



Cassia County Board of Commissioners

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

Board Members:

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

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Monday, August 3, 2015

9:00 AM

The Cassia County Board of 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:

Tammi Pollard - Deputy Clerk
Casey Anderson - Citizen
Dwight Davis – County Assessor
George Warrell - Undersheriff

Lana Bowers - Citizen
Bill Millenkamp – Millenkamp Cattle
Kelly Bowen – Bowen Insurance

Gerald Marchant - Citizen
Carrie Merrell – Deputy Auditor
Heather Evans – Deputy Auditor
Loren Poppert - USFS

1) 9:01 AM AGENDA AMENDMENT

- a) Doug Abenroth noted that two letters were to be executed; one to Mr. Ron Kelsey and the other to Mr. John Horejs. He had discussed this with McMurray and it was an oversight that it did not make it on the agenda today.
- b) The Board determined to consider the matter on the agenda for next Board meeting.

INFORMATION AND ACTION AGENDA ITEMS

2) 9:02AM EXECUTE LETTER OF CERTIFICATION OF COMPLIANCE FOR EAST VALLEY CATTLE – BILL MILLENKAMP

- a) McMurray stated he had not seen the referred-to letter as of yet but felt confident that it would be here today at some point.
- b) Chairman Crane said they would put the matter on hold until the letter is received.
- c) At 9:51 a.m., the Board received the letter of Certification of Compliance for East Valley Cattle.
- d) McMurray read the letter, citing a requirement under Idaho Code § 37304 (2)(a).

9:52 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO SIGN AND EXECUTE THE AFOREMENTIONED LETTER OF CERTIFICATION OF COMPLIANCE FOR EAST VALLEY CATTLE. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

CASSIA COUNTY COMMISSION

REGULAR SESSION

Monday, August 3, 2015

3) 9:03 AM REVIEW CALENDARS AND MEETINGS

- a) Patty Justesen is attending the Idaho Association of County Treasurer's (IACT) Annual Meeting Monday thru Thursday of this week
- b) Idaho Association of County Recorders & Clerks (IACRC) Annual Meeting 08/18/2015 through 08/20/2015.
- c) Idaho Association of Counties (IAC) Annual Meeting will be at the Grove in Boise from 09/28/2015 through 9/30/2015 and will take at least Commissioner Christensen and Larsen, and possibly other elected officials that will attend, away from Board meeting that week.
- d) District IV Elected Officials meeting will be at 1:00 p.m. Thursday, 08/13/2015, in the Commission Chambers and an agenda will be sent out prior to that meeting.
- e) Idaho Prosecuting Attorneys Association (IPAA) Annual Meeting will be in Boise from 08/12/2015 through 08/14/2015 for Abenroth
- f) Mid-Snake Resource Conservation and Development Firewise open house will be held at the College of Southern Idaho (CSI) from 4:00 p.m. to 6:00 p.m. 08/06/2015

4) 9:03 AM REVIEW CORRESPONDENCE

- a) Healthy Dialogues "Conversations about Healthcare Reform" sponsored by Intermountain Health Care (IHC) is scheduled for 12:00 p.m. to 1:30 p.m. Thursday, 08/13/2015 at the Marriott City Center Hotel in Salt Lake City.
- b) Information from Science Management Techniques Inc., who offers hands-on manufacturing skills assessment and industrial skills training programs as well as mechatronics training
- c) Letter from Linda Sauer read by Chairman Crane.
 - i) A response will be drafted from McMurray representing the County and the Planning and Zoning department.
 - ii) Sauer will be advised that the County has no intent of crossing or accessing her property in any way. A map will be provided showing that the northern part of her property does lie within the identified county electrical transmission corridor overlay zone.

9:10 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO HAVE PLANNING & ZONING ADMINISTRATOR KERRY MCMURRAY EXECUTE A RESPONSE BACK TO LINDA SAUER IN REGARDS TO HER REQUEST. PAUL CHRISTENSEN, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

5) 9:11 AM REVIEW JUNIOR COLLEGE CERTIFICATE OF RESIDENCY RECOMMENDATIONS FOR APPROVAL

- i) The Board reviewed 24 junior college Certificate of Residency applications
 - (1) College of Southern Idaho approvals:
 - (a) High school dual credit: 0
 - (b) Non-dual credit: 23
 - (2) College of Southern Idaho denials:
 - (a) High school dual credit: 0
 - (b) Non-dual credit: 1

9:11 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO ACCEPT THE RECOMMENDATIONS OF THE CLERK'S OFFICE TO APPROVE 23 AND DENY ONE CSI JUNIOR COLLEGE RESIDENCY APPLICATIONS AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- ii) Larsen requested the Board's motion for Junior College Residency Applications be handled in the same manner as the Indigent matters to approve the recommendations of the Clerk's office.

- 6) 9:12 AM COUNTY ROAD AND BRIDGE DEPARTMENT WEEKLY WORK SCHEDULE
a) Road and Bridge will be assisting with graveling at the fairgrounds
- 7) 9:34 AM REVIEW AND EXECUTE LETTER OF SUPPORT FOR MINIDOKA COUNTY FIRE PROTECTION PMT FOUNDATION GRANT
a) Commissioner Kunau reads letter of support for the Minidoka County Fire Protection (MCFP) PMT Foundation Grant.

9:35 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO SIGN AND SEND A LETTER OF SUPPORT TO THE MCFP PMT FOUNDATION GRANT AS PRESENTED. PAUL CHRISTENSEN, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 8) 9:35 AM EXECUTE RESOLUTION NO. 2015-013 FOR THE DESTRUCTION OF SEMI-PERMANENT RECORDS FOR THE RECORDER'S OFFICE
a) Abenroth reviewed the resolution and recommended approval for destruction of the Recorder's office semi-permanent records.

