



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, July 6, 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:

Paul Christensen

Administrator:

Kerry D. McMurray

Others:

Casey Anderson, Citizen

Dwight Davis, Assessor

George Warrell, Undersheriff

Bob Kunau

Clerk of the Board:

Joseph W. Larsen

Dennis Crane, Chairman

Prosecuting Attorney:

Doug Abenroth

Ruthe Hobbs, Citizen

Heather Evans, Deputy Auditor

Jay Heward, Sheriff

Amber Prewitt, Adult Probation

Mart Adams, Deputy Assessor

Barney Greener, Deputy Assessor

Lana Bowers, Citizen

Blair Bowers, Citizen

1) 10:13 AM MOTION AND ORDER TO AMEND AGENDA

10:13 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED THAT THIS GOVERNING BODY, PURSUANT TO IDAHO CODE § 74-206, AMEND THE AGENDA FOR THIS MEETING AS FOLLOWS:

- The agenda included Idaho Code § 67-2345 (1)(d) for going into executive session to discuss matters pertaining to records exempt from public disclosure for indigency. Effective 07/01/2015, that statute changed to Idaho Code § 74-206 (1)(d).
- The appropriate statute is required to be cited in the motion to go into executive session.

GOOD FAITH REASON ITEM WAS NOT INCLUDED IN POSTED AGENDA:

- This was an inadvertent error in not replacing the old statute with the new one in the agenda template.

THE MOTION WAS SECONDED BY PAUL CHRISTENSEN/BOB KUNAU, MEMBER FOLLOWED BY A ROLL CALL VOTE:

DENNIS CRANE, CHAIR YES

PAUL CHRISTENSEN, MEMBER YES

BOB KUNAU, MEMBER YES

- Larsen recommended that minutes and payable agenda items be moved to a later point in the agenda order as the unscheduled time should roughly follow the order as listed. Chairman Crane said that would be appropriate.

CASSIA COUNTY COMMISSION

REGULAR SESSION

Monday, July 6, 2015

1 | Page

INFORMATION AND ACTION AGENDA ITEMS

- 2) 9:00 AM CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND PRAYER
- 3) 9:11 AM REVIEW CALENDARS AND MEETINGS
 - a) Joint Juvenile meeting at 7:30 a.m. 07/14/2015 at the Rupert Juvenile Probation office
 - b) Joint Jail meeting at 8:00 a.m. 07/14/2015 at the Rupert Juvenile Probation office
 - c) Annual Oakley Pioneer Days parade on 07/18/2015
 - d) East and West Cassia Soil Conservation District annual picnic on Saturday, 07/23/2015 at the Paul Splash Park
- 4) 9:11 AM REVIEW CORRESPONDENCE
 - a) Williams Northwest Pipeline letter and survey filled out by Commissioner Christensen
- 5) 9:40 AM PERSONNEL MATTERS
 - a) CHANGE OF STATUS
 - i) SHERIFF’S OFFICE
 - (1) Increase in rate of pay for Dispatcher Jessica G. Miller for completion of POST Basic Dispatch graduation
 - (2) Hiring of Bobbie Jo Munoz as a Dispatcher - Munoz is the wife of Ground Supervisor Craig Munoz and it was determined there are no work-related problems regarding that relationship.
 - ii) MINI-CASSIA CRIMINAL JUSTICE CENTER
 - (1) Increase in rate of pay for Detention Sergeant Jennifer Lee for meeting the requirements of physical fitness
 - (2) Increase in rate of pay for Detention Deputy Stephanie Lee Olson for meeting the requirements of physical fitness
 - (3) Decrease in rate of pay for Detention Deputy Edna Popoca Guadarrama for failure to meet the requirements of physical fitness
 - (4) Decrease in rate of pay for Senior Detention Deputy Eric Shippen for failure to meet the requirements of physical fitness

9:43 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.

- iii) ROAD AND BRIDGE
 - (1) Promotion of part time Road Technician Dee Yeaman to full time with an increase in rate of pay.
 - (2) FICA, Medicare, and PERSI for this hire would increase the overall budget by about \$2,000. With reductions in other line items, it would not exceed FY2015’s budget according to Evans.

10:54 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE AN ADDITIONAL CHANGE OF STATUS FOR ROAD AND BRIDGE EMPLOYEE DEE YEAMAN TO GO FROM PART TIME TO FULL TIME AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- b) PAYOUT OF ACCRUALS
 - i) A printout of accrued employee comp time was provided for the Board’s review. Heward said they have limited their comp to 40 hours and they just tell them to schedule time off. Chairman Carne said that he ought to look at the report as many officers are over 40 hours. After reviewing it, Heward explained that those overages were due to covering shifts as they are down three full time employees.

