



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, January 5, 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

Paul Christensen

Bob Kunau

Prosecuting Attorney:

Administrator:

Clerk of the Board:

Doug Abenroth

Kerry D. McMurray

Joseph W. Larsen

Others:

Ruthe Hobbs, Citizen

Dwight Davis, Assessor

Sherry Baker, Citizen

Patty Justesen, Treasurer

- 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, AUDITOR MATTERS
 - a) 9:05 AM CALENDAR
 - i) Swearing in of 2014 General Election elected officials next Board meeting on January 12, 2015
 - ii) Idaho Association of Counties (IAC) Midwinter Legislative Conference in Boise for elected officials on February 2nd through 4th
 - iii) IAC District IV Elected Officials meeting at 6:30 a.m. Tuesday, February 3rd at the IAC Conference
 - b) 9:05 AM CORRESPONDENCE
 - i) Letter from Public Defender Interim Committee requesting input. Commissioner Christensen recommended a response regarding Justice Fund caps. Abenroth reviewed the request and recommended being proactive and have the Board enumerate their concerns. He further recommended that it be placed on the next joint Public Defender meeting agenda and everyone express their concerns to provide the basis for a response.
 - ii) A late Christmas card from Idaho State University
 - c) 9:06 AM PERSONNEL
 - i) The Board reviewed and approved the timecard of Road and Bridge Supervisor Sam Adams.
 - ii) Report from the Auditor's office on employee accrued time.

CASSIA COUNTY COMMISSION

REGULAR SESSION

Monday, January 5, 2015

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d) 10:00 AM APPROVAL OF MINUTES

10:00 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE MINUTES OF THE BOARD FROM DECEMBER 22, 2014. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

e) 9:12 AM JUNIOR COLLEGE RESIDENCY APPLICATIONS

i) The Board reviewed 14 CSI Junior College Residency Applications; three high school dual credit and 11 non-dual credit applications.

9:12 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE 14 CSI JUNIOR COLLEGE RESIDENCY APPLICATIONS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

f) 10:22 AM COUNTY PAYABLES

CURRENT EXPENSES	104	\$28,726.57
SOCIAL SERVICES FUND	105	\$38,757.96
DISTRICT COURT FUND	106	\$3,266.52
COUNTY ROADS & BRIDGES FUND	107	\$182.40
REVALUATION FUND	114	\$312.70
911 COMMUNICATIONS FUND	115	\$369.10
JUSTICE FUND	130	\$14,143.28
PHYSICAL FACILITIES FUND	144	\$97.50
ADULT MISDEMEANOR PROBATION	149	\$5,568.31
	TOTAL	\$91,424.34

10:22 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE COUNTY PAYABLES DATED JANUARY 2, 2015. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

g) 9:07 AM COUNTY ROAD AND BRIDGE

i) Road and Bridge has dealt with some snow this past week.
ii) They are gearing up for working with water runoff if the snow melts.

h) 9:08 AM BUILDING AND GROUNDS MATTERS

i) Moldy carpet was removed from one of the County apartments.

i) 9:07 AM GATEWAY MATTERS

i) A conference will be held later this month in North Carolina regarding underground high voltage lines that Brent Stoker will be attending to gather information.
ii) The Gateway West Task Force will be meeting soon.

j) 9:09 AM AUDITOR MATTERS

i) Larsen provided the Board with a number of matters for consideration he put in written form so as not take excessive time at the meeting.
(1) County mail issues – Larsen recommended getting a central mail box divided into each of the courthouse departments for the U.S. Postal Service to divide mail for the County rather than the Auditor’s office being responsible for receiving, dividing, and housing the County mail. It is disruptive to the Auditor’s office which deals with accounting of funds each morning.

- (2) Credit card issues – administrative access of credit card information by way of Zions Bank’s online capabilities where the Auditor is the custodian of all County financial records. That will better facilitate tracking of credit card charges for timely payment.
- (3) Quarterly financial report – previously emailed to the Board members for their review to see the amount of expenditures FY2015 to date. Areas of concern were highlighted and starred for the Board to determine if they wish to visit with any department heads regarding those concerns.
- (4) Law enforcement agreement – it was recommended to have in place an alternative plan in the event that agreement with the City of Burley does not carry forward to timely facilitate budgeting ramifications at any time in the future that could occur.
- (5) Reserve Employee Compensation – a protocol has been requested in the past as to how those budgeted funds would be used to assist departments when employees with accrued time would need to be paid out at the conclusion of their employment. Department heads need to know the limitations of their request for the use of those funds.
- (6) Budget workshop recommendations for FY2016 – it was recommended to only have departments provide “B” budget recommendations minus employee compensation lines with accompanying detailed explanations for requested changes. Also, have department heads identify or recommend the source of additional funding that would be needed to satisfy those requests. That information would be provided for the Board’s review prior to the workshops so a preliminary decision can be made regarding the “B” budget requirements at the workshop. As requested by Chairman Crane, it is recommended to also defer requests for increases in rate of pay for employees as that is a function of the funds remaining after meeting “B” budget necessities. This will help to expedite the budgeting process.

ii) Chairman Crane indicated they would look the recommendations over and discuss it at a later time.

2) 9:10 AM REVIEW AND EXECUTE ANNUAL ROAD AND BRIDGE REPORT

- a) Lead Auditor Heather Evans reported that the downloaded fillable PDF file had problems and they had to complete it by typing it into a blank form.
- b) The completed report was reviewed by the Board for their approval.

