



Cassia County Board of Commissioners

Commissioner Chambers

1459 Overland Ave.

Burley, ID 83318

www.cassiacy.org

Board Chairman:

Dennis Crane

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Board Members:

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Dennis Crane (District #3) ~ dcrane@cassiacy.org

Monday, November 4, 2013

The Board of Cassia County Commissioners met in regular session on Monday, November 4, 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
	Others:	Jay Lenkersdorfer, The News Journal Ruthe Hobbs, concerned citizen Patty Justesen, Treasurer Matthew Hedelius, President (Mountain View Properties)

- 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, ICRMP DISCOUNT PROGRAM TRAINING, NOVEMBER 5, 2013 ELECTION MATTERS
 - a) 9:05 AM CALENDAR
 - i) IAC District IV Elected Officials meeting on Thursday, November 7, 2013, at 1:30 p.m. in Courtroom 3 of the Cassia County Judicial Center (CCJD). Timbri is working with Papa Kelsey's and meet in the juvenile courtroom at 12:00 noon. She will get a count.
 - ii) Election Day which includes City elections for Burley, Declo, Malta, Albion, and Oakley as well as the City of Burley street levy will be on Tuesday, November 5, 2013.
 - iii) Fair Board meeting Tuesday, November 5, 2013 for Chairman Crane
 - iv) Federal Land (FLAG) meeting Wednesday at 7:00 pm.
 - v) Employee benefit meetings begin Monday, November 4, 2013, to review premiums and begins plans for open enrollment.
 - b) 10:58 AM PERSONNEL

CASSIA COUNTY COMMISSION

REGULAR SESSION

Monday, November 4, 2013

- i) CHANGE OF STATUS
 - (1) CLERK'S OFFICE
 - (a) Hiring of Cara Petterson as a part time employee to consult with the Auditor's office
 - (2) COUNTY BUILDING - CUSTODIAN
 - (a) Hiring of Julie Anne Bell as a custodian

11:03 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE SAID CHANGE OF STATUS REQUESTS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- ii) Time card from Fair and Rodeo grounds supervisor Cory Parish was discussed.
- iii) McMurray explained that Maintenance Supervisor Craig Munoz has accrued time that he requests be delayed for three months as work needs has precluded him using that time.
- iv) An Administrative Benefits Report from the Auditor's office for employees with 35 plus hours in their Comp Time Bank was provided to the Board for their review.

11:04 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE DELAY OF ACCRUED TIME FOR MAINTENANCE SUPERVISOR CRAIG MUNOZ AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- v) Larsen indicated that Deputy Court Clerk Stella Sutherland has submitted her resignation and will be working for Minidoka County. It was determined that a request for her clerking specialty courts in Cassia County may be problematic for personnel and supervisory reasons.
- c) 11:05 AM APPROVAL OF MINUTES

11:05 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE MINUTES OF THE BOARD FROM OCTOBER 28, 2013. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- d) 9:05 AM CSI RESIDENCY APPLICATIONS
 - i) The Board reviewed 28 CSI Residency applications; one for 2012-2013; 18 for 2013-2014; and 9 for high school dual credit for 2013-2014.

9:05 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE 35 CSI RESIDENCY APPLICATIONS AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- ii) The Board reviewed an additional seven CSI Residency applications; four for 2013-2014 and three for high school dual credit for 2013-2014

10:43 AM

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

- e) 11:35 AM COUNTY PAYABLES

October 29, 2013

JUSTICE FUND	130	\$50.00
	TOTAL	\$50.00

November 3, 2013

CURRENT EXPENSES	104	\$12,090.64
INDIGENT FUND	105	\$54.90
DISTRICT COURT FUND	106	\$1,032.41
COUNTY ROADS & BRIDGES FUND	107	\$4,249.64
AMBULANCE SERVICE	110	\$15,050.83
COUNTY ELECTION FUND	116	\$50.41
JUSTICE FUND	130	\$41,364.07
PHYSICAL FACILITIES FUND	144	\$3,550.62
ADULT MISDEMEANOR PROBATION	149	\$3,967.75
	TOTAL	\$81,411.27

11:35 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE COUNTY PAYABLES DATED OCTOBER 29, 2013, AND NOVEMBER 3, 2013. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- f) 9:20 AM COUNTY ROAD AND BRIDGE
 - i) Chairman Crane talked with Road and Bridge supervisor Sam Adams for a report of activities.
 - ii) They are going to use McWork to put up snow fence for the winter.
- g) 9:09 AM BUILDING AND GROUNDS MATTERS
 - i) Maintenance Supervisor Craig Munoz is working on slider file cabinets in the Clerk's office.
 - ii) Plumbing problems at the apartments were reported on Friday evening. They will be taken care of today.
 - iii) McMurray indicated that money carried over from the Facilities fund will be used to purchase monitors for Courtroom 1 and 2 of the CCJC.

