



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 26, 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

Others:

Ruthe Hobbs, Citizen

Bob Kunau

Clerk of the Board:

Joseph W. Larsen

1) 9:07 AM AMENDMENT TO AGENDA

9:07 AM

MOTION: COMMISSIONER KUNAU MOVED TO ADD TO THE AGENDA DISCUSSION ABOUT A PUBLIC RECORD REQUEST REGARDING CURRENT HERD DISTRICTS AND DISCUSSION REGARDING AN EMAIL FROM ROGER LEE THAT CAME AFTER THE AGENDA WAS PUBLISHED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

a) Email regarding the Geothermal Project:

i) Roger Lee who expressed interest in the geothermal project requested additional information. Commissioner Christensen recommended McMurray respond that the County has no additional information to what was recorded in the Board's minutes from April 5, 2013. Also, no additional applications have been made with the Building Department. The Board concurred and McMurray will respond.

b) Herd District Public Records Request:

i) A request was received by Mapper Todd Quast concerning County herd districts. A County ordinance was passed regarding changes in the Jackson Herd District recently. Quast will assure correct mapping of those changes to respond to the request appropriately.

2) 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, AND GATEWAY MATTERS

a) 9:05 AM CALENDAR

i) Joint Public Defender meeting at 7:30 a.m. Tuesday, January 27th at the Commission Chambers

ii) Joint Justice meeting at 8:00 a.m. Tuesday, January 27th at the Commission Chambers

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- iii) Idaho Association of Counties (IAC) Midwinter Legislative Conference in Boise for elected officials on February 2nd through 4th
- iv) IAC District IV Elected Officials meeting at 6:30 a.m. Tuesday, February 3rd at the IAC Conference
- v) No Board meeting the week of February 2nd due to the IAC Midwinter Legislative Conference in Boise
- vi) Southern Idaho Solid Waste District meeting at 10:00 a.m. Wednesday, January 28th for Commissioner Christensen
- vii) ICRMP Board meeting on Monday, February 2nd for Commissioner Christensen
- viii) South Central Public Health Department Board meeting on Wednesday, January 27th in Twin Falls for Commissioner Kunau
- ix) Mini-Cassia Central Republican Committee's Lincoln Day Celebration from 12:00 to 3:00 p.m. Saturday, February 28th at Morey's
- x) Lunch meeting with the Magistrate Judges for discussion of the SCRAM units and the Jail at 12:00 p.m. Thursday, January 29th for the City and County Prosecutors, Public Defender's, Adult Misdemeanor Probation, Commissioners, and Auditor/Clerk of the Board
- xi) An Auditor from the Office of Energy Resources will be in and on top of County buildings on Wednesday and Thursday, January 28th and 29th.
- xii) Employee Benefits Committee meeting at 11:00 a.m. Thursday, January 29th
- b) 9:05 AM CORRESPONDENCE
 - i) Invitation to the Cassia Regional Medical Center Simulation Education Center grand opening on February 4th
 - ii) Invitation to the Twin Falls County Republican Lincoln Days Banquet to be held 6:00 p.m. Saturday, February 28th
 - iii) Email from Judge Hodges about where we were on the project of window installation in the doors of the Juvenile Probation office. McMurray reported that the project was completed by Rupert Glass at a total cost of \$450 for three doors.
 - iv) Invitation to a VIP screening of "Bravo! Common Men, Uncommon Valor" in conjunction with the Welcome Home Vietnam Veterans Day.
 - v) Chairman Crane discussed talking with Cleve Smith about Elk Depredation issues. A FLAG meeting will be scheduled sometime in February to discuss the matter.
- c) 11:23 AM PERSONNEL
 - i) CHANGE OF STATUS
 - (1) MINI-CASSIA CRIMINAL JUSTICE CENTER
 - (a) Voluntary resignation of Senior Deputy Jacob Coleman Mitchell effective January 16, 2015
 - (2) SNOWMOBILE
 - (a) Ratify previous tentative approval by Chairman Crane of Temporary Grooming Operator Rodney Christensen effective November 1, 2014 to March 1, 2015.
 - (b) Ratify previous tentative approval by Chairman Crane of Temporary Grooming Operator Skyler Mills effective November 1, 2014 to March 1, 2015.
 - (c) Ratify previous tentative approval by Chairman Crane of Temporary Grooming Operator Bryan Catmull effective November 1, 2014 to March 1, 2015.
 - (3) WEED CONTROL
 - (a) Increase in rate of pay for crew supervisor and maintenance foreman Mark Bryngelson
 - (b) The Board did not approve this Change of Status and deferred to discuss the matter further with department head Gordon Edwards.