- ii) Larsen said there are some employees who have exceeded the numbers of hours who need to be paid out. He also reiterated the financial liability this is for employees
- c) TIME CARDS
 - i) A Road and Bridge time card for Sam Adams was reviewed by the Board.
 - ii) Chairman Crane indicated it looked as though things were in order.
- d) EXECUTIVE SESSIONS AS NEEDED IC §74-206(1)(a) or (b) – None needed
- 6) 9:58 AM REVIEW JUNIOR COLLEGE CERTIFICATE OF RESIDENCY RECOMMENDATIONS FOR APPROVAL
 - i) The Board reviewed 19 CSI junior college Certificate of Residency application approvals.
 - (a) High school dual credit: 7
 - (b) Non-dual credit: 12

9:58 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE 19 CSI JUNIOR COLLEGE RESIDENCY APPLICATIONS AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 7) 9:46 AM COUNTY ROAD AND BRIDGE DEPARTMENT WEEKLY WORK SCHEDULE
 - a) Work has included graveling roads in the City of Rocks.
 - b) A Change of Status will be provided later in the day by Sam Adams for changes with their part time employee Dee Yeaman as discussed last Board meeting.
 - 8) 9:46 AM BUILDINGS AND GROUNDS WORK AND UPDATES – no matters today
 - 9) 9:48 AM GATEWAY TRANSMISSION LINE UPDATES
 - a) Commissioner Kunau reported on a request to the BLM regarding priority Sage Grouse habitat populations, if any, in the Alternative Route7 preferred by the Board. BLM will not release requested maps and Balfour is talking to the congressional delegation to encourage release of those maps.
 - b) Further discussion will take place after receiving the requested maps.
 - 10) 11:20 AM REVIEW MINUTES FOR APPROVAL
- 11:12 AM**
- MOTION: BOB KUNAU, MEMBER, MOVED TO APPROVE MINUTES OF THE BOARD FROM 06/29/2015. PAUL CHRISTENSEN, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**
- 11) 11:00 AM REVIEW COUNTY PAYABLES FOR APPROVAL (*attachment included*)
- 11:11 AM**
- MOTION: BOB KUNAU, MEMBER, MOVED TO APPROVE COUNTY PAYABLES DATED 07/26/2015. PAUL CHRISTENSEN, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**
- 12) 9:49 AM DELIBERATE ON CERTIFICATION OF COMPLIANCE FOR PLANNING AND ZONING RESOLUTION NO. 2006-12-3, ET AL
 - a) Idaho Code § 37-304 (2)(a) states that before a dairy can sell milk for human consumption, they must have a letter from the Board of County Commissioners certifying that they meet the County’s livestock ordinance.
 - b) This is for Darrell Funk’s dairy operation he has just completed in the Dry Creek area.
 - c) Building Inspector Dave Zanone has signed off on the Certificate of Occupancy indicating that they have met the requirements of our livestock CAFO ordinance.

9:51 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO ACCEPT AND SIGN THE CERTIFICATION OF COMPLIANCE LETTER AS PRESENTED. PAUL CHRISTENSEN, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 13) 9:55 AM DISCUSS INFORMATION MEETING WITH THE U.S. FOREST SERVICE REGARDING ROAD CLOSURE ISSUES
- a) This was a follow up from last week's meeting where road closures were discussed. USFS District Ranger Loren Poppert asked for time to discuss maps and answer questions on an informal basis.
 - b) The Board felt time set aside would be appropriate as the Board cannot meet informally and that it would give the public time to listen and comment.
 - c) The Board asked for McMurray to line that up.
 - d) Sheriff Heward indicated that the USFS is trespassing on private land doing surveying in the Basin area. Following a trespassing complaint, an officer was sent out and the surveyor was informed they could not do that. Private property has to be accessed to get to BLM ground. Heward desires to avoid conflict like they had in Nevada.
 - e) The USFS will get on the agenda soon and that can be discussed at that time.
- 14) 9:02 AM DELIBERATE ON COPY MACHINE LEASE AND MAINTENANCE AGREEMENTS FOR MISDEMEANOR PROBATION OFFICE
- a) Prewitt went over bids from Xerox and Valley Office Supply for three copy machines including per month charges as well as per copy page charges.
 - b) Current copy machines are out of date and need to be replaced according to Prewitt. They also do a large volume of copying.
 - c) One copy machine is owned by the County they received from the Administration office.
 - d) Commissioner Christensen asked Prewitt what her recommendation would be. The Assessor's office has had a positive experience with Valley Office Supply and their printer. The Xerox machine repair people take an extended time to come and fix their printers when something goes wrong. Valley Office Supply was a little cheaper. A larger machine from Valley that is cheaper would probably be the best option according to Prewitt. They also have maintenance people from Twin Falls to work on machines, which is closer than Xerox maintenance people coming from Idaho Falls.
 - e) Commissioner Christensen asked Larsen if any studies have been done to assess the difference between leasing and purchasing. The history of the County has been not to purchase due to technological advances that regularly happen.

9:10 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO ACT ON PREWITT'S RECOMMENDATIONS TO LEASE COPY MACHINES FROM VALLEY OFFICE SUPPLY AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

15) 9:52 AM DELIBERATE ON ESRI RENEWAL FOR MAPPING DEPARTMENT

- a) McMurray explained the annual renewal of ESRI software for the mapping department.