9:36 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE RESOLUTION NO. 2015-013 REGARDING THE DESTRUCTION OF SEMI-PERMANENT RECORDS FROM THE RECORDER'S OFFICE AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 9) 9:35 AM EXECUTE RESOLUTION NO. 2015-014 FOR DESTRUCTION OF SEMI-PERMANENT RECORDS FOR THE ASSESSOR'S OFFICE (DMV)
a) Abenroth reviewed the resolution and recommended approval for destruction of the Assessor's office DMV semi-permanent records.

9:36 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE RESOLUTION NO. 2015-013 REGARDING THE DESTRUCTION OF SEMI-PERMANENT RECORDS FROM THE ASSESSOR'S OFFICE (DMV) AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 10) 9:37 AM DELIBERATE ON AND CONSIDER THE EXECUTION OF ECIVIS MASTER SUBSCRIPTION AND SERVICE AGREEMENT
a) McMurray read a proposed agreement with eCivis, a grants management system software services. Contracting of this service gives full access to their knowledgebase according to McMurray.
b) Pricing for a three year contract with full access for two individuals was presented to the Board by McMurray.
c) Commissioner Christensen had questions and concerns regarding maximizing the benefit to the County for the cost required. McMurray addressed the concerns and stated eCivis is an information service. Chairman Crane agreed with Christensen and suggested designating someone to be in charge of and carry out the proposal.
d) Commissioner Christensen asked if there was anyone that could step up to take this on and manage it.
e) Kunau said this should be looked at and Chairman Crane asked for this to be put on the agenda for next Board meeting.
- 11) 9:43 AM DELIBERATE AND EXECUTE BOARD OF COUNTY COMMISSIONER COMMENT LETTER TO THE U.S. FOREST SERVICE REGARDING INVASIVE PLANT TREATMENT
a) Commissioner Kunau read a proposed comment letter to be executed by the Board.

9:46 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE AND SIGN THE PROPOSED LETTER TO THE U.S. FOREST SERVICE REGARDING INVASIVE PLANT TREATMENT AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

12) 10:52 AM REVIEW COUNTY PAYABLES FOR APPROVAL (*attachment included*)

10:52 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE COUNTY PAYABLES DATED 08/03/2015. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

13) 10:54 AM PRESENTATION OF PRELIMINARY FISCAL YEAR 2016 BUDGET

- a) Deputy Auditor Evans addressed the Board about the FY2016 preliminary budget.
- b) She stated the tentative overall budget total for FY2016 was currently at \$16,666,749.00 which is a 2.31% decrease or \$394,487.00 from FY2015.
- c) The Current Expense Fund has a .89% increase or \$26,962.00 from FY2015. The Justice Fund has a 1.47% decrease or \$130,404.00 from FY2015.
- d) Projected fund balances were reviewed by the Board.
- e) Commissioner Christensen addressed earlier projections of PILT allocations and asked if any of those allocations had been reduced. Evans stated that they had not been reduced.
- f) Commissioner Christensen addressed a meeting he participated in with members of the Sheriff's department, the jail, and the Auditor's office regarding revenue calculation errors with the jail carryover projections for FY2016. Coordination and entry of those projections had not been accurate.
- g) Evans clarified that \$185,000.00 for June's projections had been entered incorrectly and was corrected to reflect the accurate positive amount of projected revenues that were not included.
- h) Evans reviewed the Revenue Summary Sheet which included beginning balances, estimated revenues, grants and transfers, PILT allocations, property tax projections that projects a positive fund balance for all funds in the County ending FY2016.
- i) PILT for FY2016 has been reallocated across the board this year for all anticipated PILT proceeds, with hopes it will be funded. \$1,667,500.00 or 88% of that allocation has been directed to cover revenue shortfalls for projected expenses in the Justice Fund.
- j) Larsen stated the amount of PILT budgeted for the entire County for FY2015 was now being allocated to the Justice Fund specifically. That came with reductions of PILT distributions from other critical funded areas of the County to satisfy those shortfalls in the Justice Fund. FY2017's carryover balances will be depleted with those reallocations approved by the Board in lieu of expenditure reductions.
- k) Commissioner Christensen asked about impacts of additional revenue of \$185,000.00. Larsen said it will decrease part of the dilemma the County is in of immediate funding and to have positive fund balance projections at the conclusion of FY2016. With projected preliminary L-2 calculations within \$500.00 of the levy cap, the Justice Fund is projected to have \$189,003.00 as a fund balance at the end of FY2016.
- l) Evans reviewed property tax amounts which included every dollar available to levy.
- m) Larsen stated that over 52% of projected County property taxes have been allocated to the Justice Fund, which exceeds that of years past.
- n) Jail fund appropriations included a total of estimated revenue, the Jail Trust carryover, and commissary funds total \$1,222,270.00. The total jail budget is \$3,104,553.00 leaving a balance of \$1,593,483.00 to split between Minidoka and Cassia. Minidoka County's portion is \$638,380.00 and Cassia County's portion is \$1,243,903.00.

