



# Cassia County Board of Commissioners

*Commissioner Chambers*

*1459 Overland Ave.*

*Burley, ID 83318*

[www.cassiacounty.org](http://www.cassiacounty.org)

**Board Chairman:**

*Dennis Crane*

**Phone:** (208) 878-7302

**Fax:** (208) 878-9109

**Board Members:**

*Paul Christensen (District #1) ~ [pchristensen@cassiacounty.org](mailto:pchristensen@cassiacounty.org)*

*Bob Kunau (District #2) ~ [bob.kunau@cassiacounty.org](mailto:bob.kunau@cassiacounty.org)*

*Dennis Crane (District #3) ~ [dcrane@cassiacounty.org](mailto:dcrane@cassiacounty.org)*

Tuesday, May 28, 2013

The Board of Cassia County Commissioners met in special session on Monday, May 28, 2013, at 9:00 a.m. in the Commissioner Chambers of the Cassia County Courthouse.

THOSE PRESENT:	County Commissioners:	Dennis Crane, Chairman Paul Christensen Bob Kunau
	Clerk of the Board:	Joseph W. Larsen
	Prosecuting Attorney:	Al Barrus
	County Administrator:	Kerry D. McMurray
	Other:	Dwight Davis, Assessor Darwin Johnson, MCCJC Russell Rasmussen, MCCJC Ann Harper, MCCJC Barry Goold, ABL Management Jay Lenkersdorfer, The News Journal

- 1) 9:00 AM CALL TO ORDER, PLEDGE OF ALLEGIANCE, REVIEW CALENDAR, MINUTES, CORRESPONDENCE, PERSONNEL, CSI RESIDENCIES, COUNTY PAYABLES, COUNTY ROAD AND BRIDGE, BUILDING AND GROUNDS MATTERS, GATEWAY MATTERS
  - a) 9:05 AM CALENDAR
    - i) Cassia Regional Medical Center expansion groundbreaking will be held today, Tuesday, May 28, 2013
    - ii) Southern Idaho Solid Waste Board Meeting at 10:00 a.m. Wednesday, May 29, 2013, for Commissioner Christensen
    - iii) A retirement open house for Deputy Auditor Cara Petterson from 3:00 p.m. to 4:30 p.m. Wednesday, May 29, 2013, in the Juvenile Courtroom. The Board will make a presentation at 3:30 p.m.
    - iv) An open house and tour of the new Twin Falls County West facility will be on Wednesday, May 29, 2013, from 4:00 p.m. to 6:00 p.m.
  - b) 9:05 AM CORRESPONDENCE

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- i) Correspondence from NaCo regarding PILT and SRS funding from the past three years and proxy voting instructions for the upcoming annual NaCo meeting. The Board asked Larsen to follow up on the matter to see what the requirements are.
- ii) Correspondence from Gordon Edwards regarding weed and pest
- c) 10:55 AM PERSONNEL
  - i) CHANGE OF STATUS
    - (1) SHERIFF'S OFFICE
      - (a) Four Request for Change of Status forms for increase in a rate of pay were presented to the Board for consideration.
      - (b) One Request for Change of Status form for change of assignment from dispatch to secretary was presented to the Board for consideration.

**1:44 PM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO DISAPPROVE SAID CHANGE OF STATUS REQUESTS FROM THE SHERIFF'S OFFICE AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- (2) CLERK'S OFFICE
  - (a) A Request for Change of Status form for an increase in the rate of pay for Tammi Pollard to complete the FY2013 amount approved by the Board for County employees was presented to the Board for their consideration.
- ii) FAIR BOARD TRAVEL REIMBURSEMENT
  - (a) Reimbursement for travel from Fair Board Members Jeff Chatburn, Blair Davis, Ryan Samples, Sam Yoshida, Paul Marchant, Don Knopp, Todd Powers, and Cory Parish were presented to the Board for their consideration.

