ELAPSED**

**\* UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .**

Fund	Budget	Actual	Amount Paid	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	3,943,347.00	910,101.31	23,686.64	3,009,559.05	76%
0002 ROAD & BRIDGE	395,870.00	49,998.29	463.60	345,408.11	87%
0006 DISTRICT COURT	332,870.00	65,417.88	1,092.20	266,359.92	80%
0008 JUSTICE	8,876,165.00	1,723,503.44	27,514.04	7,125,147.52	80%
0012 MISDEMEANOR PROBATION	716,625.00	168,491.35	2,198.21	545,935.44	76%
0013 911 COMMUNICATIONS	1,072,000.00	20,823.79	600.00	1,050,576.21	98%
0016 SOCIAL SERVICES	578,395.00	202,324.11	476.25	375,594.64	65%
0020 REVALUATION	332,835.00	53,376.35	144.90	279,313.75	84%
0027 WEED & PEST	388,250.00	43,504.47	759.33	343,986.20	89%
0028 SNOWMOBILE	86,070.00	1,339.90	124.26	84,605.84	98%
		<b>Total Amount Paid</b>	<b>57,059.43</b>		

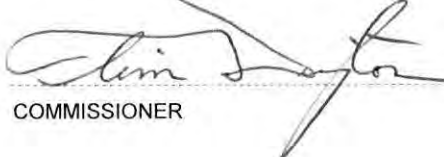
STATE OF IDAHO  
CASSIA COUNTY

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 12-17-18

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

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