9:52 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE AND SIGN THE RENEWAL OF ESRI AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

16) 9:27 AM DELIBERATE ON PURCHASE OF NEW ICE MACHINE FOR THE MCCJC

- a) MCCJC Director Darwin Johnson requested approval for the purchase of a new ice machine at a cost of \$4,591.00.
- b) Chairman Crane inquired if there were funds in their budget. Johnson said there were funds.
- c) Commissioner Christensen asked if it had gone out for bids. It was pointed out that the cost is under the amount which required such.

9:54 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO APPROVE THE ICE MACHINE PURCHASE IN THE AMOUNT OF \$4,591.00 AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

17) 10:24 AM DELIBERATION ON FY2015 FOURTH QUARTER DEPARTMENTAL SPENDING REDUCTION AND CONSTRAINT PLAN

- a) Larsen indicated that we have even a greater problem this year with budgeted revenue expectations that we have not received and spending that occurs late in the fiscal year with no revenue to support that spending. That presents a fiscal year carryover shortfall as we move in to FY2016. That exacerbates the problem of diminished available resources getting to the December tax drive.
- b) Last year there was a moratorium on spending that was not very effective where we do not have a P.O. system in the County.
- c) Larsen recommended that the Board take some definitive action today carrying forward for the rest of the fiscal year inasmuch as we are short of budgeted revenues. Spending continues with some departments despite those revenue shortages based on remaining budgeted expenditure balances.
- d) Unfortunately, according to Larsen, there is a false premise that exists that departments “use it or lose it” when it comes to budgeted amounts near the end of a fiscal year. Some even feel if there are remaining amounts in the budget, they need to find a place to expend it.
- e) The Auditor’s office feels there have been some questionable things money has been expended on. Commissioner Christensen asked the Auditor’s office to flag areas of concern and we have done that and will continue to. The Board needs to bear in mind that funds have already been expended by the time the payables come to them for approval. The expense has been incurred and must be paid.
- f) Larsen again suggested that a certain amount, particular items, or items out of the norm have some sort of approval prior to purchases so we don’t end up with this ongoing scenario.
- g) Comp time accrued has been presented to attempt to lessen the County’s liability where it has exceeded funds set aside in a fund to not harm departments with departing employees.
- h) Chairman Crane asked if budgeted revenues that have not panned out could be identified. Larsen said with research we can identify those areas. He also asked what they could do different with a moratorium on spending so that it would work. Larsen said that payables kept coming through and the Board kept approving them. Larsen said a definitive approach would be appropriate defining items for purchase before those purchases are made. He said it is totally the Board’s decision as to what they would desire to do to keep the County from being thrust into a difficult situation financially each year.
- i) Evans said that ongoing expenses such as for utilities, fuel, phones, and electricity are necessities. Extra scrutiny should be put on credit card purchases. Clothing or uniform expenses are other considerations for scrutiny. The Auditor’s office cannot deem them necessary or not, but the Board can. Department heads need to be questioned on purchases. Anything in excess of day to day expenditures.
- j) Larsen said he feels from what he sees in the Auditor’s office that there are some credit card purchases that some department heads may know nothing about as they are approved by other supervisor in the department.
- k) Larsen further stated that when Zions Bank presented the ghost card concept that it would put the department head more in control and aware of credit card spending rather than having individuals carrying those cards all the time. That was not addressed further.
- l) Chairman Crane said it appears we need to get ahead of spending to approve purchases rather than just sign off on them after the purchases are made. He said he is having a hard time figuring out how to do that.

- m) Commissioner Kunau suggested one possibility of reducing spending by a percentage of remaining budgets as the State did. Chairman Crane asked Evans to run reports to identify which departments may be of concern. Commissioner Christensen agreed saying it would be better to reduce by percentage budget spending rather than micro-manage their spending. That way department heads could use their best judgment on what areas spending would be most appropriate.
- n) Particular departments could be identified for the Board.
- o) Larsen said that some revenues aren't department specific and effect all budgets such as sales tax.

