



Cassia County Board of Commissioners

Cassia County Courthouse
Commission Chambers
1459 Overland Ave. – Room 206
Burley, ID 83318
www.CassiaCounty.org

Board Members:

Chairman Dennis Crane (District #3) ~ dcrane@cassiacounty.org
Paul Christensen (District #1) ~ pchristensen@cassiacounty.org
Bob Kunau (District #2) ~ bob.kunau@cassiacounty.org

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Monday, April 20, 2015

9:00 AM

The Board of Cassia County Commissioners met this day in regular session in the Commission Chambers of the Cassia County Courthouse.

THOSE PRESENT:

County Commissioners:

Dennis Crane, Chairman
Prosecuting Attorney:
Doug Abenroth

Paul Christensen
Administrator:
Kerry D. McMurray

Bob Kunau
Clerk of the Board:
Joseph W. Larsen

Others:

Ruthe Hobbs, Citizen
George Warrell, Undersheriff

Casey Anderson, Citizen
(Anderson is Burley City Councilman)
Ruthe Hobbs, Citizen

Amber Prewitt, Adult Probation
Jay Heward, Sheriff

UNSCHEDULED AGENDA ITEMS

- 1) 9:00 AM CALL TO ORDER, PLEDGE OF ALLEGIANCE, PRAYER
- 2) 9:03 AM REVIEW CALENDARS AND MEETINGS
 - a) Idaho Department of Transportation District IV meeting for Chairman Crane will be held on Monday, May 15th and their annual tour that is a part of it is May 15th to May 16th
 - b) DARE graduation for the White Pine Intermediate School at 7:00 p.m. Tuesday, May 5th at the King Fine Arts Center
 - c) Solid Waste District meeting on Thursday, April 23rd for Commissioner Christensen
 - d) Mid-Snake Resource Conservation & Development meeting on Friday, April 24th in Twin Falls for Commissioner Kunau
 - e) District IV Elected Officials quarterly meeting at 10:00 a.m. Wednesday, May 27th in Blaine County
 - f) Abenroth will likely not be in attendance on April 27th due to a required bankruptcy hearing he is involved with. Deputy County Attorney McCord Larsen will be here in his absence.
 - g) Abenroth will be involved in conference for management and leadership for prosecutors on May 4th. Deputy County Attorney McCord Larsen will be here in his absence.
 - h) Social Services Conference on Tuesday, April 21st through Thursday, April 23rd in Lewiston for Larsen and Social Services Director Susan Keck
 - i) Idaho Association of County Commissioners and Clerks (IACC) meeting in Coeur d'Alene on Tuesday, June 9th through Thursday, June 11th for Commissioner Christensen and Larsen

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3) 9:03 AM REVIEW CORRESPONDENCE

- a) Thank you note from County employee Jacobi Tilley for the County's expressions of sympathy
- b) Open House announcement from the Sawtooth National Forest, Minidoka Ranger District regarding the Rock Creek Fuels and Vegetation Project for questions and comments from 5:00 p.m. to 7:00 p.m. Thursday, April 23rd at the Sawtooth National Forest Supervisor's Office in Twin Falls. McMurray recommended a Board member possibly be in attendance as that involves about 3,000 acres in Cassia County. Chairman Crane will attend.
- c) Email from IAC Policy Analyst Dan Blocksom regarding the Transportation Bill that recently passed in the legislature increasing proceeds for Road and Bridge in the amount of \$44,182.
- d) News release from Senator Crapo detailing SRS funding restoration
- e) Transportation bill that passed through the legislature recently will increase funding for Road and Bridge through increased vehicle registration fees

4) 9:14 AM BUILDINGS AND GROUNDS MATTERS

- a) McMurray said they just received back a report from the energy audit conducted by the State Office of Energy Resources for the law enforcement building and the Assessor's building.
- b) There might be some money available that needs to be committed before July to do some match funding on some projects. They are currently working with some lighting issues but that may not be ready to go by then. Another issue that was found in the Assessor's office has to do with that building having a flat roof before it was acquired by the County. A pitched roof was placed on that building but there are a number of penetrations through the old flat roof where there is no insulation and a lot of heat loss. Those air penetrations need to be accomplished as well as insulating the attic. They received a quote from ET Insulation for \$2,450 for putting in the ceiling and an R49 rated insulation. The desire is not to expend the money currently but rather to go the Office of Energy Resources to see if they can obtain some matching funds to go forward with that project.
- c) There will be energy cost savings and a project that can be dealt with in a very short timeframe.