- o) Commissioner Christensen asked where we were with the deficit of \$570,000 from last week. Larsen responds that \$189,003.00 brings it positive. Without the identified miscalculation from the Jail Split from last week, it would be about zero.
- p) Evans verified that just under \$800,000.00 has been accounted for in decreases in expenditures. Commissioner Christensen said he doesn't understand how that is accounted for. Larsen responded that the Board had made some big decisions in the past few weeks that accounted for that. L-2 changes, the Jail Split, and all computations for each of the changes the Board has recommended has consequential changes across several areas. Evans stated that approximately \$60,000.00 in insurance has been eliminated in the Justice Fund just by removing four employees.
- q) Commissioner Christensen discussed the joint jail meeting last week. Restructuring of the jail has shifted administration responsibilities to the Sheriff's office. The Sheriff asked for \$4,800 for additional that his office would have to do. That came back as a \$3,800.00 increase for Undersheriff Warrell to manage three lieutenants. That was eliminated in conversations last week and Commissioner Moore was shocked that that was eliminated and had not ever been solidified. Commissioner Christensen proposed including \$3,800.00 that the Cassia County Sheriff's office is picking up, which would include "D" budget benefits. That should be paid through the joint jail budget due to the decrease that affects them. Larsen said that any portion the Board wants to can be apportioned to the jail budget. Commissioner Christensen asked that to be included with our budgeting but desired that Minidoka County be on board with whatever decision is made.
- r) Chairman Crane said the Board will hold that discussion and until after the conclusion of the preliminary budget proposals.
- s) Evans cited the FY2016 MCCJC Fund Carryover spreadsheet stating anticipated revenues for the balance of this fiscal year is \$1,257,332.92. Adding the Jail Trust cash balance as of 06/30/2015, that totals \$1,267,981.42. Estimated Jail expense as per Johnson for the balance of the fiscal year is \$811,132.50. An additional \$52,000.00 has been put in as unforeseen expense as a safety valve in the event the Board decides to spend that amount of carryover on the security system. Larsen said if that amount is not considered, it would adversely affect the Jail Trust balance if the security system does go forward. Commissioner Christensen went on the record as recommending going with the security system due to the risk of liability. Jail actual and projected expenses totaling \$2,920,834.00. Larsen explained input from Jason Rogers in last week's meeting reduced the nine month average due to a high expenditure month in January at \$400,910.15. The budget office went with Rogers' recommendations. Larsen cautioned that if the jail exceeds the \$213,040 as originally projected, we could run into a problem. It just needs to be watched closely. Evans said a third payroll in July and January increased that amount.
- t) Evans summarized the Board's suggested changes to be made to the FY2016 budget:
 - i) Increase of the jail's budget of \$3,800, which includes benefits for Undersheriff Warrell.
 - ii) Increase the Public Defender's budget by \$20,000 to account for PERSI, FICA, Medicare, and insurance allocations that may or may not be used for Doug Whipple after investigation of his part of full time status.
 - iii) No changes to the general budget as far as line item adjustments for SIEDO and the Golden Heritage Senior Citizen's Center.
 - iv) No changes in Road and Bridge.
 - v) Increase in the Patrol budget for Jordan Williams' Change of Status and he is not eligible for a Change of Status for FY2016 cost of living increase. Jason Rogers Change of Status will also increase the Patrol budget and he is eligible for a Change of Status for FY2016 cost of living increase.

- vi) A total of \$25,800.00 will be allocated to the Justice Fund, reducing the overall Fund Balance projection for the end of FY2016 of \$189,003 to \$163,203.
- u) Commissioner Christensen asked Chairman Crane if he could conduct this portion of discussion regarding budget worksheets.
- v) Evans reviewed with the Board that insurance allocations are the total projected costs of insurance that Bowen Insurance has already presented to the Board. That is divided by the total number of full time employees to distribute that cost across all budgets. Each time the Board makes a change by either adding a full time employee or eliminating a position, the amount changes throughout the County budget. That current allocation is \$14,899 per full time employee.
- w) Commissioner Christensen addressed the allocation of the projected rate of pay increase for FY2016 and suggested half as cost of living and half as performance and/or merit as determined by the department head.

12:56 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE A 3% OR \$0.50 PER HOUR ALLOCATION FOR FY2016'S BUDGET WITH HALF OF THAT AMOUNT DESIGNATED AS A COST OF LIVING ALLOWANCE AND HALF DESIGNATED AS DISCRETIONARY FOR DEPARTMENT HEADS/ELECTED OFFICIALS BASED ON MERIT OR PERFORMANCE. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- x) Chairman Crane felt department heads should have full discretion with allocations of rate of pay increases where some employees may deserve a larger increase and other do not deserve any increase. Chairman Christensen felt a portion should be for cost of living and the balance at the discretion of the department head for merit or performance.
- y) Chairman Crane said to increase waged employees by \$0.50 per hour and salaried employees by 3%.

1:02 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE THE BUDGET ALLOCATION OF \$0.50 PER HOUR IN RATE OF PAY FOR HOURLY EMPLOYEES AND 3% INCREASE IN RATE OF PAY FOR SALARIED EMPLOYEES. THAT SHALL BE DIVIDED BY THE DEPARTMENT HEAD OR ELECTED OFFICIAL AS A \$0.25 PER HOUR COST OF LIVING INCREASE FOR HOURLY EMPLOYEES AND A 1.5% COST OF LIVING INCREASE FOR SALARIED EMPLOYEES. THE OTHER HALF OF THAT ALLOCATION SHALL BE BASED ON JOB PERFORMANCE AND MERIT AT THE DISCRETION OF THE DEPARTMENT HEAD OR ELECTED OFFICIAL. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- z) Larsen clarified bailiff allocations are in the Courts Fund as it is a court function and is outside of the Justice Fund to alleviate amounts there. Court Security is allocated to the Sheriff's Patrol budget as it is a law enforcement function.
- aa) The Ambulance Service Fund was increased as a result of trend analysis at 4% recommended by Commissioner Christensen.
- bb) Chairman Crane said the Fair Exhibits is what it was last year and wanted to know if that could be increased. Commissioner Christensen suggested an increase of 3% if there are funds to cover it. Evans said that increase must come from additional revenue or a reallocation. The Board determined to not change the budgeted amount.
- cc) Commissioner Christensen recommended not increasing the Historical Society by the \$1,000 requested. The Board concurred.
- dd) The Junior College Fund was reduced from the realistic amount recommended by the Budget Officer to reallocate PILT to the Justice Fund. Larsen warned the Board as they are now going to be paying towards

technical courses, it will increase as requests come in from the junior colleges which would likely require the opening of the budget to keep from going into a deficit in that account.