11:23 AM

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

ii) Review and approval of revised timecard of Road and Bridge Supervisor Sam Adams

d) 11:54 AM APPROVAL OF MINUTES

11:54 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE MINUTES OF THE BOARD FROM JANUARY 12, 2015. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

e) 11:05 AM JUNIOR COLLEGE RESIDENCY APPLICATIONS

i) The Board reviewed 33 CSI Junior College Residency Application recommendations as follows:

- (1) Five CSI high school dual credit approvals
- (2) 27 other approvals
- (3) One denial

11:05 AM

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

f) 11:54 AM COUNTY PAYABLES

CURRENT EXPENSE FUND	104	\$21,051.74
SOCIAL SERVICES	105	\$1,708.83
DISTRICT COURT FUND	106	\$136.76
COUNTY ROAD & BRIDGE FUND	107	\$3,140.00
WEED & PEST FUND	108	\$4,716.34
SOLID WASTE FUND	109	\$11,900.00
COUNTY ELECTION FUND	116	\$1,122.57
COUNTY SNOWMOBILE FUND	118	\$2,103.36
JUSTICE FUND	130	\$315,065.59
D.A.R.E TRUST	137	\$110.06
PHYSICAL FACILITIES FUND	144	\$10,870.77
ADULT MISDEMEANOR PROBATION	149	\$5,869.10
	TOTAL	\$377,795.12

11:58 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE COUNTY PAYABLES DATED JANUARY 23, 2015. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

g) 11:39 AM COUNTY ROAD AND BRIDGE

- i) Chairman Crane discussed the potential purchase of 10,000 gallons of fuel while the prices are low.
- ii) McMurray commented that the purchase of a 14,000 gallon tank presents issues with EPA. They are looking for a tank with a capacity under 10,000 gallons.
- iii) The estimate of time to have a tank purchased and in place is approximately three months.
- iv) Road and Bridge personnel are currently graveling roads.

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- h) 9:21 AM BUILDING AND GROUNDS MATTERS
 - i) McMurray reported on a window that needs replaced that is cracked in the Commission Chambers as it poses a safety concern.
 - ii) Replacing a single pane carries no warranty. A warranty is included with a new thermal window. The cost differential was small so bids were received for only a window replacement as follows:
 - (1) Rupert Glass – \$972.21
 - (2) NuVu Glass – \$1,737.43
 - (3) Whitehead Home and Energy – \$1,768.00
 - iii) Christensen asked if the windows were Low E. It was pointed out the Rupert Glass window bid was.

9:23 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE LOW BID WITH RUPERT GLASS FOR THE WINDOW REPLACEMENT IN THE AMOUNT OF \$972.21 AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- iv) Aabenroth expressed appreciation for the installation of the heating system in the Prosecuting Attorney's office which rectified noise issues there.
- i) 11:43 AM GATEWAY MATTERS
 - i) Gateway Task Force Chairman Brent Stoker is out of town attending meetings.
 - ii) He will be contacted by Commissioner Kunau when he returns to plan a Gateway Task Force meeting with the Board.
- 3) 9:18 AM REVIEW IDAHO PUBLIC UTILITIES COMMISSION CASE NO. IPC-E-14-41, PAC-14-11
 - a) Commissioner Kunau reported that this IPUC case deals with the exchange of certain assets between Idaho Power and Rocky Mountain Power.
 - b) The Board determined there was no need to comment on the matter.
- 4) 9:20 AM REVIEW BURLEY HIGHWAY DISTRICT DECEMBER 2014 HOWELL CANYON MAINTENANCE REPORT
 - a) The Board received the Burley Highway District Quarterly Report for the final quarter of 2014 which included the following:
 - i) Snow Removal Expenses per month
 - ii) Maintenance Expenses per month
 - iii) Howell Canyon U.S. Bank Check Register
 - iv) Howell Canyon State Treasurers Check Register
- 5) 9:25 AM DELIBERATE ON RESOLUTION NO. 2015-003 REGARDING AMENDMENT TO STANDARD MILEAGE REIMBURSEMENT RATE
 - a) McMurray explained the new IRS published rate for standard mileage reimbursement increased from \$0.56 to \$0.575 per mile.
 - b) Commissioner Christensen felt with the lowering of gas prices, there is no need to increase the reimbursement rate by the additional \$0.015 per mile.