9:11 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE PURCHASE OF TWO MONITORS AT THE CCJC FOR COURTROOMS 1 AND 2 AT ABOUT \$1800.00 EACH. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- iv) Judge Hodges inquired about placing a piece of glass on his desk surface. McMurray indicated that the desks have a laminate top that is not subject to marring. That allayed the concern that writing might leave an impression on the surface where they thought it was wood.
- v) Commissioner Kunau will talk to Judge Hodges regarding the matter.
- vi) Commissioner Kunau indicated that the parapet wall addition to the CCJC is not the cause of the flags making contact with the building. He also indicated that smaller flags will not alleviate the problem. LCA Architects should correct the architectural flaw.
- vii) Extension agent Joel Packham will meet with the Board at 1:30 p.m. today to discuss the placement of the Extension office at the courthouse.
- h) 9:08 AM GATEWAY MATTERS
 - i) A couple of emails were received from Gateway attorney Doug Balfour regarding information from Idaho Power that has come through recently.
- i) 9:08 AM ICRMP DISCOUNT PROGRAM TRAINING
 - i) A little over 70% of employees have completed ICRMP training. Over 80% need to be trained in order to receive a discount from ICRMP. The Board needs to complete their training regarding distracted driving.
- j) 9:18 AM NOVEMBER 5, 2013 ELECTION MATTERS

- i) In person absentee voting for the November 5, 2013 Election concluded at 5:00 p.m. Friday, November 1, 2013
 - ii) Election Day is Tuesday, November 5, 2013, for the cities of Albion, Malta, Declo, Oakley, and Burley and for the City of Burley street levy. Polls are open from 8:00 a.m. to 8:00 p.m.
 - iii) Central tabulation of votes will be in the former District Courtroom following the closing of the polls on Tuesday.
 - iv) Canvass of the Vote for the November 5, 2013 Election will take place at a Special Commissioner Meeting on Tuesday, November 12, 2013.
 - v) Workers Comp issues for temporary employees was discussed. The Board determined to work towards getting Temporary Employee forms filled out and investigate further the Workers Comp issue.
- 2) 9:12 AM DISCUSS PURCHASE OF A NEW TRUCK FOR COUNTY WEED DEPARTMENT
- a) Weed Department Supervisor Gordon Edwards indicated that they had budgeted this year for a new truck.
 - b) Bids were received from Goode Motors and Bonanza Motors. Kim Hansen Chevrolet opted not to bid. Both included a State contract discount.
 - c) Goode Motor's bid for a 2014 Ford F-350 4x4 Crew Cab pickup totaled \$34,598.00.
 - d) Bonanza Motor's bid for a 2014 Dodge Ram 3500 4x4 Crew Cab pickup totaled \$38,946.00.
 - e) Both bids include a trade-in value for their 1999 Dodge pickup with 280,000 miles on it with Goode Motor with a \$1000.00 allowance and Bonanza Motor with a \$500.00 allowance
 - f) The bid favored Goode Motor. The Board concurred that they could get more at auction for the used truck.

