

## **COMMISSIONER MINUTES**

**February 28, 2011**

The Cassia County Board of Commissioners met this day with Chairman Dennis Crane, Paul Christensen and Bob Kunau, Board Members; Alfred E. Barrus, Prosecuting Attorney; Joseph W. Larsen, Clerk of the Board, and Kerry D. McMurray, County Administrator, present. Commissioner Christensen was excused following lunch as he had to leave town.

### **AGENDA AMENDMENT**

Road Department items were to be on the agenda but were inadvertently omitted. A motion was made to amend the agenda to include those items by Commissioner Christensen, seconded by Commissioner Kunau, followed by a unanimous yea vote.

### **PREVIOUS WEEK'S MINUTES**

The Commissioner Minutes for February 14, 2011, were discussed. A motion was made and seconded to approve. Roll call vote was unanimous with Commissioner Kunau, Commissioner Christensen and Chairman Crane all voting yea.

### **CORRESPONDENCE**

The Board reviewed the following:

1. *Ag Knowledge* newsletters #295, #260, and #257 from the University of Idaho College of Agricultural and Life Sciences
2. Notice from the Idaho Department of Lands requesting distribution of *Idaho Community Trees* to highway departments
3. Emergency Food and Shelter National Board Program Phase 29 Funding Advisory FY 2011
4. Guard & Reserve request of County support for bulletin board posting
5. Thank you from the Burley 1<sup>st</sup> Ward Young Women for use of Court Room for their New Beginnings Program.
6. Road Department Report from Sam Adams
7. Peggy Marizza's retirement party was attended by the Board.
8. Letter from the University of Idaho Extension Southern District with agreement between them and Cassia County.
9. Mini-Cassia Commerce Authority request for funding
10. BLM Field Manager, Michael Courtney's request of geothermal lease nomination comments from the Board.
11. Response letter on geothermal lease nomination from Administrator McMurray as requested by the Board.
12. Copy of letter from Sen. Crapo, Sen. Risch, Rep. Simpson, and Rep. Labrador to Department of Interior Secretary Ken Salazar regarding Secretarial Order 3310 "Wild Lands" public land protection
13. Weed study sent for public review (provided to County Weed director, Gordon Edwards)
14. Letter from Mini-Cassia Citizens Against Drugs requesting support of the Board

### **CALENDAR**

The Board reviewed the following:

1. Juvenile Justice Meeting at Minidoka Judicial Annex on Tuesday, March 1, 2011
2. Jail Meeting at Juvenile Probation Office on Tuesday, March 8, 2011
3. South Central Regional Development Association Meeting on Thursday, March 3, 2011
4. Cache Peak Association Meeting on Thursday, March 3, 2011 at 7:00 p.m.

### **AUDIT REVIEW**

Jeff Poulsen, CPA, representing Evan's and Poulsen, reviewed the prepared financial statements and supplemental information with the Board. The County's accounting functions were generally clean although improvements can be made. Poulsen met with ex-Officio Auditor Joe Larsen prior to the completion of the audit. Poulsen indicated that Larsen had identified areas where internal controls can be improved, tweaked, and modified which he would monitor closely during the current fiscal year. Poulsen reviewed included graphs in the report and indicated that government funds had trended upward except this year where revenues were down \$1.2 million and expenses were down \$220,000. Loss of Geothermal Leases and some PILT funding accounted for some of that. Property tax and intergovernmental revenues were up slightly and PILT revenues were down nearly \$1 million. The General Fund balances increased due to 2009 transfers in. Poulsen indicated that potential PILT revenue decreases from the federal government will affect the county being able to do what they have been able to do in the past. Outside Auditor findings and recommendations included that the Auditor's office needs to properly record and account for in-kind federal grants, tighter budgeting in each department to hold expense budgets more in line with what is necessary, and for the Treasurer's office to reconcile bank statements monthly. The Board discussed with Poulsen the difference in revenue increases for 2009 as compared to diminished increases during 2010. It was indicated that PILT calculation changes and Federal Stimulus funding during 2009 accounted for that.

### **DEPARTMENT HEAD MEETING**

Chairman Crane went over recommendations of the outside auditor with department heads. Each department head reported as follows:

RANDY KIDD – Reported on 911 calls in the Jackson. The winter weather last week accounted for their department being busier. One employee received a broken arm on their own time and another had knee surgery. It will necessitate paying overtime due to those injuries.

DWIGHT DAVIS – Homestead Exemptions and the Tax Reduction Program have an April 15<sup>th</sup> deadline for filing. Davis worked out a Tax Reduction Program denial with Treasurer Justesen that was based on misleading information from an applicant. He advised his department to never indicate whether or not applicants would qualify and to just assist them with the application. Home values have remained level. Foreclosures and sales have affected appraisals.

PATTY JUSTESEN – There are currently 8 warrants of distraint on mobile homes and 6 pending issues that are 3 years delinquent.

JOEL PACKHAM – His office is conducting Excel classes which start tomorrow and will last for two days. The After School Program will be funded for another year. Packham indicated that

Weed Department Director Gordon Edwards wouldn't be in attendance today due to another commitment.