9:27 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO LEAVE THE MILEAGE REIMBURSEMENT AT THE CURRENT RATE OF \$0.56 PER MILE AND NOT APPROVE RESOLUTION NO. 2015-003 ADJUSTING TO THE IRS STANDARD MILEAGE REIMBURSEMENT RATE AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 6) 9:25 AM DECISION ON WHETHER TO HAVE A SPECIAL MEETING ON FEBRUARY 17, 2015
 - a) The Board asked whether Social Services or the Auditor's office would need to meet the week in question to complete necessary actions. It was determined that they would not need to meet.

9:31 AM

MOTION: COMMISSIONER KUNAU MOVED THAT THE BOARD NOT HOLD A SPECIAL MEETING THE WEEK OF FEBRUARY 16TH. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

7) 9:32 AM EXECUTIVE SESSION FOR PERSONNEL MATTERS IC-67-2345(B) – BOARD ROOM

9:32 AM **EXECUTIVE SESSION**

MOTION: COMMISSIONER KUNAU MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PERSONNEL MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(A). COMMISSIONER CHRISTENSEN SECONDED THE MOTION. A ROLL CALL VOTE WAS UNANIMOUS WITH CHAIRMAN CRANE, COMMISSIONER CHRISTENSEN, AND COMMISSIONER KUNAU VOTING IN THE AFFIRMATIVE. THE BOARD RETURNED TO REGULAR SESSION AT 9:48 AM.

8) 2:05 PM UNANTICIPATED REVENUE SEATBELT GRANT – SHERIFF HEWARD

- a) Heward reported on a grant for reimbursement for seatbelt training conducted by officers in his department. That work was done using overtime hours for those officers and Heward requested the reimbursement offset that line item in the budget.
- b) Heward also reported on a \$6,300 purchase of light bars for law enforcement vehicles that they will be reimbursed for from a grant offsetting those expenditures.
- c) Commissioner Christensen asked what would be done with existing light bars. Heward reported that three of the cars have only visor lights and the other two have no lights.

2:06 PM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE UNANTICIPATED REVENUE FROM GRANTS BE ALLOWED TO OFFSET THE LINE ITEM EXPENDITURES AS PRESENTED BY SHERIFF HEWARD. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

9) 9:45 AM DEPARTMENT HEAD MEETING

- a) JAY HEWARD – SHERIFF
 - i) In December, the sheriff's office applied for grants for reimbursement through the State of Idaho for seatbelt training and for the purchase of light bars for law enforcement vehicles. They had to provide to the State a report on manpower and hours for reimbursement of those expenses.
 - ii) Heward reported the reimbursement proceeds from the State in the amounts of \$2,477 and \$2,758 to the Auditor's office. Other grant reimbursement proceeds are anticipated. An equipment grant for the reimbursement of the costs for purchase of light bars will also be forthcoming once a copy of the invoice is provided to the State.
 - iii) They have utilized overtime for Search and Rescues conducted in the mountain areas of the County.
 - iv) Employee evaluations are being conducted in their department at this time.
- b) PATTY JUSTESEN – TREASURER
 - i) Justesen provided the Board with the Statement of Treasurer's Cash, the 2013 Urban Renewal Report, the Quarterly Joint Report, and the Quarterly Fund Balance Report.
 - ii) She indicated that \$1 million more in property taxes were collected this year than last year.
 - iii) They currently only have one situation that may need to be taken to tax deed sale.
- c) DWIGHT DAVIS – ASSESSOR
 - i) Revaluations are currently being worked on.
 - ii) Davis was asked to serve on the State Urban Renewal ad hoc committee chaired by Representative Rick Youngblood of Nampa. They have been addressing concerns of Idaho counties. The process is going well and they are making headway.