ee) Revaluation Fund increases are to bridge the gap between a budgeted 37.5 hour employee that did not include the 40 hour employee hiring.

ff) Discussion ensued regarding of elimination of the Violent Predator Account Fund as it has not been used. If a reason can be made to eliminate this fund, the Board should be consulted for approval.

gg) The Board had no other recommendations for change after going through all budgets.

14) 11:40 AM DELIBERATE ON FURTHER CONSIDERATIONS FOR REVENUE RE-ALLOCATION

a) Golden Heritage Senior Citizen Center contribution

i) Commissioner Kunau proposed providing \$200.00 per month to the Golden Heritage Senior Citizen Center in lieu of funds provided to SIEDO.

ii) Larsen said whatever decision the Board makes should not affect the overall budget as the General Fund is where that comes from. An additional expenditure that small would fall within budget allocations. He also pointed out that additional expenditures from that fund just takes away from beginning balances from carryover in the ensuing fiscal year.

iii) Commissioner Christensen said as expenditures are considered, he recommended the Board look at the Projected Funds Balance worksheet and noted the cash balance as of 06/30/2015 was \$7,044,188.83 and the projected fund balance for FY2016 drops to \$5,543,619.85. That's just over a \$1.5 million decrease in fund balance. He said he didn't know how Larsen gets from a \$570,000 deficit to an \$800,000 surplus, but it appears from cash balances, we are deficit spending.

iv) Larsen explained to Commissioner Christensen that in lieu of expenditure cuts as presented in the Budget Officer Recommendations, the Board had instead shifted quite a bit of revenue allocation from one expenditure line to another.

v) McMurray points out that the contribution to SIEDO was \$7,231.00. Chairman Crane said they would think that through diverting funds from there to the Golden Heritage Senior Citizen's Center.

b) Request for additional Public defender funds to account for Doug Whipple's possible PERSI liability

i) Evans said Whipple is hired as a part time salaried employee that does not clock in. There is not record in the Auditor's office of his hours and Whipple could provide no specific hours spent. She explained to him limitations we have pertaining to PERSI with his part time employment. The County is not obligated to pay PERSI on part time employees working under 20 hours per week. If an employee actually works more than 20 hours per week, the County is required to pay on those wages. If he were to become PERSI eligible, his hours worked has to be tracked somehow.

ii) Whipple desired to bump up his part time so he would become PERSI eligible as he wants to build his PERSI base for retirement. He is currently paid \$37,400 as a part time employee. That amount times 11.32% is the County liability of his pay if he goes beyond 20 hours a week worked.

iii) Chairman Crane asked McMurray about County policy. He stated it isn't a County Policy issue, it is a PERSI issue if he is averaging over 20 hours per week as well as a Fair Labor Standards Act (FLSA) issue.

iv) Larsen said there is an Affordable Care Act issue for reporting with an accompanying financial liability to the County as well.

v) Commissioner Christensen asked about budgetary impacts that there might be. Evans stated if he works over 30 hours per week, he is eligible for health insurance benefits as a full time employee that will require an additional allocation of funds.

vi) Evans states that there could be insurance allocation and life insurance if he exceeds the part time

vii) McMurray said the issue is two pronged, PERSI and health insurance requirements.

- viii) Chairman Crane asked for clarification on Whipple's work history. McMurray said when the joint powers agreement was effectuated, Byington was selected as the Public Defender and Whipple went to a part time employee, which he has been since that time. At that time the juvenile cases only required part time and the caseload has gone up over time.
- ix) McMurray said he either needs to be told he is a part time employee and to not work more than 19 and a half hours. If he can't get the work done in that time frame, a judge will appoint a conflict public defender and the County will pay for it that way.
- x) Abenroth said the Public Defender's office could also do the work when Whipple would exceed those hours where there are four other attorneys there. It isn't a conflict, it is just the way Byington has that office structured or how the Board has decided to pay for that fifth part time position that Whipple has currently been doing.
- xi) Commissioner Christensen asked about the County's PERSI portion. Evans said it is 11.32%.
- xii) Larsen said under ACA, an IRS audit would classify Whipple as a full time employee if he is spending the number of hours that has been inferred, regardless of what the County policy is. The County would then incur an ACA liability.
- xiii) Abenroth said it needs to be looked at as if he is a full time employee budgeted at half time pay. He said it probably should have been looked at that way the whole time and not just for FY2016. McMurray reiterated we don't know the number of hours Whipple has worked.
- xiv) Commissioner Christensen recommend budgeting him as though he were a full time employee. To cover insurance and PERSI, it was recommended to budget \$20,000 more and if it is not used, it would be carryover money.
- xv) The Board asked McMurray to work on the detail of this matter and if it is possible to maintain Whipple's part time status as it currently is.
- xvi) Larsen reminded the Board that where it is a joint budget, it affects Minidoka County as well. They could add the additional amount to the budget and work with Minidoka County on that or if needed later on, open the budget. He asked how the Board would like to handle that. Evans stated it is an exposure of 56.5% for Cassia County and 43.5% for Minidoka County.