18) 11:20 AM ACCUMULATIVE DEPARTMENT REQUESTS AND CARRYOVER FUND DISCUSSION FOLLOWING MEETING WITH OUTSIDE AUDITOR

- a) Larsen said they are looking at ways to continue to streamline the budget. It was pointed out earlier today by Heward that he had understood last week was their opportunity to pitch their budget requests. In the Department Head Meeting as we began the budget process, it was made very clear that their pitch for their budget recommendations is made with their submitted requests to the Auditor's office along with all supportive documentation. Rather than a time for an emotional pitch, it works well as most other counties do to work through what is logical and feasible. That is what the budgetary process is supposed to do. Some things are not feasible as it is impossible to spend funds we do not have.
- b) Under Idaho Statute § 31-1601 through 1613. Not having the Fair budget turned in to the Auditor is a violation of that statute. It is a concern where their budget had exceeded \$30,000, it is imperative to get an estimation. It is incumbent of the Board to resolve that quickly. The statute attaches a fine for lateness to the department head and we are not really clear who the department head is.
- c) Problems have gone on for years with decreases in cumulative carryover money Larsen suggested to take amounts that are over-budgeted each year in the Current Expense Fund and put them in a carryover line to only be used in an emergency only after a department has put a plea for that. Relying on those with financial oversight who do not perceive the need for carryover money is problematic. We are not meeting those balance carryover needs for the ensuing fiscal year. The County is actually navigating financially beyond our means and we are not getting a handle on it.
- d) The recommendation is then to place budget amounts over what is projected into a dedicated line item or fund in the Current Expense Fund for the overage amounts each year to be specifically used for carryover. In the Justice Fund, Larsen recommended a fund that would also house the needed carryover amounts after shifting them from budgets where there may not be prudent spending so carryover fund needs do not continue to erode.
- e) Larsen said the problem with carryover money isn't with the Current Expense Fund. What is not needed for necessary expenses are what is carried over for the next fiscal year in that fund. The Justice Fund is where there is decreasing carryover monies. It may have to do in part with unchecked spending as well as a mentality of "use it or lose it," which is not the case. It actually transfers the problem to the next fiscal year by "kicking the can down the road." That fund is the only remedy Larsen could see in curtailing spending and reserving carryover dollars in lieu of eroding them in the Justice Fund.
- f) Commissioner Kunau said we need to be proactive. Spending carryover money means budgets have been overspent or we are not receiving the projected revenues. He stated we obviously are not getting the projected revenue. He recommended a quarterly review of revenues. If we are not meeting revenue projections, there should be a holdback of authorized expenditures by an amount or percentage. Carryover money that the fiscal year starts with should exist at the end of the year to begin the next fiscal year with. Larsen said budgeted expenditures need to be reduced by the lack of revenue experienced and that is not happening. Commissioner Kunau reiterated a quarterly review to see if revenues are not as projected so expenditures must be curtailed unless a revenue source is identified.

- g) Commissioner Kunau asked about having the Administration help with the budgeting of the Fair. Abenroth cited the statute and said the budget falls under the County Commissioners. He further read the statute that enumerates the responsibility of the Auditor to provide an amount in the absence of one being provided by those over a department. Chairman Crane said we can still have that budget provided today to the Auditor's office.

19) 10:40 AM DELIBERATE ON INVENTORY TRACKING PROPOSALS FOLLOWING MEETING WITH OUTSIDE AUDITOR

- a) Larsen discussed asset inventory matters and what would be appropriate to track inventory-wise in the County. Outside Auditor Jeff Poulsen recommended the Board adopt by formal procedure what their preferences would be on that.
- b) Poulsen was made aware of concerns that were expressed by some departments regarding what should or should not be tracked by the Auditor's office. It was brought forward by Sheriff Heward that a minimum dollar amount to inventory had been established a number of years ago at Poulsen's direction as outside auditor. Poulsen could not recall that ever taking place. He further stated that it is not the decision of the outside auditor to determine items not to inventory, but rather the Board of County Commissioners.
- c) Adoption of an asset inventory policy was recommended by Larsen. He further recommended a dollar amount of \$200, \$500, or \$1,000 in addition to cumulative purchases where a number of items that could be broken, lost, stolen, or deleted so the Board is aware of that by inventory tracking. If a number of items are purchased for \$100 each, it would be appropriate to add them to the inventory tracking. Multiple purchases by credit card that are purchased in different week intervals, the Board could have better tracking of that. That would require accountability not only for identified purchases, but for what happens after the purchase as well.
- d) Chairman Crane recommended that Larsen work with Abenroth with recommended verbiage for a resolution to appropriately accomplish recommended asset inventory accountability.
- e) Commissioner Kunau said that a stapler should not have to be inventoried but if 100 of them were purchased, it should be tracked so they don't just come up missing.
- f) Larsen stated that when the procedure that is adopted by the Board is questioned by any department, the policy would govern what should be done. Most counties he has talked to do have a dollar amount established that is tracked with some established caveats.
- g) The Board had some reservation at establishing an exact dollar amount. However, Evans referred to the outside auditor recommending that using the example of backpacks and cameras for law enforcement officers that would fall under a capped amount. Poulsen said that should absolutely be tracked by department head. Commissioner Christensen agreed and said we should start at \$500 and that any items such as cameras should be in the asset inventory. Commissioner Kunau said Twin Falls County was spending over \$1,000 per camera in addition to contracting a recording service and Heward had said their camera costs were about \$160 each.
- h) Larsen said the purchase of items such as the cameras are between the department head and Board for approval. He was just concerned that Heward was unhappy with the Auditor's recommendation for asset inventory tracking and that and the outside auditor felt those items should be tracked. That is why he felt it shouldn't be the Auditor's office choice but rather the Board should decide as directed by Poulsen. Commissioner Christensen said he supported going with the outside auditor's recommendations. He also commented that it would be wise to look over the past year and see what purchases may need to be included in asset inventory. Commissioner Christensen further stated the

Board supports the Auditors in this task. Chairman Crane said a resolution could be developed and it can be discussed at the next Department Head Meeting.