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- iii) Ag questionnaires have been sent out and they have received a few back.
- d) JOE LARSEN – CLERK
 - i) Courts have a new Administrative Order on weapon restrictions which will require all to pass through the magnetometer for safety purposes at the CCJC.
 - ii) An election will be held on March 10th for a proposed \$35 million bond for the Joint Cassia County Schools and for a levy override for the Power County School District for residents in the east part of the County.
 - iii) The Recorder’s office is currently doing record organization and archiving for the famous Gobo Fango and Diamondfield Jack cases. Former Rep. Max Black and former deputy recorder Renae Moncur met last week and we will be consolidating many record sources to Cassia County to be digitized. A copy will be provided to the State Historical Society.
 - iv) The Auditor’s office is in the middle of the Board’s required outside audit with Jeff Poulsen from Evans, Poulsen, and Catmull, CPA’s. Information is being provided to Poulsen as requested.
 - v) Federal PILT payments will be fully funded for FY2015. That accounts for about \$2 million of a \$19 million budget or roughly 15%. We will again hope for permanent funding with the new Republican majority Senate as they do their appropriations, but must always keep in mind what it might be like to suffer a 15% loss of what we are currently accustomed to spending in Cassia County.
- e) DOUG ABENROTH – PROSECUTING ATTORNEY
 - i) Abenroth has contacted the Trial Court Administrator and the Twin Falls County Prosecutor regarding an administrative order from Judge Bevans for safety. It appears there will be a less onerous amended order that will come forward for weapons, guns, and screening.
- f) KERRY MCMURRAY – ADMINISTRATOR
 - i) McMurray reviewed with the Board the December Building Report which included one Agricultural Siting Permit and five building permits.
 - ii) Also provided was a 2014 yearend Building Report which included 173 total permits with total fees in the amount of \$182,263.54.
 - iii) The Building Department continues to work steadily. Dave Zanone is leaving for a building conference for a week to stay up on current code and maintain building official certification.
 - iv) The Planning and Zoning Commission has been working on some zoning ordinance amendments. A hearing is scheduled for February 19th on items they have made decisions on.
 - v) A request from East Valley Cattle to amend zoning ordinances for Administrative approvals will also be heard during the hearing on Feb 19th. They will then recommend to the Board their decisions.
- g) AMBER PREWITT – ADULT MISDEMEANOR PROBATION
 - i) Prewitt reported they are still recruiting for two Probation Officer positions. They have had a difficult time getting qualified candidates at the entry level wages.
 - ii) They currently have 640 probationers and are supervising 168 of them.
 - iii) Floor installation at the Adult Misdemeanor Probation office will take place soon.
- h) DARWIN JOHNSON – MINI-CASSIA CRIMINAL JUSTICE CENTER
 - i) Johnson reported on an inmate fight that took place over the weekend.
 - ii) They also booked 30 inmates in over the weekend.
 - iii) One shower tile replacement has taken place and has been put into use. They are working on the replacement of another shower currently.
 - iv) They are currently housing 159 inmates.
 - v) They will begin their Idaho Jail Standards inspection in April.
 - vi) At the present time, the jail is down one employee.

- i) GORDON EDWARDS – WEED AND PEST CONTROL
 - i) Edwards provided the Board with an Idaho Invasive Species Watercraft Program Five Year Review
 - ii) There were 105 vessels found transporting mussels in 2014. Lake Powell has raised the mussel threat to Idaho. Also, Deer Creek Reservoir near Heber City, Utah is infested with Zebra Mussels. Edwards reported they are anticipating a 50% increase in water costs in Provo, Utah to overcome the problem.
 - iii) It was pointed out that Idaho is not only a destination but also an area of transition which compounds the threat. Keeping up vigilance is vital.
 - iv) Walker Ranch has completed their seismographic work. They drilled two test wells for hot water; one on private ground and one on BLM ground.
 - v) County Weed personnel are looking to see that there are no weed problems there as a result of their drilling work.
 - vi) Edwards reported on the expansion of the Idaho Designated Surveillance Area for brucellosis. He also provided the Board with a map of the designated areas.
 - vii) The Weed Department is currently working on the rebuilding of their equipment for the spring.
 - j) CRAIG RINEHART – CORONER
 - i) Not Present
 - k) JOEL PACKHAM – EXTENSION AGENT
 - i) Packham provided a copy of the University of Idaho Extension Cassia County Update.
 - ii) It was reported that the Master Gardener Program had been cancelled. Not enough people had signed up for that.
 - iii) Various seminars, training, and workshops have been scheduled.
- 10) 10:30 AM FOLLOW-UP ON CLERK’S OFFICE MATTERS
- a) TOREUP DOCUMENT DESTRUCTION
 - i) There are number of court hearing-related cassette tapes at the CCJC that a judicial order has been received to destroy.
 - ii) ToreUp proposed putting in six bins in the County at various locations to destroy documents along the way as it is approved by the Board. Costs for doing such would not exceed the costs of previous years.
 - iii) The Board recommended proceeding forward at about half the cost of what it was last year inasmuch as it was an unusual year for destruction of additional documents from the CCJC.
 - iv) It was pointed out that instructions should be put in place as well as monitoring of ordinary County-shredding versus that which would take place through ToreUp of sensitive documents.
 - v) Chairman Crane recommended a policy of what goes in the ToreUp boxes.
 - vi) It was determined that McMurray and Larsen would work together to put together a protocol.
- 10:33 AM**
- MOTION: COMMISSIONER CHRISTENSEN MOVED TO HAVE MC MURRAY AND LARSEN MOVE FORWARD WITH AFFOREMENTIONED RECOMMENDATIONS FOR APPROVED DESTRUCTION OF COUNTY DOCUMENTS THROUGH TOREUP. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**
- b) CREDIT CARD ISSUES
 - i) It was clarified that the Auditor’s office desire for an administrative password is for responsibility and access to the online reporting. As custodian of those records, the Auditor’s should have unfettered control over that data and disseminating as requests come to the Auditor’s office.