12:01 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO ALLOCATE AN ADDITIONAL \$20,000.00 IN THE PUBLIC DEFENDER'S BUDGET AND THAT THE EXPENDITURE OF THAT ITEM BE DONE AFTER AN INVESTIGATION OF POTENTIAL LIABILITY. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- c) Request of Road and Bridge to reinstate funding for extra help
 - i) Chairman Crane said Road and Bridge Supervisor Sam Adams requested to leave a little money in the extra help line in case they have excessive snowfall and need help to grade roads. \$15,000 had been cut out of that line item. Chairman Crane suggested \$5,000 to Adams and he asked for \$7,000.
 - ii) Evans said the beginning Road and Bridge Fund balance for FY2016 was \$57,998 and the projected ending balance will only be \$13, 643. PILT allocations were moved to the Justice Fund with the elimination of the \$15,000 line item.
 - iii) Commissioner Christensen suggested that amounts remain where they currently are at with no increase and challenge the crew to adjust their schedules in summer months to accommodate their needed time during the winter months. Commissioner Kunau concurred with that suggestion. Chairman Crane also agreed to leave it as is as they are trying to encourage them to form their own highway district anyway.
- d) Request for additional funds for Patrol Deputy wages

- i) Warrell explained with the promotion of Jason Rogers to Patrol Lieutenant, to have him at the same wage as Lieutenant Horak. They are trying to keep those salaries similar and the patrol has more employees than investigation. If his salary is bumped up for the promotion and then an increase at the beginning of FY2016 is eliminated, he would actually be making less than a sergeant and a corporal that he supervises. He felt it would be wrong for him to be supervising employees who are making more money than he is.
- ii) Commissioner Christensen asked what the budgetary impact would be with that proposal. Chairman Crane said that is addressed in the proposed Change of Status request.
- iii) Jordan Williams had been talked to by Warrell about his increase in rate of pay going from patrol to Drug Task Force Corporal and to forgo the increase at the beginning of FY2016. He was fine with that according to Warrell.
- iv) Larsen recommended three Change of Status approvals from last week with Adult Misdemeanor Probation be changed from what was listed as a grade change to an increase for evaluation as their job title and duties did not change.
- v) Commissioner Christensen felt it is important that the words step and grade be kept out of promotion verbiage because we are not doing that County-wide.
- vi) Larsen said if a promotion is changing their job title, it is a grade change. Commissioner Christensen asked if that is defined anywhere in our Policy Manual and if it is not, he would rather not use those terms in any motion. Larsen said they would then need to go back and amend the Change of Status Request form the Board recently approved as it is on that form.

12:11 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO ACT ON LARSEN'S RECOMMENDATION TO AMEND CHANGE OF STATUS REQUEST APPROVALS WITH THREE EMPLOYEES FROM ADULT MISDEMEANOR PROBATION FROM 07/24/15 TO REFLECT A RATE OF PAY INCREASE FOR EVALUATION RATHER THAN A GRADE CHANGE.

12:11 AM PERSONNEL MATTERS

- e) CHANGE OF STATUS
 - i) SHERIFF'S OFFICE
 - (1) Grade change and rate of pay increase for Jordan Williams moving from patrolman to Drug Task Force Corporal with no increase in rate of pay at the beginning of FY2016
 - (2) Grade change, Promotion, and rate of pay increase for Jason Rodgers moving from Drug Task Force Corporal to Patrol Lieutenant
 - ii) EXTENSION OFFICE
 - (1) Hiring of Courtney Wells as temporary employee
 - (2) Larsen addressed issues relating to the Affordable Care Act computations and reporting when employing an individual who is not classified as a seasonal employee when they work sporadically. After discussion with the Extension office, it was determined to classify Wells as a temporary employee.
 - iii) COUNTY FAIR
 - (1) Termination of Santiago Quintero
- f) Commissioner Kunau expressed concern regarding two deputy wage amounts. Warrell stated he would like to see the best person do the job rather than just a minimal waged employee.
- g) Chairman Crane stated the County will be saving money compared to what retiring Lieutenant Jensen was getting paid. Commissioner Kunau still questioned the matter and Evans said projected fund

balances will be affected by the changes. The Justice Fund FY2016 yearend projection of \$189,003 would now be reduced by what has been discussed to about \$165,000.

- h) Commissioner Kunau reminded the Board of discussions last week that included the need for identifying revenues before any increases can be considered or we will be in the same situation next July as we are in currently. He just desired to not back step what was decided last week. Larsen agreed we don't have the wiggle room to absorb Change of Status requests as we usually see. A multitude of Change of Status requests weekly or even monthly throughout FY2016 cannot be sustained without additional revenue. Concerns were further expressed that ongoing Change of Status requests are not consistent across departments of the County.
- i) Evans stated that Change of Status requests from law enforcement would need to come out of their budgeted overtime lines. The jail has a certification line of \$15,000. Commissioner Kunau said it is an inappropriate place to budget it as a catchall line. He suggested reducing the overtime line item and establish a Change of Status line item so it can be tracked in fairness to other departments in the County who don't have Status Change issues throughout the year.
- j) Commissioner Kunau further stated he felt those continual changes are not fair to other employees in the County that do not get increases for training and enhanced education they receive.
- k) Evans confirmed that \$7,200.00 had been included in the Certifications line item in the Patrol budget. Commissioner Kunau said they were put in there because they were promised for new employees for POST training.