9:16 AM

MOTION: COMMISSIONER KUNAU MOVED TO FOLLOW THROUGH WITH THE PROCESS OF OBTAINING MATCH FUNDING FOR A ROOF INSULATION PROJECT FOR THE ASSESSOR'S OFFICE AS PRESENTED BY MC MURRAY. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- d) McMurray reported to the Board there have been problems with the sewer service at the Public Defender's Office from the building to the City sewer service in the alleyway. A quote had been received from Sweet's for \$16,000.00 just for the outside part of the repair. A number of other plumbing services have been contacted and the only one that responded, other than Sweet's, was Catmull Plumbing. They provided a quote for a new line bored underground. Catmull's felt the trees would not create any problems for the work. They hold a Public Works License and their bid was \$7,900.50 for a new line connected to the City line with a clean out by the building.
- e) The existing line has a sag in it and McMurray thought it was breaking down. Sweet's were going to line the existing sewer pipe as they did at the jail. It's become a problem that needs to be dealt with.

9:30 AM

MOTION: COMMISSIONER KUNAU MADE A MOTION TO ACCEPT THE BID FROM CATMULL PLUMBING FOR \$7,900.50 TO INSTALL A NEW SEWER LINE AT THE PUBLIC DEFENDER BUILDING TO THE CITY SERVICE AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

5) 9:08 AM PERSONNEL MATTERS

- a) Amber Prewitt addressed payout of comp time for employees who are in excess of 40 hours. She brought this up previously but approval had not been given. The payout is for a total of 261 hours.
- b) Commissioner Kunau asked Prewitt if this amount is less than what the full time employee's wages would have been. She replied it was as they had been without their two employees since November. They have since hired one probation officer and are interviewing for a second one today.

9:10 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE PAYOUT OF ADULT MISDEMEANOR PROBATION EMPLOYEES ACCRUED TIME OVER 40 HOURS AS REQUESTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- c) Larsen will follow up to see those payments are completed today.
- d) Chairman Christensen discussed with the Board payout of PTO and vacation for Abenroth in his employment as a Deputy Prosecutor prior to his current appointment as Prosecuting Attorney. This is in keeping with County policy.

9:13 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO PAY ACCRUED BENEFITS TO ABENROTH AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- e) CHANGE OF STATUS
 - i) SHERIFF'S OFFICE
 - (1) Transfer of dispatcher Jennifer Buffi from the Sheriff's Office to Adult Misdemeanor Probation was prepared incorrectly detailing termination from the Sheriff's office and hiring at Adult Misdemeanor Probation. The Board determined to delay this a week to correct the error.
 - (2) Voluntary resignation of Deputy Sheriff Norma Talamantes
 - (3) Transfer of Nicole M. Zalewski from Court Security to Deputy Patrolman with no change in rate of pay

9:20 AM

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

6) 9:21 AM JUNIOR COLLEGE RESIDENCY REVIEW AND APPROVALS

- i) The Board reviewed six junior college Residency applications as recommended by the Recorder's Office for approval
- ii) An additional application was brought forward that had been denied previously by the Board due to lack of proof of residency. Chairman Crane informed the Board residency had been proven since then. Larsen asked to comment on that application. He stated that the applicant had subsequently provided a driver's license issued a few months ago but residency for 12 months was not proven. Chairman Crane had been called by the applicant's grandmother and Crane believed her personal declaration of her granddaughter's residency. Larsen advised the Board their decision will definitely be honored but there would be no proof on record of the applicant's residency for the required 12 months. Chairman Crane said the applicant had been home working on the ranch every weekend and he felt good about it.
 - (a) College of Southern Idaho high school dual credit approvals: One
 - (b) College of Southern Idaho non-dual credit approvals: Six

9:21 AM

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

7) 9:23 AM COUNTY ROAD AND BRIDGE DEPARTMENT MATTERS

- a) Road and Bridge supervisor Sam Adams reported things were going well there.
- b) Last Tuesday Chairman Crane and McMurray went with Adams to look at a fuel tank.
- c) McMurray reported that an 8400 gallon tank's purchase price was \$4,500. The cost for a round trip to deliver the tank would cost \$1.50 per mile. Adams was going to compare the cost to pick up that tank himself.
- d) Adams desired approval to purchase that tank. The tank is in Inkom and it is about 135 miles one way and it would require a standard load truck. Adams felt the cost to do it versus having it done would be about the same, but was going to look at that closer. Chairman Crane said it came out of the oil fields in Wyoming and was a really good price.
- e) McMurray said Adams will power wash it and take some plumbing off the tank. There is heavy epoxy paint on the tank that has peeled off the bottom of the tank. He will then get some Rhino Liner product from a parts store to apply to that area. McMurray said it looks like it has a lot of life left in it.