- ii) There is no desire or need for the Auditor's office to oversee credit card issuance and spending restrictions.
 - iii) Lastly, we need to monitor it before the problems occur rather than after in curtailing invoice payments, inventory control, and meeting payment deadlines to avoid finance fees and interest.
 - iv) New signature cards at Zions Bank in Larsen's opinion should include just Chairman Crane, Administrator McMurray, Auditor Larsen, and Deputy Auditors Heather Evans and Carrie Merrell.
 - v) Larsen recommends the Board to approve issuance of Zions Credit Cards for all non-Zions Credit Cards in the County to facilitate that reporting and inventory.
 - vi) Sheriff Heward discussed limits on credit cards but supported the move from Key Bank credit cards they hold over to Zions Bank. Chairman Crane indicated the issue at hand has been late payments of credit cards that could be monitored by the Auditor's office with the internet access.
 - vii) Larsen said the limits could be loosened up to allow trust to department heads to use appropriately.
 - viii) Sheriff Heward asked if elimination of other charge cards would be appropriate once the Zions Bank Cards are issued. It was suggested that it would be.
 - ix) The Board was in favor of the proposals for the Auditor's office to have administrative oversight of Zions Bank online financial reporting, issuance of all County credit cards through Zions Bank and eliminating Key Bank credit cards and others as necessary, and new signature cards with Zions Bank for all credit card-related accounts as recommended.
- c) MAIL PROCESS
- i) McMurray's office is working with Postmaster Gene Egbert to see if a discount would be possible in getting a courthouse mail receptacle that would provide a box or unit for each office in the building as well as a couple of parcel boxes and a drop box for mail.
 - ii) Discussion took place regarding inter-department mail options. Larsen's research showed very few slotted options, but recommended that those at the Cassia County Judicial Center (CCJC) and the courthouse who desire inter-department mail be provided that option.
 - iii) They could be located next to the U.S. Postal Service distribution box discussed last Board meeting.
 - iv) McMurray and Larsen will continue to work on this solution.
- d) EMPLOYEE COMPENSATION RESERVE POLICY
- i) Larsen and McMurray had consulted with Twin Falls County regarding their Employee Compensation Reserve Policy. They include it just as a line item in the General Fund. The Auditor's office incorporates that in compensation at employee termination following Board approval.
 - ii) Twin Falls County's Employee Policy does not specifically address limitations, but in each area such as sick time, vacation time, comp time, etc. there is a limit.
 - iii) Larsen reiterated making changes in employee compensation to better facilitate the Affordable Care Act by consolidating compensation into base pay as much as possible. Those changes should also be addressed by way of changes in the Employee Personnel Handbook.
 - iv) McMurray provided a rough draft for consideration for that policy. He will continue to work on that. His suggestion included that the Employee Compensation Reserve Fund be a line item in the General Budget to take care of vacation and comp time up to the allowed 40 hours as outlined in the County Personnel Policy upon cessation of a person's employment. Additional burden would be taken care of by the individual department or curtailed by appropriate management along the way.
 - v) Accrued time would come out of departmental budgets and when the new Employee Compensation Reserve Policy is adopted with limitations, any additional payment would also be derived from the departmental budget.