9:16 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE PURCHASE OF A 2014 FORD F-350 CREW CAB 4X4 PICKUP TOTALING \$34,598.00 FROM GOODE MOTOR AND TO NOT TRADE-IN THE USED TRUCK AND SELL IT AT AUCTION. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- g) Edwards said this bid is just for the cab and chassis and that they had budgeted for a flatbed.
 - h) He was asked to get information to McMurray to prepare for a public auction on the used truck.
 - i) Edwards advised the Board that the Weed Department was participating at several business functions to push weed awareness and control.
- 3) 9:28 AM DISCUSSION OF MAIL MACHINE AND BOXES
- a) McMurray was asked to look at the costs of acquiring a second mail stamping machine. The Assessor's office does not desire an additional machine.
 - b) There is no cost break to getting another machine. Current costs would increase by \$200 to \$250 a month by adding an additional machine.
 - c) Larsen indicated that electronic stamping could be explored as an option. Chairman Crane asked him to pursue information on that.
 - d) Larsen also talked of a bid for video surveillance that was requested for election equipment that included a camera near the stamp machine so it doesn't have to be turned off and secured daily.
- 4) 9:33 AM DISCUSS REAPPOINTMENTS TO VETERANS SERVICE BOARD AND OTHER BOARDS
- a) The Board reviewed a printout of Cassia County Boards and Committees
 - b) It was recommended to hold any action on the Building Department Board of Appeals.
 - c) Mini-Cassia Commerce Authority

***CASSIA COUNTY COMMISSION
REGULAR SESSION***

Monday, November 4, 2013

- i) It was pointed out that Kelly Anderson no longer serves and that Steve Ormand took his place.
- d) Mini-Cassia Board of Community Guardians
 - i) The Board signed a letter of appreciation to Board Members Ray Koyle, Joanne Clark, and Jerry Lankford requesting their willingness to be reappointed.
 - ii) Chairman Crane asked Larsen to contact Minidoka Clerk Patty Temple and let her know the Board is handling Cassia County members of that Board and see if she would coordinate handling members of that Board from Minidoka County.
- e) EMS Board
 - i) Kent Searle has been replaced by Kerry Bristol and Randy Kidd has been replaced by Jay Heward.
 - ii) McMurray was asked to send a letter to Mike Lewis to bring the list of members up to date.
- f) Fair Board
 - i) Chairman Crane will visit with Jeff Chatburn and Sam Yoshida.
 - ii) Changes include Ryan Samples taking the place of Brice Beck and Blair Davis taking the place of Bruce Bowen. Dan Gammon will replace Don Knopp at the end of this year.
- g) Field Burning Committee
 - i) Randy Kidd has been replaced by Jay Heward.
 - ii) Chairman Crane will talk to Chairperson Paul Marchant about any other changes.
- h) Federal Lands Advisory Group (FLAG) – Three year term
 - i) Kelly Crane is not part of that group as he is not with the University of Idaho any longer. Lex Kunau no longer serves on the group either.
 - ii) Chairman Crane will put discussion of group members on the agenda for their next meeting.
- i) Historical Society
 - i) Commissioner Kunau will follow up on the Historical Society Committee.
- j) Industrial Revenue Board.
 - i) The list of that Board needs to be updated.
 - ii) Clay Handy, Greg Osterhout, and Paul Hobson currently serve on that Board.
- k) Mini-Cassia Jail Committee
 - i) Sheriffs Eric Snarr and Jay Heward need to be added to this Committee and Kevin Halverson and Randy Kidd removed.
- l) Junk Yard Committee
 - i) McMurray indicated that Brad Sanders needs to be replaced on this committee.
- m) Juvenile Justice Advisory Board
 - i) Bob Moore has replaced Dan Stapleman, Eric Snarr has replaced Kevin Halverson, Jay Heward has replaced Randy Kidd, Judge Mick Hodges has replaced Judge Larry Duff, Joseph Larsen has replaced Dee Yeaman, and the Minidoka Schools replacement for Scott Rogers will need to be ascertained.
- n) Planning & Zoning Board – Three year term
 - i) The terms of Bruce Beck, Burke Garner, and Kent Durfee are expiring.
 - ii) It was pointed out that Dennis James will continue on that Board.
 - iii) Cody Beck replaced Daryl Whitehead on that Board.
- o) Snowmobile Advisory Board
 - i) Commissioner Kunau will verify that the Board is correct as listed.
 - ii) It was pointed out that they meet on the 2nd Tuesday November through March