- i) Larsen will put together suggested language for Abenroth to review with tracking of asset values of \$500 and more. It will also include cumulative smaller purchases that might be deemed necessary to track.

20) 11:00 AM BUDGET WORKSHOP TO FINALIZE FAIRGROUNDS AND ADMINISTRATIVE DEPARTMENT FY2016 BUDGET REQUESTS.

a) Budget Shift from Fair to Administration:

- i) McMurray stated they had not addressed their "A" budget as the Board had requested but they do have some shift from the Fair budget to the Administration and to County building with no increases. That is the only changes.
- ii) The County Commissioner budget included communications and postage in the amount of \$1,300 taken out where it is handled in another line item of the budget with other communications and postage. Larsen verified that those items have been paid through the other budget for FY2015.

b) County Building:

- i) \$13,700 will be transferred from the Fair "A" budget to the County Building budget as part of Blair Bower's salary. He will also be paid out of the Planning and Zoning budget to perform half duties with custodial work and half duties with compliance.
- ii) Using historical trends, "B" budgets have been reduced by \$33,000.

c) CCJC:

- i) Using historical trends, "B" budgets have been reduced by \$7,000.

d) County Administration

- i) \$10,400 will be shifted from the Fair budget for the secretary Kaitlyn Holt.

e) Physical Facilities:

- i) \$100,000 was presented for repairs for sidewalk ADA issues with a program to rehabilitate them over a period of time as needed. Also the strip on 16th street between the sidewalk and the road needs something done. The Assessor's office proposed project will be covered here if something is not done this year. They will also have to help with the sump issue at the Sheriff's office this year.
- ii) Larsen said he is still perplexed and nobody has provided any logical reason why County buildings are not all put together in one budget. That would include current buildings, the museum, the fairgrounds, and the law enforcement building. As the budget officer, he recommended they be combined into one budget. McMurray said a logical reason for leaving the law enforcement building separate is that there is a half interest there with the City of Burley and it allows us to track those costs. Larsen said it will not take away from that as they can be tracked just as well in the County Building budget.
- iii) McMurray said that building supervisor Craig Munoz has taken on additional responsibility with recent changes and he asked for an increase in rate of pay for him in the "A" budget. Where others are being considered for increases, in all fairness he should be considered as well where he is taking on additional responsibility.
- iv) McMurray said we could do whatever the Board would like as far as shifting buildings under one budget. He did express concern about the museum buildings, even though there is not logical reason, since they just do not have anything currently to do with them. Larsen said his concern is that their fund is a dedicated fund whereas buildings would be all County buildings. He still maintains the logic is to put them all together as many other counties do.
- v) Chairman Crane said that suggestion is noted and the Board will talk about it again.

- vi) Commissioner Christensen asked McMurray what the total County Building budget is currently. He responded \$381,826. He is asking for \$13,000 to come in from the Fair and to remove \$33,000 in “B” budget reductions. That would leave a total of \$361,826. The Physical Facilities budget is \$325,000 which includes a building reserve in the amount of \$195,000. Larsen indicated the outside auditor recommended the building reserve be tracked as well by a line item. Larsen said there isn’t anything identified to come to those amounts in the budget. He said the Auditor’s office is going to ask for an addendum to identify budgeted projects. Any of those overages could account for a 5% contingent fund amount levied under the statute for the Current Expense Fund to be used in an emergency or for carryover money to the next fiscal year. It is kind of a slush fund as it currently is structured. Overages are used for carryover money, but it is not identified during budget time. Two items acknowledged today include sidewalk rehabilitation, the strip on 16th Street, the Assessor’s office, and the sump at the law enforcement building. Those items should be budgeted by projected expenditures with a reserve as we do in all other budgets in the County according to Larsen.