9:25 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO ALLOW ROAD AND BRIDGE TO PURCHASE THE FUEL TANK FOR \$4,500.00 AS PRESENTED WITH THE UNDERSTANDING THERE WOULD BE ADDITIONAL TRANSPORTATION COSTS TO GET THE TANK TO ALMO. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- f) McMurray said they suggested placing that on two inches of containment gravel but they may need to place it in a concrete containment if required by EPA. They have talked to Ivan McCracken about that and they will follow up on the matter. He further stated that gravel would keep the moisture away from the tank and give it a longer life, but EPA regulations may require a concrete containment. They will do what needs to be done to be legal.

8) 9:30 AM AUDITORS OFFICE MATTERS

- a) Larsen had talked to Chairman Crane previously about memo's for changes in the Auditor's Office the Board asked to be sent out to department heads. He asked the Board if it would be appropriate to present that information in a packet during department head budget training to be held at noon.
- b) That information included a listing by each department of employees by name; their rank, grade, or title; and all present potential rate of pay increases, or steps within their grade, that may be requested. This will be provided to the Board for referral with Change of Status requests as they come in on a quarterly basis.
- c) It also will include the Auditor's Office protocol approved by the Board in July 2013 for submission of payables by departments to the Auditor's Office.
- d) Lastly, included will be the scanning and emailing protocol and procedures as approved by the Board for department submissions of payables, statements, billings, or invoices for the Board's review for approval.
- e) Budget worksheets will be provided to Department Heads.

9) 9:33 AM CONTRACT MATTERS TO WHICH COUNTY IS A PARTY

- a) LAW ENFORCEMENT
 - i) McMurray said they are waiting to get paperwork in place for the FY2016 Law Enforcement Agreement with the City of Burley.

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ii) Abenroth said he had not received an email as yet from City attorney Dave Shirley. He said he would follow up on that.

b) COUNTY FAIR

i) McMurray said there is a contract matter that was a carryover from last Board meeting from a horsemanship and roping artistry act featuring Tomas Garcilazo for two nights of the rodeo. They are ready to go ahead with completing that contract.

9:35 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE AND SIGN A CONTRACT WITH TOMAS GARCILAZO, WHO WILL PERFORM TWO NIGHTS AT THE RODEO THIS YEAR WITH A HORSEMANSHIP AND ROPING ARTISTRY ACT. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

c) CLERK

i) Larsen asked Abenroth to review a contract with ToreUp for record destruction. Mike Smith from ToreUp stated he was willing to make whatever changes would be recommended.

ii) Larsen asked if changes were made appropriately to the contract verbiage, if the presentation could take place next week for approval. The Auditor's Office would like to try that service as a trial to see if it would be beneficial for the Clerk's Department or possibly for the entire County.

iii) Chairman Crane said that would be okay to present at a future meeting.

10) 9:38 AM REVIEW AND EXECUTE SPECIAL EVENTS APPLICATION

a) The Spudman Triathlon event application has been reviewed by the Sheriff according to McMurray. Chairman Crane asked if it was the same as what has been done previously and McMurray concurred it was.

b) McMurray stated the requirements of the special events application process were met appropriately.

c) They are asking for six patrol units and for two boats with dive crews. The attendant costs are addressed in the Events Application.

9:39 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE AND SIGN THE SPECIAL EVENTS APPLICATION FOR THE SPUDMAN TRIATHLON. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

i) McMurray will send a standard letter to Richman on how that works.

11) 9:39 AM REVIEW AND EXECUTE ACCESS IDAHO ADDENDUM FOR TREASURER'S OFFICE

a) Commissioner Kunau read a letter from Treasurer Justesen's Office presenting an addendum from Access Idaho to be approved and signed by the Board decreasing the paid portal fee for the Treasurer's Office from 2.75% to 2.5% for charges for customer credit card use.