12:21 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE SAID CHANGE OF STATUS REQUESTS AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- l) Larsen stated that one of the benefits of the Auditor's office commitment of providing the Board with revenue amounts monthly will be that we see where we are as we go and not have surprises late in the fiscal year with insufficient revenues to meet allocations in the budget.
- m) Commissioner Christensen asked the Auditor's office to review monthly with departments where they are with revenues and expenditures, it would be helpful. Larsen said they would be happy to do that.

15) 12:23 AM FURTHER DELIBERATION ON ESTABLISHMENT OF A CONTINGENT FUND IN THE CURRENT EXPENSE FUND AND THE JUSTICE FUND FOR CARRYOVER

- a) Larsen offers a recommendation for the establishment of a Contingent Fund line item in the Current Expense fund and in the Justice Fund to preserve carryover money for the next fiscal year.
- b) Commissioner Christensen inquired as to what the contingency goal or target amount would be and asked for clarification.
- c) Larsen explained that instead of trying to achieve a realistic budget from each department and then asking them at the conclusion of each fiscal year what they are not going to spend in the last quarter, a fund of those amounts could be set aside at the beginning of the fiscal year and eliminate curtailment of spending to preserve those funds.
- d) Larsen said that he and Warrell had talked about that and felt it would be much better for departments to manage and keep within what they have been budgeted for with expenditures. Warrell concurred with this concept.
- e) Commissioner Christensen said he didn't understand what the goals or needs would be. He said it seems like when departments budget they are budgeting for their needs. The Board expects and appreciate when they come in under budget, but he doesn't know how you set a number on that at this point for FY2016 budget year.

- f) Larsen referred to a statute which allows the Board the right to make a general reserve appropriation of 5% of the current expense budget total if it doesn't exceed statutory limitations. (I.C. § 31-6105). He said the concern he has had since he has been in his elected position was the erosion of beginning balances year after year. The Auditor's office continually is concerned and stay awake at nights worrying about expenditures that will be approved that take away from beginning balances.
 - g) Chairman Crane suggested discussing this at a future Board meeting.
- 16) 12:32 AM DELIBERATION ON PLACEMENT OF PURCHASED ITEMS TO COUNTY INVENTORY
- a) Merrell addressed inventory tracking with the Board.
 - i) She requested the Board's guidance as to what to do with certain identified items that have not as yet been put on inventory in the Sheriff's department. When asked by the Board about specifics, she said those items included a monitor, a practice torso, and other such items that had been submitted for payment that possible should be added to inventory.
 - ii) Chairman Crane agreed it would be appropriate to monitor invoices as they come through the Auditor's office, but criteria for that should be clarified.
 - iii) Merrell suggested those items could be inventoried as they are receipted. Commissioner Christensen recommended giving Merrell the discretion that she needs to complete the inventory. She said she would provide a running list of those items and Chairman Crane stated it could probably be provided with the weekly payables.
 - iv) Warrell suggested having Georgia Goodman give her input on this matter. Chairman Christensen said Goodman could be provided the inventory that is included in the report and give her the opportunity provide input from there.
 - v) Larsen said the Auditor's office would do whatever the Board would like. Commissioner Kunau expressed the importance of tracking inventory and purchases with the tight budget we are experiencing.
 - vi) Merrell presented a proposed memo for the Board's approval to be signed so she can get it sent out to the departments. The memo is largely the same as last year.

12:44 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO APPROVE THE AUDITOR'S MEMO AS PRESENTED. PAUL CHRISTENSEN, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

17) 12:47AM REVIEW MINUTES FOR APPROVAL

12:47 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE MINUTES OF THE BOARD FROM 07/27/2015. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

SCHEDULED INFORMATION AND ACTION AGENDA ITEMS

- 18) 9:15 AM BENEFITS RECOMMENDATION BY EMPLOYEE BENEFITS COMMITTEE AND OVERVIEW BY KELLY BOWEN
- a) Kelley Bowen reviewed a printed booklet containing his presentation with recommendations of the employee benefits committee.
 - b) Bowen discussed different bids received from medical and ancillary companies.
 - c) The health of the plan County plan shows good management and growth in the reserve balances in the past six months, from 01/01/2015 through 06/30/2015. Current reserves total more than twice as much as the Gem Plan per capita of each insured life. Gem Plan is the most closely mirrored plan to the County's partially self-insured plan.
 - d) Recommendations from the County Benefits Committee:

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- i) No change to the MBA medical and RX plans.
- ii) A small change was suggested to the Delta Dental plan to change it to a Passive PPO for approximately a \$14,000 savings. Bowen answered a question McMurray had about the only dentist in Twin Falls that was not a PPO provider. He clarified the treatment of those using that dentist. There would be no difference to the employee patient, but just how the plan would pay that non-PPO provider.
- iii) Life Map includes basic life and accidental death benefits that will increase from \$30,000.00 to \$50,000.00 per employee. The rate will be reduced by Life Map if a certain number of employees sign up for that benefit.
- iv) Short term disability increase from \$400.00 to \$800.00 per week. The rate went down due to good experience. Additional wording was added to the policy on using their sick bank first before using short term disability, which is standard.
- v) Bowen reviewed current rates that employees pay broken down by each plan provided for Plans A, B, C, and D.
- vi) Bowen Insurance is willing to work with the County on implementation of an employee portal and suggested that we take advantage of this portal when it comes on line. He provided a number of items to be placed in that portal to help employees.
- vii) After review with Larsen's office, Bowen suggested reducing contribution to the reserve account by \$25,000.00 a month, largely due to the ELAP for taking care of balanced billing.
- viii) Anticipated growth of the reserve account if we continue to work with ELAP. Larsen made some recommendations for streamlining ELAP plans. He asked if there were any difficulties with others he deals with regarding ELAP. They have not experienced any problems. Larsen asked if there were problems with other IHC hospitals other than Cassia Regional Medical Center with ELAP. Bowen said they had not but it needs to be equitable for CRMC, the insured, and for the County, but he does represent the County as his client. They have reached out to CRMC for negotiating a contract but have not received a response.
- ix) Commissioner Christensen expressed appreciation to Bowen for his hard work. He feels it is a win for the County where we are in control of our self-insured plan. The \$1 million plus would be the County's if we parted company and that wouldn't be the case in a non-self-funded plan. As a hospital Board member, Commissioner Christensen has had contact with them and he noted this is the first time Cassia County has had a consumer-advocate for our partially self-insured health plan. Dr. Damrose has done the same thing with the CAT Board and has saved a considerable amount of money for counties in the State. He is in favor of having and keeping in place an advocate for our consumers.
- x) Commissioner Christensen thanked Bowen and his staff for their promptness in helping him with his personal health plan and that is the key to having a successful relationship.