**11:06 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE A CHANGE OF STATUS REQUEST FROM THE CLERK'S OFFICE AND FOR TRAVEL REIMBURSEMENT FOR FAIR BOARD MEMBERS. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- d) 1:45 PM APPROVAL OF MINUTES

**1:45 PM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE MINUTES OF THE BOARD FROM MAY 13, 2013; MAY 20, 2013; AND MAY 23, 2013. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- e) 9:14 AM CSI RESIDENCY APPLICATIONS
  - i) The Board reviewed three CSI Residency applications; one CSI application for spring 2013 and two applications for 2013-2014.

**9:16 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THREE CSI RESIDENCY APPLICATIONS AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- ii) The Board discussed Certificate of Residency applications submitted by students applying for county paid portions of approved junior college tuition. It was pointed out that I.C. 31-1501 indicates that "No claims shall be paid if not presented to the board within a year from the date the bill was generated."

- iii) It is the obligation of the student to appropriately apply as well as to prove residency and for the Board of the County to certify such as is clearly enumerated on the Certificate of Residency.
- iv) The Board determined that all junior college tuition payments must fall within the scope of these parameters and that no claims will be approved by the Board or paid by the County if said claims were:
  - (1) Not received by the County within a year of the original assessed tuition charge from the junior college, and
  - (2) Not for the payment of the current or previous school year's tuition as of the date the Certificate of Residency is received by the Recorder's office of Cassia County.

**9:19 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE JUNIOR COLLEGE CERTIFICATE OF RESIDENCY APPLICATION PROCEDURES FOR APPROVAL OR DENIAL AS ENUMERATED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- v) The Board discussed a Certificate of Residency for Jose Gonzales for payment of tuition for the spring of 2011. Denial of the original Certificate of Residency received on August 9, 2012, included a request for additional information. Gonzales presented on May 9, 2013, requesting approval of Certificate of Residency that was originally denied. He indicated that his credits could not be transferred to ISU where he was attending school as there was a hold on his account until his spring 2011 tuition was paid in full.
- vi) The Board discussed the matter and determined to deny based on the fact that the claim was not within the year the bill was incurred and that the tuition costs were not for the current or previous school year's tuition.

**9:20 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO DENY THE APPLICATION OF JOSE GONZALES AS THE CLAIM WAS NOT SUBMITTED WITHIN A YEAR OF THE BILLING AND IT WAS FOR TUITION COSTS PRIOR TO THE CURRENT OR PREVIOUS SCHOOL YEAR'S TUITION. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

f) 1:35 AM COUNTY PAYABLES

CURRENT EXPENSES	104	\$11,347.48
DISTRICT COURT FUND	106	\$233.12
COUNTY ROADS & BRIDGES FUND	107	\$288.86
AMBULANCE SERVICE	110	\$15,050.83
JUSTICE FUND	130	\$40,066.91
D.A.R.E TRUST	137	\$200.00
PHYSICAL FACILITIES FUND	144	\$47.39
	<b>TOTAL</b>	<b>\$67,234.59</b>

**1:35 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE COUNTY PAYABLES DATED MAY 24, 2013. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- g) 9:22 AM COUNTY ROAD AND BRIDGE
- i) Chairman Crane indicated that road and bridge personnel are currently grading roads.

- h) 9:23 AM GATEWAY MATTERS  
i) The June 28, 2013, deadline is getting close for submitting comments to the BLM regarding the Gateway West Transmission Line project.

- i) 9:24 AM FY2014 BUDGET MATTERS  
i) Larsen indicated that budget workshops will be scheduled over the next six weeks for departments to present to the Board their FY2014 budget requests and reasoning.  
ii) Larsen discussed the importance of limiting expenditures for the balance of this fiscal year due to cuts in PILT funding as well as unanticipated Justice Fund expenditures during this fiscal year.

2) 9:10 AM BOARD OF EQUALIZATION

**9:10 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO GO INTO BOARD OF EQUALIZATION. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- a) Davis presented the 2013 Property Tax Reduction (Circuit Breaker) roll to the Board and indicated that there were 457 applicants.  
b) A discussion took place as to the certification of that roll. It was pointed out by McMurray and Barrus that according to I.C. 63-707 (2), said roll is to be certified to the County Auditor no later than the first of June of each year.