SCHEDULED INFORMATION AND ACTION AGENDA ITEMS

21) 9:15 AM QUESTIONS REGARDING FUNDING – SHERIFF AND UNDERSHERIFF

- a) Chairman Crane told Heward that there had been some miscommunication last week with their meeting last week for budget discussions. He had heard there were officers mad at him because he asked questions. Commissioner Crane said he wasn’t aware that Heward had asked them to be there and had he been aware of that, he wouldn’t have asked the questions he did. He further stated that in his defense, the Commissioners are trying to do whatever they can to get employees an increase in pay. But the purpose of the meeting last week was work on the “B” budget that they did later in the day. Commissioner Crane apologized if he asked any questions that were out of line, but he wished that Heward would have let them know he had asked them to be there.
- b) Heward stated that when there had not been raises given to employees last year, they requested to come to be a part of the budget hearing. He told them he could not stop them from being here where it is a public meeting. He said he was told by somebody that it was their opportunity to pitch their budget. He thought they were coming last week to pitch their “A” budget and do the whole thing. He further stated that in a public meeting, you can’t prohibit who shows up and that all of his staff felt that Chairman Crane was out of line and rude and he can’t fix that even though Chairman Crane might be able to. Chairman Crane reiterated that had he known Heward had invited them, things would have happened differently. Heward said he didn’t invite them but they were welcome to come because it was an open meeting and if the Board felt ambushed, he was sorry, but they must have a guilty conscience.
- c) Chairman Crane said again, he was apologizing and Heward said he appreciated that. He emphasized that all they were going to discuss was the “B” budget. Heward said he did not understand that and thought they were discussing the whole budget.
- d) Warrell said that the officers were upset last year when there wasn’t an increase in rate of pay and they had asked him about the process and they were told they could go to the meetings. There was a rumor out there that the Sheriff had never asked for a pay increase for employees. He told the employees they were welcome to come to the open meetings. They were told when the meeting was and that is how that all came about.
- e) Heward asked the Board if the City of Burley’s 2% increase in their contract, or \$29,000, for their “B” budget would be matched by the County to fund their proposed “A” budget restructuring. Chairman Crane said they were back to the same question of what is going to be done with the “B” budget to see

if there is enough funds available to do anything with the “A” budget. He said what Warrell presented was a good idea but there is a lot of money needed there that we will have a hard time trying to find. Warrell said they thought if there was 2% that would be allowed for the “A” budget to help with their pay scale adjustment. Chairman Crane reemphasized they can’t answer that question yet until we see how the “B” Budget shakes out to what we have remaining. The Board is not ready to make that commitment at this point.

- f) Commissioner Christensen said the amount of the increase committed from the City of Burley was 2% and that their department has asked for a lot of dollars. They have committed to have that 2% to be used in the “B” budget and have limited it to that amount. Then, as they go through the process looking for possible funding sources, they will see where they are with the other budgets so they can begin to address the “A” budgets.
- g) Commissioner Kunau eluded to the comment of employees getting no increase last year. He said the County absorbed a sizable increase in benefit costs and some employees have apparently not realized that. That took a lot of funds that might have otherwise been used for a rate of pay increase. Heward said that their officers have said they appreciate the Commissioner’s taking care of the extra insurance costs, but had that amount gone to the employees and they pay that extra insurance cost, it would have helped them significantly more at retirement time with PERSI.
- h) Heward emailed mileage charts to the Board of their vehicles and they have seven vehicles that are in the 180,000 mile bracket. The officers driving those higher mileage vehicles said they are willing to forgo newer vehicles for pay raises. Sooner or later they are going to be way over mileage on their vehicles and he doesn’t know how to fix that. He also stated that on CSI’s web site it shows detention deputies listed in Twin Falls County at a rate of pay \$3.50 an hour more on the same page and they can’t compete with that.
- i) They have 10 or 12 junky wooden lockers in their basement used to store things for the dogs and their handlers. He would like to dispose of them as nobody would want to buy them at auction as they smell. They would like to get about 30 metal military surplus standard lockers in their place for all the patrol officers.
- j) The jail has a broken ice machine and it will cost \$4,591.00 to purchase a new one. The MCCJC is requesting permission.
- k) Their copy/fax/scan machine has failed and they want to purchase a new one. The retail cost of the one they want is \$4,420 and through the State bid process, it would be \$2,200 through Dale Bench. Chairman Crane asked Heward to get some bids. A lease is about \$58 per month or \$600 a year which would be about \$3,000 in five years making it cheaper to buy it outright according to Heward. Chairman Crane said to get the bids and bring it to a future Board meeting for consideration.
- l) Chairman Crane asked Larsen when further budget discussion of the Sheriff’s budget would take place. The Administrative office and the Fair will be discussed today. Three weeks from now a budget proposal needs to be presented by the Auditor’s office to the Board so we are beyond the time where a lot of discussion takes place. We are at a point where direction and decisions from the Board on what to do with what has been presented. Revenue projections and what has been requested so far and with what the board has asked us to do with “B” budgets so the Board can entertain what they desire to do with the “A” budgets. We are awaiting health insurance projections, which will experience significant reductions, and analyzing available revenues to see what may be encouraging for possible employee rate of pay increases. The Auditor’s office will be prepared to present some final presentations to allow the Board to make decisions on the final budget.

- m) Evans asked for estimates of carryover money for FY2016. Heward informed the Board, so they would not feel ambushed, that for future budget meetings, his entire staff will fill the room so they should be prepared for that. Chairman Crane agreed it is a public meeting, but consideration should be taken for those who are on duty, should be working. Heward said he could not bother the ones on duty and the rest would still fill the room. Chairman Crane said that would be no problem, but that we should make sure and communicate as last week they wanted to discuss the “A” budget and the meeting was to address the “B” budget making them come back later in the day to accomplish that. Both agreed there was a big communication gap. Heward reiterated who he had talked to inferred it was a time for them to pitch their budget.
- n) Chairman Crane said the statement of officers wanting to drive their vehicles a little longer, it directly relates to considerations that need to be done with their “B” budget that needs to be turned in tomorrow. Heward said a lot of the miles are when there is travel in the far reaches of the County.
- o) Commissioner Kunau asked if Twin Falls furnished vehicles to go to and from work or if they have a shared fleet. Heward said they have their own vehicles and they are subject to being called out.
- p) Driving cars longer has directly to do with the B budget has a lot to do with the overall budget. Kunau asked about what Twin Falls County does.