9:39 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE AND SIGN THE PROPOSED ADDENDUM REDUCING CREDIT CARD USAGE FEES FOR CUSTOMERS FROM 2.75% TO 2.5% IN THE TREASURER'S OFFICE. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

12) 9:40 AM REVIEW AND EXECUTE RESOLUTION NO. 2015-008 REGARDING DESTRUCTION OF ELECTION RECORDS

a) Items recommended for destruction by the Elections Office included Declaration of Candidacy Records.

b) The resolution was prepared by McMurray.

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9:40 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO ACCEPT AND SIGN RESOLUTION NO. 2015-008 TO ALLOW FOR DESTRUCTION OF DECLARATION OF CANDIDACY ELECTION RECORDS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 13) REVIEW AND EXECUTE RESOLUTION NO. 2015-009 REGARDING DESTRUCTION OF ELECTION RECORDS
- a) Items recommended for destruction by the Elections Office included Campaign Financial Disclosure Reports.
 - b) The resolution was prepared by McMurray.

9:40 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO ACCEPT AND SIGN RESOLUTION NO. 2015-009 TO ALLOW FOR DESTRUCTION OF CAMPAIGN FINANCE DISCLOSURE REPORTS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

14) 9:40 AM PUBLIC UTILITY COMMISSION CASES

- a) IPC-E-15-06
 - i) Deals with petition to PUC for costs of Idaho Power's demand side.
 - ii) Commissioner Kunau said no comment or action by the Board is necessary.
- b) IPC-E-15-07
 - i) Deals with purchasing power on a project near Jerome.
 - ii) Commissioner Kunau said no comment or action by the Board is necessary.
- c) IPC-3-15-08
 - i) Deals with revenue programs for the same Jerome project.
 - ii) Commissioner Kunau said no comment or action by the Board is necessary.
- d) Commissioner Kunau recommended no comment.

15) 9:41 AM REVIEW BURLEY HIGHWAY DISTRICT HOWELL CANYON ROAD REPORT DATED MARCH 31, 2015

- a) Commissioner Kunau indicated snow removal was also down from previous years due to the lack of snow which lowered costs.

16) 9:42 AM DISCUSS STATUS OFFENDER PROGRAM

- a) Twin Falls County is ending the multi-county partner program.
- b) Abenroth explained status offenses of juveniles, which means there is no detention time associated with their offenses. Those individuals are subject to the Juvenile Probation program instead of them going through adjudication. It hasn't been used in the past three years or so like it had been prior. Some school principals have not been using them as much as others.
- c) A diversion process is already in place with Judge Hodges for first time offenders on minor charges.
- d) Abenroth was not certain it is necessary to divert additional County funds to initiate a program here, but he will check it out where we have a program in place.
- e) Larsen commented that the costs for the Status Offender Program is part of the 5th Judicial District funding requests each year to cover costs to have Twin Falls County run the program. Larsen said the Board needs to be cognizant of that during budgeting if they desire to carry forward with initiating our own diversion program.
- f) Commissioner Christensen asked Abenroth to keep the Board informed if the County needs to establish a status offender program. He is desirous for the County to get the best results for money expended.
- g) It was assumed that the Status Offender folks will likely make a pitch for what they can do for the County with either the Board, with Larsen, or with Abenroth to provide those services. It will need to be addressed if it comes along.

17) 9:48 AM EXECUTE COMPLIANCE LETTER FOR WYBENGA

- a) McMurray indicated that Idaho Code 37-304 deals with the ability to sell milk requiring a certified letter from Commissioners to show compliance of a new or existing facility with livestock ordinances.
- b) They were contacted last week by Mike from Westech Dairy who is building Wybenga's dairy on the Critchfield place with their old permit. There is construction still in process but the County knows they are meeting all livestock ordinances for setbacks. The building department has no concerns with letting them go ahead.
- c) Fulfilling this request certifies that Wybenga's have met Planning and Zoning as well as CAFO requirements. McMurray asked the Board and Clerk to sign the letter so they can record it to comply with their request.
- d) The process for issuing letters of compliance will be used going forward for dairies.

9:50 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO AUTHORIZE CHAIRMAN CRANE TO SIGN PLANNING AND ZONING RESOLUTION NO. 2007-01-04 REGARDING EXECUTION OF A LETTER OF COMPLIANCE FOR WYBENGA'S AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

18) 9:51 AM EXECUTE FIRST AMENDMENT TO CLAIM REVIEW AND AUDIT SERVICES AGREEMENT (ELAP)

- a) McMurray explained this agreement in regards to our health insurance. It essentially allows MBA, our third party administrator and Bowen Insurance Group to access reports that come from ELAP.
- b) McMurray has reviewed this amendment and the right language has been placed in the agreement to fit this with other agreements with ELAP.