**9:12 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO ACT ON THE REPORT TO CERTIFY AND APPROVE THE LIST OF APPLICANTS. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**9:12 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO GO OUT OF BOARD OF EQUALIZATION. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

3) 9:18 AM LETTER OF SUPPORT FOR MINI-CASSIA SEARCH AND RESCUE GRANT

- a) A proposed letter of support from the Board was read by Commissioner Kunau to recommend EMS grant funding for the Mini-Cassia Search and Rescue.

**9:19 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE AND SIGN THE PROPOSED LETTER OF SUPPORT FOR GRANT FUNDING ON BEHALF OF THE MINI-CASSIA SEARCH AND RESCUE AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

4) 9:20 AM PUC CASE NO. IPC-E-13-08 NOTICE OF APPLICATION REVIEW

- a) The Board reviewed PUC Case No. IPC-E-13-08  
b) The case is a notice of application from Idaho Power Company for a determination of 2012 demand-side management expenditures as prudently occurred.

5) 9:28 AM REVIEW MCCJC SECURITY SYSTEM UPGRADE INFORMATION AND COSTS TO SWITCH FROM ANALOG TO IP

- a) MCCJC Director Darwin Johnson talked about their desire to switch from analog to digital with their IP CCTV upgrade.  
b) The cost for converting from an analog to digital security IP system of \$1,300.23 includes a reduction in the current bid for analog equipment and adding the digital equipment necessary for that conversion.

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- c) The \$1,300.23 additional expense will be used from another B-budget line item to cover those expenses.

**9:32 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE SAID CHANGES WITH THE SECURITY SYSTEM UPGRADE AT AN ADDITIONAL COST OF \$1,300.23 TO INITIATE IP DIGITAL IN PLACE OF ANALOG. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

6) 9:33 AM OPEN BIDS FOR MCCJC COMMISSARY AND BANKING

- a) Bids for the MCCJC Commissary and Banking software were submitted from Swanson, Keefe, Trinity Services Group, and ABL Management (currently used at the MCCJC for food services)
- b) A review committee that includes Rasmussen, Johnson, and Harper is in place and the MCCJC will advise the Board regarding their recommendations.
- c) Current banking is done through J2 Solutions for the past few years. Management of the funds has been difficult and bank reconciliation has been a challenge.

7) 9:45 AM DEPARTMENT HEAD MEETING

a) JAY HEWARD – SHERIFF

- i) Heward reported that the jail roster booking and charges are now on the Sheriff's website. Inclusion of a warrant list will be coming soon. The reports will be updated daily at 5:00 a.m.
- ii) Community police officer information will be on that site as well.
- iii) Heward completed a study that indicated that 75% of calls they respond to come from the City of Burley. There are roughly 34,000 total calls with approximately 21,000 coming from the City of Burley.
- iv) They made it through Memorial Day weekend without many difficulties.

b) PATTY JUSTESEN – TREASURER

- i) Justesen presented a Statement of Treasurer's Cash to the Board.
- ii) The Treasurer's Conference will be from August 4 to August 8, 2013. Justesen challenged the Commissioners to provide a basket to be auctioned off as a contribution to the IAC Scholarship Fund. She recommended a \$50 value for the basket and Commissioner Kunau was asked to follow through on that.

c) DWIGHT DAVIS – ASSESSOR

- i) Davis indicated that they are getting ready to send out Assessment Notices on 17,000 parcels. Values have been stable. He explained that mobile home parks are selling for a much higher value and that has affected assessment of those properties. There may be some questions that may result from that increase as well from changes in the law pertaining to personal property tax.
- ii) Davis pointed out that the Idaho Housing index is what sets the homeowner's exemption amounts.

d) JOE LARSEN – CLERK

- i) Larsen reported on the Consolidated Election that was held on May 21, 2013.
  - (1) The City of Burley library levy passed successfully.
  - (2) The Cassia School District Trustee election resulted in the victory of Linda Petersen from District III, Kathryn Millar from District IV, and Heber Loughmiller from District V.
- ii) Larsen reported on the visit of Supreme Court personnel recently who are examining a variety of counties for the implementation of new enterprise software to replace ISTARs.