9:30 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE AND SIGN THE ANNUAL ROAD AND BRIDGE REPORT AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

3) 9:13 AM EXECUTE LETTER TERMINATING CONTRACT WITH DEPARTMENT OF ADMINISTRATION

- a) Abenroth read a proposed letter to terminate the existing contract for data sharing with the Department of Administration.
- b) As per the contract agreement, it will be terminated March 6, 2015, which is 60 days following the date of the letter of notice of termination.
- c) Davis recommended not giving information for the latest data if requested to the department of Administration. The latest information they have is from a couple of years ago.

9:15 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE LETTER OF TERMINATION FOR DATA SHARING BETWEEN THE COUNTY AND THE DEPARTMENT OF ADMINISTRATION AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

9:20 AM REVIEW ERRONEOUS LEVIES ON PARCELS:

- d) The Assessor’s office made tax code area changes on five parcels in error affecting Cassia County schools, North Cassia Fire district, and the Minidoka County schools levy districts.

- e) Two parcels were not affected. Three parcels were over-assessed a total of \$621.76.
 - f) The taxing districts and taxpayers need to be made whole that were involved in the error. The Commissioners have the right to do that according to Idaho Code 63-1302 and 63-810(b).
 - g) The Assessor's office mapper is overlaying layers of the taxing district with the parcels to identify if the parcel is incorrect. They will go through all taxing areas in the County going forward.
 - h) Justesen said the taxes just can't be cancelled according to Trudy at the State Tax Commissioner. The abstract values were submitted in July 2014 and taxing districts have based their budgets on those values. That is set in stone according to Justesen.
 - i) Justesen further stated that a second option was to grant a total cancellation of taxes on the three affected parcels and re-bill them by putting them on the sub sub roll.
 - j) All three parcel owners have paid their first tax payment overpaying.
 - i) Fletcher overpaid \$169.66
 - ii) Darrington overpaid \$280.86
 - iii) Goldaraz overpaid \$171.21
 - k) One taxpayer payment has been already received and the taxing district has received their allocation. The other two are part of the December turnover which will take place next week. Justesen would like that rectified before reports are done.
 - l) Justesen said she needs to know if the taxes due this year will be completely cancelled and restart or if it would be corrected on next year's taxes.
 - m) Commissioner Christensen asked that Justesen do more research and make a recommendation.
 - n) Justesen said it is not an easy fix. Commissioner Kunau asked if this had happened before and she said she was not aware of it if it had.
 - o) Davis suggested that our legal representation discuss it with Justesen as he read things a little differently in the code he referred to.
 - p) McMurray said he will put the matter back on the agenda next week.
- 4) 9:30 AM INDIGENT MATTERS

9:30 AM EXECUTIVE SESSION

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

- a) Social Services Director Susan Keck reported that Indigent claims for FY2014 were up 22% over FY2013, which seemed to indicate little gravitation towards Obamacare enrollment.
- b) The Board asked Keck if people were being made aware of the Affordable Care Act. She said many of the individuals that could have opted for Obamacare chose not to do so due to costs.

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

- c) Case Presentation: 2014108
- d) Certificate of Denial: 2014109 (partial)
- e) Certificate of Approval: 2014109 (partial), 2014122
- f) Notice of Lien and Application for Medically Indigent Benefits: 2014121
- g) Payment Deferral Request: 2009028
- h) The Board determined to have Keck write a letter to applicant 2009028 to request that person keep the Board aware of the situation at hand and to catch up with past due payments when possible.

10:52 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 10:52 AM.

5) 10:00 AM REVIEW AND EXECUTE RESOLUTION NO. 2015-001 ADOPTING NOTICE OF REGULAR OPEN MEETINGS

- a) McMurray explained Resolution No. 2015-001 was to keep in compliance with Open Meeting Law for County meetings that are held at least monthly.
- b) There was only one change in meeting times. That was with the Planning and Zoning meeting which has changed from 2:00 p.m. to 3:00 p.m. on the third Thursday of the month.

10:01 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE RESOLUTION NO 2015-001 ADOPTING NOTICE OF REGULAR OPEN MEETINGS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

6) 9:55 AM REVIEW AND EXECUTE RESOLUTION NO. 2015-002 REGARDING DESTRUCTION OF COUNTY ELECTION RECORDS

- a) McMurray explained that registration cards need to be retained for at least five years. After that, as listed in Exhibit A, they can be destroyed.
- b) Detailed miscellaneous election records that need to be retained at least two years, as listed in Exhibit B, are beyond that time requirement and can be destroyed.

9:55 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE RESOLUTION 2015-002 TO APPROVE DESTRUCTION OF COUNTY ELECTION RECORDS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- c) Larsen explained that they are working to destroy records along the way rather than once a year. The Auditor's department also desires to gravitate records from the basement of the Adult Misdemeanor Probation facility to the storage area on the third floor of the courthouse as they have some records that have been exposed to moisture and are moldy.

7) 10:03 AM DELIBERATE ON BOX ELDER BOOKMOBILE CONTRACT FOR 2015

- a) Three copies of the contract for the Box Elder Bookmobile that serves the southern part of the County.
- b) The contract provides for 56.8 annual service hours at a cost of \$5797.00 as per the contract.
- c) McMurray indicated there are sufficient budgeted funds and enough collected to cover the amount. He pointed out that no tax money is used as this is collected in another manner.

10:04 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE CONTRACT FOR THE BOX ELDER BOOKMOBILE FOR 2015 AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

10:23 AM EXECUTIVE SESSION

MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PENDING LITIGATION UNDER IDAHO CODE SECTION 67-2345(1)(F). 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 10:34 AM.

8) 10:35 PM ADJOURNMENT

APPROVED:

/s/ _____

Dennis Crane, Chairman of the Board

ATTEST:

/s/ _____

Joseph W. Larsen, Clerk of the Board