e) FISCAL YEAR 2016 BUDGET WORKSHOP PROCESS

- i) Larsen is going to work with Stephenson on the layout of the budget papers to segregate "A" budget items and related "B" budget items from the rest of the "B" budget items.
- ii) He asked the Board if they would like that to just be eliminated from the budget paperwork altogether and instead, include a narrative of changes in the number of employees recommended by department heads and pay grade changes due to retirement.
- iii) By adopting this option, it would facilitate Chairman Crane's request to not address comment or requests for any rate of pay increases by department heads as that would be addressed after "B" budget requests are considered. That would allow allocation of anticipated revenues towards those expenses to see what would be possible to be considered for rate of pay increases.
- iv) Larsen said a line item page with reasoning for requests would help streamline the budgeting process. They will then be provided to the Board and some decisions can be made during the workshop rather than just reiterating the written requests and reasoning for budget amounts.

f) INTER-COUNTY FINANCIAL RECORD REQUESTS

- i) Larsen asked if all requests should be met as requested or should they be reviewed by Abenroth and/or the Board to determine appropriateness of requests.
- ii) He also asked what employee compensation requests should be provided to protect individual employee's private information.
- iii) Abenroth suggested reviewing requests on a case by case basis.

g) CCJC ISSUES

- i) A two-way mirror was purchased to facilitate the Security Office observing patron entrance through the north entryway. That has been installed by the Courts.
- ii) There are two pamphlet racks that need to be installed in the public record viewing area. Grounds Supervisor Craig Munoz helped with marking those racks for placement. Authorization and how that will be done just needs the Board's approval.
- iii) Larsen suggested review of the food and drink policy to either exclude his requirement of enforcement or easing up those requirements since it is not being followed anyway. The Board felt that since improvements have taken place in the courthouse as well, that as long as there haven't been problems with spillage, it would be appropriate to review the policy.

11) 11:08 AM DELIBERATE ON ELECTIONS SYSTEM & SOFTWARE, LLC (ES&S) SOFTWARE LICENSE AND MAINTENANCE AGREEMENT

- a) Election Supervisor Susan Keck went over a contract with ES&S to allow the County to do their own data burn on their own secure and protected thumb drives for an annual license agreement amount of \$1,210.
- b) That agreement will allow us to more timely have ballot and precinct data available for each election in time for required testing. Current costs for ES&S to do the data burn is \$453.05 per election. The lag in mail time for 52 encrypted thumb drives for our ExpressVote machines and DS200 voting machines is the issue, especially if any problem with the data is encountered.
- c) By burning our own data media, the license would be \$1,210.00 per year which would save the County about \$602.20 if the County conducts four elections each year, as we generally do.

11:12 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE A CONTRACT WITH ES&S AS PRESENTED IN THE AMOUNT OF \$1,210 FOR A SOFTWARE LICENSE AND MAINTENANCE TO ALLOW THE COUNTY TO PERFORM OUR OWN MEDIA BURN FOR ELECTIONS. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 12) 10:55 AM DESIGNATION OF POLLING PLACES FOR MARCH 10, 2015 CONSOLIDATED ELECTION
- a) Director of Elections Susan Keck presented both ballots that will be used for the May 10th Consolidated Election; one from the Cassia School District and one from the Power County School District.
 - b) The Elections office has petitioned the Secretary of State's office to allow the Jackson precinct citizens qualified to participate in the Cassia County School Bond Election to do so by utilizing vote by mail.
 - c) It was also requested of the Secretary of State's office to allow bypassing Notification of Election publication for the vote by mail voters as that ballot will be mailed out and received by them before the newspaper publication.

11:21 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE PROPOSED POLLING PLACES AS PRESENTED FOR THE MAY 10TH CONSOLIDATED ELECTION. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

13) 2:30 PM INDIGENT MATTERS

2:30 PM 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.