9:29 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO ACCEPT CHANGES OUTLINED IN BOWEN'S PRESENTATION. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

19) 9:46 AM HEARING TO DELIBERATE ON BEER AND LIQUOR LICENSES

- a) The Board went on the record at 9:46 a.m. for a hearing to consider Beer and Liquor Licenses.
- b) Licenses considered include the following:
 - i) Almo Creek Outpost
 - (1) Beer on premise & retail wine

- ii) Travel Stop 216 & Village of Trees RV Resort
 - (1) Beer off premise & retail wine
- iii) Stokes Fresh Food Market
 - (1) Beer off premise & retail wine
- iv) Creekside 66
 - (1) Beer off premise & retail wine
- v) Snake River Queen
 - (1) Recreation parks liquor license, beer on premise & wine by the drink
- vi) Riverside Resort/Park
 - (1) Recreation parks liquor license, beer off premise, draft beer on premise & wine by the drink
- vii) Cassia County Fair Board & Rodeo
 - (1) Beer on premise

9:50 AM

MOTION: PAUL CHRISTENSEN, MEMBER MOVED TO APPROVE BEER AND LIQUOR LICENSES AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSES UNANIMOUSLY.

- c) The Board went off the record at 9:51 a.m.

20) 10:00 AM U.S. FOREST SERVICE TRAVEL MANAGEMENT PLAN DISCUSSION

- a) Loren Poppert addressed the Board regarding the U.S. Forest Service Travel Management Plan.
- b) Rules were put in place in 2005 for motorized travel and did not include not non-motorized travel.
- c) Poppert addressed open legal routes and the elimination of illegal routes stating concerns with water and drainage issues that result from usage of those unauthorized motorized routes.
- d) Every two years, the State of Idaho conducts a comprehensive analysis. They addressed the Birch Creek drainage and the Almo Creek drainage that is in danger of becoming impaired because of off-road vehicle use.
- e) Inventories were conducted some years ago and those findings were cited by Poppert.
- f) Poppert brought up concerns of the Board and addressed those issues.
- g) Poppert felt they are providing for handicapped or impaired uses. The Cassia Division is the most motorized and the Albion Division is the least motorized. Concerns were expressed regarding access to game along with those of archery hunters being able to get game out. There were concerns expressed regarding fuels as well as dead downed trees.
- h) The restriction of public access on roads that have been used for years was an overriding concern with the 2008 decision. It was also pointed out that local residents were not involved in making the decisions. Poppert disagreed, stating that locals are making these decisions.
- i) Chairman Crane opened the floor for questions and comments
- j) George Warrell addressed the Board citing concerns regarding heavy travel on the few roads that are accessible. He also brought up the issue of access for the handicapped public not having the opportunity to see other areas that are closed off. Warrell inquired about zero access on the Albion range as there are very few roads open. He said that presents safety problems as well. There is also very limited access at the top of Elba-Oakley grade.
- k) Gerald Marchant addressed the Board regarding work being done in Almo Park.
- l) Commissioner Christensen also addressed concerns and cited a concise letter sent that clearly was not in agreement with the U.S. Forest Service.
- m) Commissioner Kunau said he did not think that erosion on the roads are going to be as big a problem as cited by the U.S. Forest Service.
- n) Chairman Crane said he felt the County has been ignored.

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- o) Poppert stated that they attempted to have meetings in the fall of 2014 to discuss what would take place. They will reschedule that again for this fall to discuss what will happen and then set a plan.

21) INDIGENT MATTERS

10:30 AM CONVENE EXECUTIVE SESSION

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED THAT THE BOARD, PURSUANT TO IDAHO CODE § 74-206(1)(d), CONVENE IN EXECUTIVE SESSION TO CONSIDER MEDICAL INDIGENT MATTERS THAT ARE EXEMPT FROM PUBLIC DISCLOSURE AND VOTE TO DO SO BY ROLL CALL.

DENNIS CRANE, CHAIR	YES
PAUL CHRISTENSEN, MEMBER	YES
BOB KUNAU, MEMBER	YES

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

- a) Order of Dismissal: 2015024
- b) Notice of Continuance of Hearing: 2015010, 2015018, 2015022
- c) Notice of Lien: 2015071
- d) Release of Lien: 2015024
- e) Medical Utilization Management Review: 2015063, 2015069
- f) Present: 2015054, 2015055, 2015050, 2015069
- g) Certificate of Approval: 2015053, 2015052

10:52 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE THE MEDICAL INDIGENT ACTIONS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD ADJOURNED THE EXECUTIVE SESSION AT 10:52 AM.