- p) South Central Health District Advisory Board – Five year term
 - i) That Board appears to be correct.
- q) Transportation Board
 - i) Mayor Larry Hinds of Oakley has replaced Georgia Dimick, Commissioner Dennis Crane has replaced Clay Handy, Jim Paskett from the Raft River Highway District has been replaced possibly by Alvin Carpenter, and Ron Sorenson has been replaced by Jim Kelley from the Albion Highway District.
- r) Mini-Cassia Veterans Advisory Board
 - i) The Board desires to have Gary McCall serve as an alternate member and have Chuck Driscoll serve as a board member.
- s) Waterways Committee
 - i) Shannon Taylor has replaced Noah Shiner on this committee.
- 5) 10:00 AM ELECTED CLERK MATTERS
 - a) Larsen presented to the Board the need for the secure storing of what now is over \$300,000 in election equipment. Currently, the Automark voting systems are stored in the basement area of the Adult Misdemeanor Probation office where issues include moisture, a hazardous stairway, and inadequate security with the doors and windows. Storage at the courthouse will better facilitate access to that equipment where the equipment is used up to four times a year for taxing district elections under the Consolidated Election Law.
 - b) Various areas were considered for secure storage of files for the Prosecutor’s office as well.
- 6) 11:11 AM REVIEW AND SIGN SPECIAL EVENT CONTRACT
 - a) A contract between the County and Javier Vega was presented for a Flea Market Fundraiser on November 23, 2013, at the fairgrounds.
 - b) A payment for \$150.00 is payable before the event.

11:12 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE SPECIAL EVENTS CONTRACT BETWEEN THE COUNTY AND JAVIER VEGA FOR A FLEA MARKET AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 7) 9:53 AM REVIEW REQUEST TO DECLARE SURPLUS PROPERTY
 - a) Treasurer’s office
 - i) A letter from Treasurer Patty Justesen requested that a form burster, a fax machine, and a typewriter be considered surplus.
 - ii) The Board reviewed the items as presented asked for information about each from Justesen.
 - b) Public Defender’s office
 - i) A letter from Public Defender Dennis Byington requested approval for disposal and removal from their inventory outdated equipment including three laptops, two computers, and a server.
 - ii) The Board reviewed the equipment and McMurray concurred that the equipment would likely be of no value and if so, it would be destroyed.

9:56 AM

MOTION: COMMISSIONER KUNAU MOVED TO DECLARE EQUIPMENT AS SURPLUS FROM THE TREASURER’S OFFICE AND THE PUBLIC DEFENDER’S OFFICE AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 8) 9:56 AM REVIEW AND CONSIDER CANCELLATION OF 2013 TAXES ON R3BWA01340975B AND RP10S23E197955

- a) Treasurer Justesen requested permission to cancel \$38.58 for 2013 taxes on parcel R3BWA01340975B. 2012 values were used for prepaid taxes on a mobile home related to that parcel and this request is to correct an erroneous change to 2013 values.
- b) Justesen also requested cancellation of \$3.86 in taxes on parcel RP10S23E197955 as it was acquired by the City of Burley.

9:58 AM

MOTION: COMMISSIONER KUNAU MOVED TO CANCEL TAXES ON PARCELS FOR 2013 AS PRESENTED BY TREASURER JUSTESEN. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

9) 10:12 AM NOTICE OF SUSPENSION OF 2014 BOUNDARY AND ANNEXATION SURVEY BY US DEPARTMENT OF COMMERCE

- a) Notice from the U.S. Census Bureau that they have suspended the Boundary and Annexation Survey (BAS) for FY2014 due to budget constraints.
- b) BAS provides the County the opportunity to submit changes to boundaries, names, and governmental status through an annual survey.

10) 10:13 AM REVIEW LETTER TO IHC RENEWING AMBULANCE CONTRACT AGREEMENT 2012

- a) The Ambulance Services Agreement 2012 provided a two year term that could be extended at the County's option for year three in the amount of \$186,030.00. The current year is contracted at \$180,610.00.
- b) The Board discussed the prospects of putting ambulance services out to bid. Commissioner Christensen wasn't aware of anyone who might be willing to bid.

10:14 AM

MOTION: COMMISSIONER KUNAU MOVED TO RENEW THE AMBULANCE SERVICES AGREEMENT 2012 FOR THE TIME PERIOD OF JANUARY 1, 2014, TO DECEMBER 31, 2014, AT THE COST OF \$186,030.00 AND SIGN A PROPOSED LETTER TO IHC HEALTH SERVICES, INC TO THAT EFFECT. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

11) 10:10 AM EXECUTE RESOLUTION NO. 2013-23 AMENDING FOOD AND BEVERAGE POLICY AT THE CASSIA COUNTY JUDICIAL CENTER

- a) The Food, Snack, and Beverage Policy for the CCJC was discussed previously and the Board was provided with a draft of that policy reflecting changes.
- b) Chairman Crane noted a change in the date on the policy.