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

- a) Case Presentation: 2014121, 2015003, 2015004
- b) Certificate of Denial: 2014112, 2014113, 2014116, 2014117, 2014118, 2014119, 2014120, 2015001
- c) Certificate of Approval: 2014117 (partial approval only)
- d) Notice of Lien and Application for Medically Indigent Benefits: 2015002, 2015003, 2015004, 2015005, 2015006
- e) Medical Records/Utilization Management Review: 2015003, 2015004

3:52 PM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE MEDICAL INDIGENT ACTIONS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD RETURNED TO REGULAR SESSION AT 3:05 PM.

3:05 PM 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 3:32 PM.

14) 11:30 AM UNITED STATES FOREST SERVICE (USFS)/BUREAU OF LAND MANAGEMENT (BLM) REPORT

- a) LOREN POPPERT – USFS DISTRICT RANGER
 - i) Poppert reported on the northeast Cassia project for fuels reduction of junipers. So far, 700 acres has been burned which is 50% of what is to take place. They are looking to do more as a window of opportunity opens. Howell Canyon is about 70% completed. Piles of juniper trees in the Black Pine area have been taken care of and they are pleased with the process.
 - ii) The Rock Creek Fuels Project is currently waiting to go through the NEPA process. They will be taking comments and developing alternatives to move forward. Decisions should be provided by the end of April so they can go out for public comment. They anticipate to be done by June or the first of July.

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REGULAR SESSION**

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- iii) The USFS has concerns with vegetation in the range project for the Black Pine division. They will be regrouping and will start in the spring with the NEPA process to be completed by September 1st.
 - iv) They desire to address Sage Grouse issues when they are able to do it.
 - v) USFS is collecting Albion fuel data and a decision is suspected in 2017.
 - vi) Two IDPR recreation grants which are due tomorrow to replace fire rings and picnic tables in the Lake Cleveland area as well as trail equipment to better manage trails. They are hoping to get funded on that.
- b) JIM THARP – BLM ACTING FIELD MANAGER
- i) Mike Courtney was selected to be the Twin Falls District Manager for BLM. Someone will be selected soon to be the new Burley Field Office Manager.
 - ii) Tharp reported on the Walker Ranch geothermal area where they started drilling earlier this month. They have drilled 5000 foot wells and completed one phase. They need to switch rigs to carry on.
 - iii) The Milner Road was prepped last fall. In March they will be putting asphalt on the two to three mile road which extends entrance to entrance. Hiking trails are planned for later.
 - iv) They are working on an old water right issue in the Cassia Creek area on the west side of Malta going north. An old water right was found in the name of early County Surveyor Frank Ribblet and his wife Maude Ribblet. They will continue working on that.
 - v) Commissioner Christensen expressed that the Board is very supportive of the natural percolation project. Tharp indicated it is complicated and it is taken seriously by the State.
 - vi) They recently had a meeting with various entities at Morey's to thank them for their assistance with the junipers.
- 15) 11:46 AM SWEARING IN OF PLANNING AND ZONING COMMISSION MEMBER ROBERT BRICE
- a) Brice was out of town when the Planning and Zoning Commission met earlier.
 - b) Chairman Crane administered the Oath of Office to Brice.
- 16) 11:58 AM DISCUSS LOCAL ROADS & FUNDING SURVEY FROM IDAHO ASSOCIATION OF COUNTIES (IAC)
- a) McMurray read the IAC request to complete a survey regarding local roads funding.
 - b) McMurray will visit with Road and Bridge Supervisor Sam Adams and complete the survey.
- 17) 12:10 PM LUNCH WITH SHERIFF TO REVIEW CASSIA COUNTY SHERIFF OFFICE MATTERS
- a) The Board met at Perkins for a lunch meeting with Sheriff Heward and other County officials to review Cassia County Sheriff's office matters.
 - b) The discussion involved seeking accuracy of financial data requested by and being provided to the Citizen's Law Enforcement Committee.
 - c) In conjunction with a special meeting of the Board scheduled for Thursday, January 29th, the Board will integrate the final financial data requested by that committee.
- 3:56 PM 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 DISCUSSED EXTENSION OF VACATION USAGE FOR AN EMPLOYEE UNTIL APRIL 9, 2015. THE BOARD RETURNED TO REGULAR SESSION AT 4:02 PM.**
- 18) 4:06 PM ADJOURNMENT

APPROVED:

/s/ _____

Dennis Crane, Chairman of the Board

ATTEST:

/s/ _____

Joseph W. Larsen, Clerk of the Board