22) 9:35 AM DELIBERATE ON SAWTOOTH NATIONAL FOREST GRANT

- a) Sheriff Heward said USFS Grant had already been signed off on originally in the amount of \$13,500. The Forest Service determined there would not be that amount of money and it was reduced to \$10,000 which the Board needed to sign for acceptance.

9:35 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED THAT THE BOARD ACCEPT AND SIGN THE SAWTOOTH FOREST GRANT FOR \$10,000 AS PRESENTED. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- b) Heward said these funds were earmarked to purchase lights and a radar for a vehicle to patrol the forest.
- c) Larsen asked the Board for recommendations of how to handle the reduction of \$3,500 in the calculations for the “B” budget. Chairman Crane asked that it be backed off by that amount.

23) 9:37 AM INTRODUCTION OF RENEE WAITE, DISTRICT LIAISON FROM THE DEPARTMENT OF JUVENILE CORRECTIONS

- a) Renee Waite introduced herself as the new Juvenile Probation District Liaison replacing Bev Ashton. It is their department’s 20th anniversary. She presented a commemorative coin to the Board commemorating that anniversary.
- b) When their department was first created, they had about 360 in State custody. They predicted that at this time they would have about 800 in custody. Their population now is about the lowest in their history at 280.
- c) She thanked the community and County departments for the part they play in that.
- d) The next Juvenile Probation meeting will be on Tuesday, 07/14/2015 in Rupert.

24) 10:00 AM BOARD OF EQUALIZATION (BOE) APPEAL HEARING

10:00 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO GO INTO BOE FOR AN APPEAL HEARING. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- a) The Board went on the record at 10:00 a.m.
- b) Appellants have the right to give testimony and those testifying need to be sworn in.
- c) The person involved on behalf of the appeal was to call in at 10:00 a.m.

- d) The same firm is representing two individuals on the second and third scheduled appeal.
- e) Larsen swore in three witnesses, Assessor Dwight Davis, Appraiser Mart Adams, and Appraiser Barney Greener.
- f) Abenroth indicated that the burden is on the appellant and they are not present. The assessment is assumed to be accurate and Davis agreed.
- g) They have not met the burden of proof according to Abenroth.
- h) It was noted on the record that the proper notice was provided to the appellant.

10:06 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO UPHOLD THE ASSESSMENTS OF THE ASSESSOR'S OFFICE WITH THE PARCEL BELONGING TO CARTER. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- i) Carter has thirty days from this date to appeal the decision before the District Court or to the State Board of Tax Appeals.
- j) Reese Real Estate Investment was the next appellant.
- k) Larsen swore in three witnesses, Assessor Dwight Davis, Appraiser Mart Adams, and Appraiser Barney Greener.
- l) The appellant did not call in at the time prescribed.

10:09 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO UPHOLD THE ASSESSMENTS OF THE ASSESSOR'S OFFICE WITH THE PARCEL BELONGING TO BLACKMERE LEASING. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- m) Blackmere Leasing was the next appellant.
- n) Larsen swore in three witnesses, Assessor Dwight Davis, Appraiser Mart Adams, and Appraiser Barney Greener.
- o) The appellant did not call in at the time prescribed.
- p) It was noted on the record that the proper notice was provided to the appellant.

10:10 AM

MOTION: PAUL CHRISTENSEN, MEMBER, MOVED TO UPHOLD THE ASSESSMENTS OF THE ASSESSOR'S OFFICE WITH THE PARCEL BELONGING TO BLACKMERE LEASING. BOB KUNAU, MEMBER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- q) It was noted on the record that the proper notice was provided to the appellant.
- r) Blackmere Leasing has thirty days from this date to appeal the decision before the District Court or to the State Board of Tax Appeals.

10:11 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO GO OUT OF BOE. PAUL CHRISTENSEN, MEMBER, SECONDED THE MOTION TO GO OUT OF BOE. THE MOTION PASSED UNANIMOUSLY.

- a) Davis indicated the firm representing the appellant that did not call in as prescribed have been referred to as vultures or head hunters and they generally keep half of what they save the property owner. Situations such as this are being looked into by the State Assessor's group.
- b) They are trying to make money in saving taxpayers money.
- c) Abenroth asked if this has been referred to the Attorney General's office. Davis said it will be addressed in the Assessor's meeting in August.

25) 10:55 AM INDIGENT MATTERS

10:55 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) Certificate of Denial: 2015043, 2015045
- b) Certificate of Approval: 2015044
- c) Order of Dismissal: 2015021
- d) Notice of Lien: 2015058, 2015059, 2015060
- e) Notice of Continuance of Hearing: 2013075, 2014025, 2015028
- f) Release of Medically Indigent Lien: 2015021, 2015040

11:10 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 11:10 AM.