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- iii) An open house for the retirement of Deputy Auditor Cara Petterson, who has served the County for 21 years, will be held on Wednesday, May 29, 2013, in the Juvenile Courtroom.
- e) AL BARRUS – PROSECUTING ATTORNEY
  - i) Barrus reported on the number of upcoming jury trials.
  - ii) Their office has an unpaid first year law school intern for the summer.
  - iii) He has requested budget money for FY2014 to pay an intern for research to take the pressure off prosecutors.
- f) KERRY MCMURRAY – ADMINISTRATOR
  - i) McMurray provided a County report for April which included one agriculture siting permit, 13 building permits, and one temporary placement.
  - ii) As the weather warms, it is anticipated that building permits should increase.
  - iii) Planning and Zoning is quiet. A small number are seeking permits.
  - iv) The last progress meeting for the CCJC indicated that a finish date for the facility construction will be August 15, 2013. Some previously unknown problems with rafter damage set them back a bit but it has already been repaired and they are catching up. Sheet rocking and pulling wire are currently taking place. It is anticipated that we will move into the facility sometime in September. They did find some minor leaks in the roof during the last rain storm. Those areas have been addressed.
  - v) It is currently being looked at what will be done with the move of the Extension Office, The Public Defender’s Office, and the Prosecutor’s Office.
- g) AMBER PREWITT – ADULT MISDEMEANOR PROBATION
  - i) Prewitt reported that they are less than a month into the new fee structures for probationers and they do not know as of yet how that will affect finances in the office.
  - ii) They have been able to keep up with payroll and other expenditures over the past months. However, it has been a struggle being down one probation officer.
  - iii) Nobody is going to POST this year. They are trying to get a medical extension for one probation officer to go next year.
- h) DARWIN JOHNSON – MINI-CASSIA CRIMINAL JUSTICE CENTER
  - i) Johnson reported on the Commissary and Banking service bids that have come in and were opening earlier today in Board meeting.
  - ii) County incarceration numbers are up again.
  - iii) Three officers will be going to POST this year. After that, they will be fully staffed and POST certified.
  - iv) One pod in the jail has had troubles with recording but things are being logged manually.
  - v) They have conducted PREA training and there may be costs for FY2014 to cover a required audit that may necessitate amending FY2014 requests.
- i) GORDON EDWARDS – WEED AND PEST CONTROL
  - i) Not present
- j) CRAIG RINEHART – CORONER
  - i) Rinehart reported that things have been quiet so far this month and that this year has been busier than the previous year.
- k) JOEL PACKHAM – EXTENSION AGENT
  - i) Not present
- l) PAUL CHRISTENSEN

- i) Christensen reported on Solid Waste and Cassia Regional Medical Center expansion that is taking place.
- 8) 10:30 AM SECOND CONFLICT PUBLIC DEFENDER SOLICITATION DISCUSSION
  - a) The Board discussed the possibilities of contracting for a second tier conflict public defender.
- 9) 10:40 AM DISCUSS JUNE 17, 2013 MEETING OF SOUTH MAGIC VALLEY LOCAL WORKING GROUP (6:00 PM TO 8:00 PM AT IDFG JEROME REGIONAL OFFICE)
  - a) The Board referred to a letter from Ross Winton regarding a meeting in Jerome on Monday to discuss matters of the South Magic Valley Local Working Group regarding Sage Grouse population preservation.
- 10) 10:45 AM CLERK'S PRELIMINARY PROPOSAL REGARDING COUNTY PAY MATRIX
  - a) Larsen reported on a study currently being conducted by Nez Perce County regarding pay of County employees and the use of a matrix with step and grade structure.
  - b) Several counties in Idaho are participating and Nez Perce County will provide the results of the study to help other counties with implementation of procedures for pay stabilization, fairness, and consistency.
- 11) 10:55 AM CANVASS BALLOTS FROM MAY 21, 2013 ELECTION
  - a) Elections Supervisor Susan Keck reported on the May 21, 2013, Consolidated Election including results as follows:
    - i) The Cassia County Joint School District No. 151 Trustee Zone Election results included:
      - (1) Trustee Zone III
        - (a) Incumbent Linda Petersen – 183 votes (re-elected)
        - (b) Write-in Candidate Con Haycock – 74 votes
      - (2) Trustee Zone IV
        - (a) Incumbent Kathryn Millar – 295 votes (re-elected)
        - (b) Ryan Hawker – 71 votes
      - (3) Trustee Zone V
        - (a) Heber Loughmiller – 426 votes (elected)
        - (b) Janet Hartwell – 143 votes
    - ii) City of Burley Library Levy
      - (a) In Favor of – 414 votes (passed)
      - (b) Against – 303 votes