22) 11:30 AM PRESENTATION OF ASSESSMENT VALUES BY ASSESSOR DAVIS

- a) Davis presented the Board with new property valuations as follows:
 - i) Full market value for 2014 was \$1,833,178,811.00 and full market value for 2015 is \$1,996,338,113.00; an increase of \$163,159,302.00.
 - ii) The 2014 exemption value was \$727,415,103.00 and the 2015 exemption value is \$753,240,520.00; and increase of \$25,825,417.00.
 - iii) 2014's taxable value was \$1,165,025,228.00 and 2015's taxable value is \$1,243,097,593.00; an increase of \$78,072,365.00.
 - iv) Commissioner Christensen asked about urban renewal amounts and Davis indicated those numbers went down due to depreciation in industrial properties.
- b) Commissioner Christensen asked what the net effect of the \$78,000,000.00 increase of value of property within Cassia County. The amount is minimal as it is that amount times the levy rate and is divided amongst all taxing districts that levy within the County.
- c) Davis stated they have had very few Board of Equalization situations even though some appraisers and realtors have thought valuations were high for Cassia County. He nonetheless was confident they are in compliance with the State.

EXECUTIVE SESSIONS AS NEEDED IC §74-206(1)(a) or (b)

23) 1:48 AM CONVENE EXECUTIVE SESSION

MOTION: PAUL CHRISTENSEN/BOB KUNAU, MEMBER, MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74-206(1)(b), CONVENE IN EXECUTIVE SESSION TO CONSIDER PERSONNEL MATTERS EMPLOYEE EVALUATION. BOB KUNAU/PAUL CHRISTENSEN SECONDED THE MOTION, FOLLOWED BY A ROLL CALL VOTE:

DENNIS CRANE, CHAIR	YES
PAUL CHRISTENSEN, MEMBER	YES
BOB KUNAU, MEMBER	YES

THE BOARD ADJOURNED THE EXECUTIVE SESSION AT 2:43 PM WITH NO ACTION NECESSARY.

2:43 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO ADJOURN. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

24) 2:43 PM ADJOURNMENT

APPROVED:

/s/ _____

Dennis Crane, Chairman

CLERK OF THE BOARD:

/s/ _____

Joseph W. Larsen

**ATTACHMENT:
COUNTY PAYABLES
08/03/2015**

8/3/2015

COUNTY EXPENDITURES

	DEPARTMENT	FUND/DEPT	AMOUNT
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$171.89
	AUDITOR & RECORDER	104.402	\$78.17
	TREASURER	104.404	\$0.00
	ASSESSOR	104.405	\$569.70
	AGRICULTURAL EXTENSION	104.410	\$0.00
	COUNTY BUILDING	104.411	\$403.34
	JUDICIAL CENTER	104.412	\$187.81
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$159.13
	GENERAL	104.415	\$418.65
	CIVIL DEFENSE	104.416	\$0.00
	COUNTY ELECTIONS	104.417	\$0.00
	COUNTY ADMINISTRATION	104.419	\$113.59
	VETERANS SERVICE OFFICER	104.421	\$0.00
CURRENT EXPENSE FUND TOTAL			\$2,102.28
Dedicated Funds	SOCIAL SERVICES	105.502	\$3,600.00
	CASSIA COUNTY COURTS	106.602	\$20.30
	COUNTY ROAD & BRIDGE	107.707	\$1,478.19
	WEED & PEST	108.708	\$0.00
	SOLID WASTE	109.709	\$0.00
	AMBULANCE SERVICE	110.710	\$6,000.00
	FAIR EXHIBITS	111.711	\$0.00
	HISTORICAL SOCIETY	112.712	\$0.00
	COMMUNITY COLLEGE	113.713	\$0.00
	REVALUATION	114.714	\$376.44
	9-1-1 COMMUNICATIONS	115.715	\$0.00
	CONSOLIDATED ELECTIONS	116.716	\$113.34
	COUNTY WATERWAYS	117.717	\$0.00
	COUNTY SNOWMOBILE	118.718	\$0.00
	ASSESSOR TRUST	123.323	\$0.00
	EMERGENCY MEDICAL SERVICE	133.733	\$6,499.98
	NARCOTICS SEIZED ASSETS	134.334	\$0.00
	CASSIA DRUG TASK FORCE	136.736	\$0.00
	D.A.R.E. TRUST	137.737	\$0.00
	PHYSICAL FACILITIES	144.744	\$401.49
	ADULT MISDEMEANOR PROBATION	149.749	\$933.46
	VIOLENT PREDATOR ACCOUNT	150.750	\$0.00
	BOX ELDER COUNTY BOOKMOBILE	151.751	\$0.00
	WIDOW BENEFIT TRUST	198.798	\$0.00
	DEDICATED FUNDS TOTAL		
130 Justice Fund	JUSTICE FUND	130.330	\$0.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	CONFLICT PUBLIC DEFENDER	130.804	\$484.85
	JUVENILE JUSTICE	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$67.66
	PUBLIC DEFENDER	130.808	\$0.00
	CORONER	130.809	\$0.00
	LAW ENFORCEMENT BUILDING	130.812	\$3,108.10
	SHERIFF - PATROL	130.821	\$1,565.32
	SHERIFF - INVESTIGATIONS	130.822	\$69.98
	SHERIFF - DISPATCH	130.823	\$0.00
	SHERIFF - ADMINISTRATION	130.824	\$1,249.34
	M-C CRIMINAL JUSTICE CENTER	130.827	\$0.00
	M-C JUVENILE DETENTION CENTER	130.828	\$0.00
	JUSTICE FUND TOTAL		
TOTAL EXPENDITURES			\$28,070.73