9:52 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE AND SIGN THE FIRST AMENDMENT TO CLAIM REVIEW AND AUDIT SERVICES AGREEMENT WITH ELAP AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

19) 9:54 AM 9-1-1 ADVISORY COMMITTEE MATTERS – DELIBERATE ON BYLAW AMENDMENTS RESOLUTION NO. 2015-010

- a) The by-laws for the 9-1-1 Advisory Committee currently have a provision that all appointed members shall be Cassia County residents and must be residents at least two years before appointment. The thought when this was put together is that this is 9-1-1 funds and it should include residents of Cassia County who should make those decisions.
- b) The fact is that the Sheriff has appointed someone who has served diligently who lives outside of Cassia County.
- c) The Statute does not require that, it is just required by the Commissioners that members of that Committee maintain residency. McMurray said their recommendation is that language be removed. The thought is that as those recommendations come through from the Sheriff's office, there is certainly a tie to the community in regards to fire department folks that serve there. Most of the fire districts have a requirement that their members live within their district so they are accomplishing their needs with those who have ties to Cassia County with regards to their interest in 9-1-1.
- d) Their request is that they remove the language that requires members to be Cassia County residents and that they must be residents for two years prior to their appointment.
- e) That action helps to eliminate non-appointment of some very good people that would bring to bear what represents Cassia County's 9-1-1 program interests.

9:56 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE AND SIGN RESOLUTION NO. 2015-010 TO EFFECTUATE CHANGES AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

20) 10:20 AM COUNTY PAYABLES REVIEW AND APPROVALS (*attached*)

10:20 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE COUNTY PAYABLES DATED APRIL 17, 2015. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

21) 10:35 AM INDIGENT MATTERS

10:35 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.

Larsen presented the following cases for review and approval of the Board:

- a) Certificate of Denial: 2015020, 2015023
- b) Certificate of Approval: 2015032
 - i) Treasurer Patty Justesen was present as real property in the name of the person involved in this case may possibly be involved in a future tax deed sale.
 - ii) Abenroth will review statutory requirements regarding the case.
- c) Notice of Lien and Application for Medically Indigent Benefits: 2015030, 2015031, 2015033

10:44 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE MEDICAL INDIGENT ACTIONS AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD RETURNED TO REGULAR SESSION AT 10:44 AM.

10:44 AM **EXECUTIVE SESSION**

MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PERSONNEL MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(A). COMMISSIONER KUNAU 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 11:35 AM.

22) 10:55 AM EXECUTIVE SESSION(S) AS MAY BE NEEDED

10:55 AM **EXECUTIVE SESSION**

MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PENDING LITIGATION UNDER IDAHO CODE SECTION 67-2345(1)(B). COMMISSIONER KUNAU 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 11:35 AM.

23) 11:36 AM UNDERSHERIFF WARRELL AND SHERIFF HEWARD FOLLOWUP ON REQUEST OF DISCRETIONARY COMPENSATION FUND (DCF) ON RETIRING EMPLOYEES

- a) McMurray said Warrell had some matters come up and desired to delay meeting with the Board until 11:36 a.m. in regards to DCF payout for retiring employees.
- b) Larsen commented that in regards to the DCF and payouts, the Auditor's Office ran into what might be some problematic matters regarding that fund which they will probably need guidance from Abenroth and McMurray. Our intentions were pure with the establishment of these funds. It was setup specifically

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to not harm Law Enforcement with payouts of retiring employees. It was setup in the Commissioner's budget as a placeholder to create an appropriate fund later after budgeting was completed. That is in the Current Expense Fund and we don't know if it is prudent or legal to payout of the Current Expense Fund for Justice Fund "A" Budget expenditures due to levy limits. We can't place those funds in the General Expense Fund either, as it had been discussed earlier, as it has no "A" Budget. It can certainly be remedied for next fiscal year, but Larsen requested guidance for this year.