DARWIN JOHNSON – The jail count currently is at 120. He went with Commissioner Christensen to the landfill to discuss the use of participants of the McWork program to help with cleaning at the landfill. He will contact Amber Prewitt to consider the use of juvenile probation people to work there as well. Commissioner Christensen asked for Johnson to report on costs for food and other costs to conduct this program. Johnson hadn't completed that yet and will provide that later. His staff appreciates the newly-implemented twelve (12) hour work week. Comp time and overtime has decreased since this implementation where the employees get a chance to rest up during the off time. Deputy Director Rasmussen indicated that there were two employees currently in POST training. Their department had to replace training officers and presented Change of Status requests for them.

JOE LARSEN – Attended Consolidated Elections Training in Idaho Falls and Election Deputies Theresa Forthun and Stella Sutherland attended in Boise. He discussed the upcoming taxing-district election under the new Consolidate Election law for the Cassia Joint School District Bond. More will be demanded of the Clerk's office with the additional special elections that will be held up to four times of the year. Larsen indicated that more detailed auditing accountability will be expected of county departments during the current budget year with current increasing expenditures coupled with decreased governmental funding.

KERRY McMURRAY – ICRMP training instructions were provided to the department heads for employees to be completed soon. He indicated that it would take about 2-3 hours to complete the project tests and policy reviews for each employee.

**COUNTY EXPENDITURES**

The Board reviewed the County's Payables Approval Report dated February 25, 2011. A motion was made and seconded to approve the report and the roll call vote was unanimous with Commissioner Kunau, Commissioner Christensen and Chairman Crane all voting yea.

CURRENT EXPENSES	104	\$12,933.86
INDIGENT FUND	105	\$475.00
DISTRICT COURT FUND	106	\$2,343.35
COUNTY ROADS & BRIDGES FUND	107	\$583.36
WEED & PEST FUND	108	\$3.23
COUNTY ELECTION FUND	116	\$1.22
COUNTY SNOWMOBILE FUND	118	\$1,862.04
JUSTICE FUND	130	\$46,898.10
PHYSICAL FACILITIES FUND	144	\$1,397.20
ADULT MISDEMEANOR PROBATION	149	\$179.65
	<b>TOTAL</b>	<b>\$66,677.01</b>

**CHANGE OF STATUS**

Request for Change of Status forms were received for the following: Kirk Craner, Jason

Loveless, and Richard Junior Perez – Senior Officer to Training Officer in the Mini-Cassia Criminal Justice Center; Margie Speers – hired as Receptionist/Secretary in the Public Defender’s Office; Chalena Rice and Colleen James – Motor Vehicle Clerk to Co-Motor Vehicle Supervisor in the Assessor’s Office; Douglas A. Welch – Deputy Senior Patrolman to Sergeant Patrolman, Eric Nebeker and Jarrod A. Thompson – Corporal Patrolman to Sergeant Patrolman in the Cassia County Sheriff’s Office. It was moved and seconded to approve the changes of status and roll call vote was unanimous with Commissioner Kunau, Commissioner Christensen and Chairman Crane all voting yea.

### **CSI RESIDENCY APPLICATIONS**

Six (6) CSI Residency Applications were reviewed and a motion to approve those applications was presented by Commissioner Kunau, seconded by Commissioner Christensen, followed by a unanimous yea vote.

### **BOARD OF EQUILIZATIONS MATTERS**

At 10:39 a.m. Commissioner Christensen made a motion to go into session to consider Board of Equalization matters, seconded by Commissioner Kunau, followed by a unanimous yea vote. Assessor Davis presented Deleted Homeowners Exemptions from February 11, 2011 and February 24, 2011. A letter of support for disqualification from Assessor Davis was provided to the Board regarding a request of Max S. Banner for homestead exemption. Commissioner Kunau made a motion to accept those exemptions, seconded by Commissioner Christensen, followed by a unanimous yea vote. The Board returned to regular session at 10:50 a.m.

### **US FOREST SERVICE AND BLM MATTERS**

Sawtooth National Forest Ranger Scott Nannenga presented an agreement for payment of \$3000 to Cassia County for snow removal, grooming designated trails, trailhead signage, and appropriate permission from land owners. A motion to accept and sign the Annual Operation Plan for Snowmobile Grooming Program between the USDA Forest Service Sawtooth National Forest and Cassia County was made by Commissioner Christensen, seconded by Commissioner Kunau, followed by a unanimous yea vote.

BLM Field Director Mike Courtney discussed inventories for Wild Lands as required by Ken Salazar, Secretary of Interior. Battle Creek lawsuit included grazing permits going forward and there will be a hearing in May. BLM has many grazing permits that need to be renewed. WWP is challenging 198 renewals. The Bedke lawsuit involves Prosecuting Attorney Barrus, ISP, Cassia County, and Sheriff Kidd and a court date is set for May.