10:15 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO SIGN AND ACCEPT RESOLUTION NO. 2013-23, A FOOD, SNACK, AND BEVERAGE POLICY FOR THE CCJC. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

12) 10:22 AM EXECUTIVE SESSION REGARDING COMPLAINTS UNDER IC 67-2345(1)(B)

10:22 AM EXECUTIVE SESSION

MOTION: COMMISSIONER KUNAU MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PENDING LITIGATION UNDER IDAHO CODE SECTION 67-2345(1)(B) TO ADDRESS COMPLAINTS. COMMISSIONER CHRISTENSEN 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 10:43 AM.

13) 10:43 AM ZONE AMENDMENT HEARING

CASSIA COUNTY COMMISSION

REGULAR SESSION

Monday, November 4, 2013

7 | Page

10:43 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO GO ON THE RECORD FOR A ZONE AMENDMENT HEARING. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- a) Commissioner Crane had those present introduce themselves.
- b) Matthew Hedelius who was to give testimony was sworn in by Clerk of the Board Larsen.
- c) Administrator Kerry McMurray presented the hearing information which was to change zoning classification from prime agriculture to multiple use for the specific location in question.
- d) The property is located at Strevell where the old motel used to be located.
- e) Hedelius desires to build a treatment center for adult males who have mental issues including addictions and chemical abuse disorders. They will not treat those with chemical dependency.
- f) They will work with males with issues such as gambling, spending, pornography use.
- g) They will be staffed full time and will deal with stays of each patient for 35 to 40 days.
- h) Most use will be inside the building. Residents will be brought there by family or staff and there will be no vehicles for residents.
- i) They will have 10 beds at the facility and desire to keep options open regarding expansion.
- j) The proposal was thoroughly looked at by the Planning and Zoning Committee and it met their approval and recommendation.

10:53 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO FOLLOW THE PLANNING AND ZONING RECOMMENDATION TO CHANGE ZONING CLASSIFICATION FROM PRIME AGRICULTURE TO MULTIPLE USE AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

14) 11:13 AM INDIGENT MATTERS

11:13 AM EXECUTIVE SESSION

MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING MEDICAL INDIGENT MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(D). COMMISSIONER KUNAU SECONDED THE MOTION. A ROLL CALL VOTE WAS UNANIMOUS WITH CHAIRMAN CRANE, COMMISSIONER CHRISTENSEN, AND COMMISSIONER KUNAU VOTING IN THE AFFIRMATIVE.

Welfare Director Susan Keck presented the following cases for review and approval of the Board:

- a) Case Presentation: 2013083
- b) Certificate of Denial: 2013076, 2013077
- c) Certificate of Approval: 2013084
- d) Order of Reimbursement: 2013084

11:31 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE MEDICAL INDIGENT ACTIONS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD RETURNED TO REGULAR SESSION AT 11:31 AM.

15) 11:50 AM WORKING LUNCH AT PERKINS RESTAURANT

- a) The Board discussed various alternatives to best suit County services in the courthouse.

16) 1:20 PM RECONVENED AT THE CASSIA COUNTY COURTHOUSE

17) 1:30 PM

***CASSIA COUNTY COMMISSION
REGULAR SESSION***

Monday, November 4, 2013

8 | Page

- a) The Board reviewed various rooms and offices of the courthouse to determine potential placement of the Prosecutor's office, the Juvenile Probation office, the Extension office, and the Weed Control office following the move of the courts to the Cassia County Judicial Center (CCJC).
- b) Extension Agent Joel Packham met with the Board to discuss Extension office placement.
- c) The Board discussed secured placement of Prosecutor's office files, Clerk's office court record files, and election equipment on the third floor of the courthouse.

18) 2:58 PM

- a) McMurray provided a chart of health insurance plan premium increases of 17% on Plan A and 10% on Plans B, and C effective January 1, 2014, for the review of the Board.
- b) The Board determined to concur with the proposed increases.

19) 3:15 PM ADJOURNMENT

APPROVED:

/s/ _____

Dennis Crane, Chairman of the Board

ATTEST:

/s/ _____

Joseph W. Larsen, Clerk of the Board