- c) Undersheriff George Warrell reported on comp time, PTO, and vacation hours for three officers; Deputy Norma Talamantes, who will retire on May 1st, Deputy Kimberly Hammond, who had previously resigned her position, and Deputy Clark Ward, who is resigning his employment effective today.
- d) Chairman Crane asked if all three employees fit within the framework of the Resolution for use of the Discretionary Compensation Fund (DCF).
- e) McMurray said in one sense it fits but it has to do with the Justice Fund and the funds were set up in the Current Expense Fund. The DCF Fund currently is under Commissioners in the Current Expense Fund. The question has been raised, can we transfer Current Expense money into the Justice Fund to expend it. The idea of the DCF is that it pays off vacation, PTO, and comp time up to 40 hours. From the standpoint of the 40 hours, it would fit.
- f) Abenroth concurred it qualifies if the funds can be transferred from the Current Expense Fund to the Justice Fund.
- g) Commissioner Kunau asked if they are short deputies with these changes. Heward and Warrell concurred they are. Heward explained what they had done to cover responsibilities. Deputy Michael Rose graduates from POST on May 22nd. Testing is being conducted this week with applicants; several from the jail, some certified, and a couple non-certified. They didn't get the applications they were hoping for. Commissioner Christensen will assist with interviews.
- h) The matter with the DCF Fund was taken under advisement until further research can be done by McMurray and Abenroth.

24) 12:45 AM ASSESSOR'S OFFICE MATTERS

- a) Assessor Davis presented exemption applications from the Corporation of the Presiding Bishop requesting 12 parcels for 1669 acres as they are taking back and not leasing anymore.
- b) Davis said the Board needs to act on that. Chairman Crane asked for a motion and Davis advised the Board it needed to be done through Board of Equalization (BOE). He also pointed out that to be in compliance with Idaho Code 63-501, the Board needs to go into BOE at least once a month from January through June.

25) 11:49 AM AMENDMENT TO AGENDA

11:49 AM

MOTION: COMMISSIONER KUNAU MOVED TO AMEND THE AGENDA TO ALLOW THE BOARD TO GO INTO BOE. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

11:49 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO GO ON THE RECORD INTO BOE. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- a) Chairman Crane said the Corporation of the Presiding Bishop was applying for exemption status on 12 different parcels under Idaho Code 63-501.

11:51 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO GRANT EXEMPTION STATUS TO THE CORPORATION OF THE PRESIDING BISHOP ON 12 PARCELS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- b) Davis reported there are two other parcels the Corporation of the Presiding Bishop is now leasing which will now go on the rolls. They send an annual detailed report to inform the Assessor's Office of what they are leasing.

11:51 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO GO OFF THE RECORD AND OUT OF BOE. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- c) The Assessor's Office is currently working on agriculture values. Based on information received back to their office from surveys, values will be going up substantially. When it gets closer to the time they go out, Davis will make sure the Board is involved as there may be some appeals. The last time they were adjusted was in 2011. He met Assessors from surrounding counties with bordering properties so they could get comparable values.
- d) All agriculture acre values will be effected and include:
 - i) Category I (prime agriculture) – 273,326 acres
 - ii) Category II (irrigated pasture) – 15,046 acres
 - iii) Category III (dry farm or non-irrigated agriculture) 83,346 acres
 - iv) Category V (dry graze) 308,552 acres
- e) Senior Deputy Assessor Karen Dayley's last day of employment will be August 28th. She is leaving employment after 35 years. With the Board's permission, Davis desires to advertise the job opening in May and interview in June. They would like to hire soon enough so that person can train with Dayley and the State for 45 days before she leaves. It will be tight in his budget to do that but if he can move funds from his Revaluation Budget, he would have enough to accommodate that.

26) 1:13 PM REVIEW AND APPROVE MINUTES

1:13 PM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE MINUTES OF THE BOARD FROM APRIL 13, 2015. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

SCHEDULED AGENDA ITEM

12:00 PM LUNCH MEETING WITH DEPARTMENT HEADS – BUDGET WORKSHOP

- a) Auditor Joe Larsen, along with Deputy Auditor's Heather Evans and Carrie Merrell presented procedures relative to revenue and expenditures for FY2016.
- b) Handouts were provided those present reviewing the process for submitting budgets along with accompanying documentation for revenues they expect to produce along with expenditures they request to incur during the next fiscal year. *(presentation handouts attached for the record)*

27) 1:15 PM ADJOURNMENT

APPROVED:

/s/ _____

Dennis Crane, Chairman of the Board

ATTEST:

/s/ _____

Joseph W. Larsen, Clerk of the Board