### **EXECUTIVE SESSION**

At 2:50 p.m. it was proposed by Commissioner Kunau and seconded by Commissioner Christensen that the Board convene in Executive Session under Idaho Code Section 67-2345(1)(d) with Commissioner Christensen voting yea, Commissioner Crane voting yea, and Commissioner Kunau voting yea. The purpose and general tenor of the meeting was to discuss medical indigent matters. Welfare Director Susan Keck presented the following for review: Notice of Lien and Application for Medically Indigent Benefits on Case # 2011-028, # 2011-027, # 2011-026, # 2011-025, #2011-024, #2011-023, and # 2011-029; Release of Medically Indigent Lien on Case # 2010-023, # 2010-162, and #2011-003; Request regarding Voluntary Tax Refund

Assignment on Case # 204121 and # 206133; presented Case # 2011-008; Certificate of Approval on Case #2011-007, # 2010-148, and # 2010-094; Certificate of Denial on Case # 2011-006 and #2011-018; Order of Reimbursement on Case # 2011-005 and # 2011-007; and Deliberation of Appeal Hearing on Case #2010-100 continued. Following the discussion, the Board returned to regular session at 3:25 p.m.

#### **EXECUTIVE SESSION**

At 10:15 a.m. it was proposed by Commissioner Christensen and seconded by Commissioner Kunau that the Board convene in Executive Session under Idaho Code Section 67-2345(1)(a) with Commissioner Crane voting yea, Commissioner Christensen voting yea, and Commissioner Kunau voting yea. The purpose and general tenor of the meeting was to discuss personnel matters. Following the discussion, the Board returned to regular session at 10:28 a.m.

#### **EXECUTIVE SESSION**

At 10:29 a.m. it was proposed by Commissioner Christensen and seconded by Commissioner Kunau that the Board convene in Executive Session under Idaho Code Section 67-2345(1)(a) with Commissioner Crane voting yea, Commissioner Christensen voting yea, and Commissioner Kunau voting yea. The purpose and general tenor of the meeting was to discuss personnel matters. Following the discussion, the Board returned to regular session at 10:34 a.m.

#### **OTHER BUSINESS ITEMS**

1. The Board reviewed the Cassia County Employee Benefit Plan which included changes as requested by the Board. Commissioner Kunau made a motion to accept that document, seconded by Commissioner Christensen, followed by a unanimous yea vote.
2. The Board reviewed the Bookmobile Service Contract with Box Elder County. Commissioner Christensen made a motion to accept and sign that contract, seconded by Commissioner Kunau, followed by a unanimous yea vote.
3. The Board reviewed Resolutions # 2011-003 concerning destruction of MCCJC medical records classified as semi-permanent records, # 2011-04 concerning destruction of CCSO records classified as semi-permanent records, # 2011-05 concerning destruction of Auditor office records classified as semi-permanent records, and # 2011-06 concerning destruction of Auditor's office records classified as permanent records. Commissioner Kunau made a motion to accept and sign those resolutions, seconded by Commissioner Christensen, followed by a unanimous yea vote.
4. The Board discussed with the Building Department regarding Ag Siting fees and increase in required inspections and review of Development permits in floodplains. Based on those increased requirements, the Building Department proposes increase in fees of \$25. The current fee is now \$50 and would increase to \$75 for Ag Siting inspection. If Development permit is required for floodplain the Building Department proposed that fee be set at \$25. The Board concurred and Administrator McMurray was requested by the Board to prepare a notice of hearing for publication.
5. The Board signed an agreement between the County and PS Productions/Mini-Cassia Crafters for rental of a portion of the County Fairgrounds on March 11<sup>th</sup> and 12<sup>th</sup> for a Craft Fair.

6. The Board, along with the Minidoka Board of County Commissioners discussed the Mini-Cassia Commerce Authority (MCCA) letter regarding fiscal concerns. They have requested a payment of \$500 per month (\$6000 per year) for Winston Inouye from Policy Advisors for carrying out the directives of MCCA. It was the decision of both Boards that this payment will begin starting March 1, 2011, and proceed through September 30, 2011. The matter will be reviewed during budget sessions this year for a determination about what will occur next year.
7. The Board met with Chuck Larson and Jay Heward from the Snowmobile Advisory Board to discuss snowmobile matters. They discussed groomer operator compensation and that it would need to comply with FLSA and PERSI requirements. For auditing purposes, those who work in this department need to account for date of service, clock in time and clock out time during course of work. Transporting the groomer from Hegler to Pomerelle is about \$1000 each time. The Advisory Board usually pays Burley Highway District \$2000 for maintaining the road at Pomerelle to the warming hut and plowing to the groomer shed in Heglar. Their board will recommend the payment to the Burley Highway District and attach that with a request for payment from the County.

**LUNCH**

At 12:05 p.m. the Board departed for lunch at Perkins, where the Board met with the Minidoka County Board of Commissioners to discuss joint county matters.

**RECESS**

Meeting was recessed until 9:00 a.m., Monday, March 7, 2011

**OTHERS IN ATTENDANCE AT TODAY'S MEETING**

Renee Wells, The Voice; Stacey Hughey, The News Journal; Laurie Welch, The Times News

**ATTEST:**

/s/  
Joseph W. Larsen, Clerk

**APPROVED:**

/s/  
Dennis Crane, Chairman