26) 11:15 AM REVIEW AND CONSIDER FOR APPROVAL BEER AND LIQUOR LICENSES

- a) The Board went on the record at 11:28 a.m.
- b) Those to be considered for approval include:
 - i) Malta Fuel Depot, Inc.
 - (1) Beer off premise
 - ii) Shakers, LLC
 - (1) Liquor license
 - (2) Beer on premise
 - iii) Skyline Bar
 - (1) Beer on premise
 - (2) Beer off premise
 - iv) Pizza Hut #2151
 - (1) Beer on premise
 - v) Maverik #512
 - (1) Beer off premise
 - (2) Bottled wine
 - vi) Pitstop on I-84
 - (1) Beer off premise
 - (2) Bottled wine
 - vii) Polo's Café
 - (1) Beer on premise
- c) Chairman Crane said all applicants had been reviewed by the Sheriff's Department and all things appear to be in order.

11:31 AM

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

- d) The Board went off the record at 11:31 a.m.
- 27) 11:50 AM THE BOARD RECESSED FOR LUNCH
- 28) 1:15 PM FAIR BOARD BUDGET
 - a) The Board provided a duplication of the Fair budget from last year as a submission to the Auditor for FY2016 as their recommendation to proceed with budgeting.
- 29) 1:18 PM ADJOURNMENT

APPROVED:

/s/ _____

Dennis Crane, Chairman

CLERK OF THE BOARD:

/s/ _____

Joseph W. Larsen

**ATTACHMENT:
COUNTY PAYABLES
07/06/2015**

7/6/2015

COUNTY EXPENDITURES

	DEPARTMENT	FUND/DEPT	AMOUNT	
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$80.01	
	AUDITOR & RECORDER	104.402	\$200.02	
	TREASURER	104.404	\$14.68	
	ASSESSOR	104.405	\$0.00	
	AGRICULTURAL EXTENSION	104.410	\$0.00	
	COUNTY BUILDING	104.411	\$2,852.13	
	JUDICIAL CENTER	104.412	\$54.45	
	BOARD OF HEALTH	104.413	\$0.00	
	PLANNING & ZONING	104.414	\$0.00	
	GENERAL	104.415	\$1,300.12	
	CIVIL DEFENSE	104.416	\$0.00	
	COUNTY ELECTIONS	104.417	\$0.00	
	COUNTY ADMINISTRATION	104.419	\$78.40	
	VETERANS SERVICE OFFICER	104.421	\$964.67	
CURRENT EXPENSE FUND TOTAL			\$5,544.48	
Dedicated Funds	SOCIAL SERVICES	105.502	\$750.00	
	CASSIA COUNTY COURTS	106.602	\$4,787.94	
	COUNTY ROAD & BRIDGE	107.707	\$0.00	
	WEED & PEST	108.708	\$0.00	
	SOLID WASTE	109.709	\$0.00	
	AMBULANCE SERVICE	110.710	\$0.00	
	FAIR EXHIBITS	111.711	\$0.00	
	HISTORICAL SOCIETY	112.712	\$0.00	
	COMMUNITY COLLEGE	113.713	\$0.00	
	REVALUATION	114.714	\$0.00	
	9-1-1 COMMUNICATIONS	115.715	\$1,667.32	
	CONSOLIDATED ELECTIONS	116.716	\$0.00	
	COUNTY WATERWAYS	117.717	\$0.00	
	COUNTY SNOWMOBILE	118.718	\$0.00	
	ASSESSOR TRUST	123.323	\$54.50	
	EMERGENCY MEDICAL SERVICE	133.733	\$0.00	
	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	\$98.01	
	ADULT MISDEMEANOR PROBATION	149.749	\$1,349.95	
	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			\$8,707.72
	130 Justice Fund	JUSTICE FUND	130.330	\$0.00
CLERK OF THE DISTRICT COURT		130.803	\$0.00	
CONFLICT PUBLIC DEFENDER		130.804	\$500.00	
JUVENILE JUSTICE		130.805	\$0.00	
PROSECUTING ATTORNEY		130.807	\$166.00	
PUBLIC DEFENDER		130.808	\$177.83	
CORONER		130.809	\$1,460.00	
LAW ENFORCEMENT BUILDING		130.812	\$124.26	
SHERIFF - PATROL		130.821	\$1,375.71	
SHERIFF - INVESTIGATIONS		130.822	\$611.67	
SHERIFF - DISPATCH		130.823	\$533.30	
SHERIFF - ADMINISTRATION		130.824	\$670.08	
M-C CRIMINAL JUSTICE CENTER		130.827	\$28,649.71	
M-C JUVENILE DETENTION CENTER		130.828	\$0.00	
JUSTICE FUND TOTAL			\$34,268.56	
TOTAL EXPENDITURES			\$48,520.76	