**11:00 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE CANVASS OF THE MAY 21, 2013, CONSOLIDATED ELECTION AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- 12) 1:30 PM COUNTY JUDICIAL CENTER MATTERS
  - a) The old Swensen's signage at the front of the CCJC was discussed by the Board and it was determined for it to be removed.
  - b) The electrical needs to be located so it can be disconnected.
  - c) It was discussed by the Board that the Shunt Trip payment issue is still unresolved. The Board will wait a couple of weeks and meet with LCA Architects and Starr Construction to work it out.
  - d) Options were discussed with the Public Defender's office regarding concerns about moving into the courthouse.
- 13) 11:03 AM REVIEW AND SIGN SPECIAL EVENT CONTRACTS FOR FAIRGROUNDS RENTAL

- a) The Board discussed a Special Event Contract between the Cassia County Fair and Rodeo and Javier Vega for June 9, 2013, and July 7, 2013.

**11:04 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE CASSIA COUNTY FAIR AND RODEO CONTRACTS WITH THE COUNTY AS PRESENTED. CHAIRMAN CRANE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**11:06 AM EXECUTIVE SESSION**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PERSONNEL MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(A). CHAIRMAN CRANE SECONDED THE MOTION. A ROLL CALL VOTE WAS UNANIMOUS WITH CHAIRMAN CRANE, COMMISSIONER CHRISTENSEN, AND COMMISSIONER KUNAU VOTING IN THE AFFIRMATIVE. THE BOARD RETURNED TO REGULAR SESSION AT 11:33 AM.**

14) 11:33 AM BLM/USFS

- a) SCOTT NANNENGA – FOREST SERVICE RANGER

- i) Not present

- b) MIKE COURTNEY – BLM DIRECTOR

- i) A Fire Prevention Order for wildfire prevention was issued by the BLM on April 17, 2013, as has been done in the past, which will be in effect from May 10, 2013, to October 20, 2013.

- ii) Courtney provided a map depicting data of Sage Grouse location tracking. 43 birds have GPS tracking devices and the map shows their migration. Courtney will periodically update the Board with this information as time progresses.

- iii) Spring rains have helped with habitat rehabilitation in areas affected by recent wildfires. Cave Canyon will not be used for grazing for two seasons. Cattle from the Joe Tugaw and Ted Mason ranching operations will be relocated to an unallocated grazing area.

- iv) A 2007 Battle Creek lawsuit involving the Gem Sage area allotment that includes appropriations riders may impact future grazing.

- v) Courtney reminded the Board that the EIS comment deadline for the Gateway West Power Line Project is Friday, June 28, 2013. He informed the Board that different portions of a functioning utility placement can be segmented to work out potential controversies and issues the County may have. The County's position on that could also be included in the EIS comments the Board provides as a cooperating agency.

- vi) Courtney said low elevation areas have been impacted by drought and cattle have already been moved to BLM ground.

15) 12:00 PM WORKING LUNCH AT MOREY'S WITH SENATOR CRAPO

- a) The Board travel to Morey's Restaurant where the Mini-Cassia Area Chamber of Commerce-sponsored luncheon and question and answer period was held with Senator Mike Crapo.

- b) Issues discussed included the Affordable Health Act implementation and federal budgeting problems.

16) 2:05 PM ADJOURNMENT

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APPROVED:

/s/ \_\_\_\_\_

Dennis Crane, Chairman of the Board

ATTEST:

/s/ \_\_\_\_\_

Joseph W. Larsen, Clerk of the Board