



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, June 8, 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. Commissioner Christensen and Clerk Larsen were excused as they are out of town to an Idaho Association of County Commissioners and Clerks (IACC) conference in Coeur d'Alene. Administrator McMurray was also excused as he is on vacation.

THOSE PRESENT:

County Commissioners:

Dennis Crane, Chairman
Prosecuting Attorney:
Doug Abenroth

Bob Kunau
Deputy Clerk of the Board:
Heather Evans

Others:

Ruthe Hobbs, Citizen
Lana Bowers, Citizen

Lana Bowers, Citizen
Mart Adams, Assessor's Office
Timbri Hurst, Administration Office

Lisa Heisel, Treasurer's Office
George Moffitt, Citizen

INFORMATION AND ACTION AGENDA ITEMS

- 1) 9:00 AM CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND PRAYER
- 2) 9:02 AM REVIEW CALENDARS AND MEETINGS
 - a) Quarterly SEIDO Board Meeting at 12:30 p.m. Thursday, 06/11/2015 in Twin Falls for Commissioner Kunau.
 - b) Mini-Cassia Transportation Meeting for Chairman Crane the morning of Wednesday, 06/10/2015.
 - c) Clerk Larsen and Commissioner Christensen are both in Coeur d'Alene this week at an IACC Conference.
- 3) 9:02 AM REVIEW CORRESPONDENCE – None
- 4) 9:04 AM PERSONNEL MATTERS
 - a) CHANGE OF STATUS
 - i) SHERIFF'S OFFICE
 - (1) Sheriff's Deputy Michael Rose completed his Basic P.O.S.T. training and received his Basic Certificate.
 - ii) MINI-CASSIA CRIMINAL JUSTICE CENTER (MCCJC)
 - (1) Hiring of Brandon Byars as a part-time Detention Officer. Chairman Crane recommended holding off on approval until further information can be obtained concerning Byars' current employment with Minidoka County. Commissioner Kunau agreed with that recommendation.

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- (2) Senior Detention Deputy Angus Merrell is transferring from the MCCJC to Adult Misdemeanor Probation as a Deputy Probation Officer effective 06/22/2015. This transfer will result in a reduction in pay.

9:06 AM

MOTION: BOB KUNAU, MEMBER MOVED TO APPROVE THE TWO SAID CHANGE OF STATUS REQUESTS AS PRESENTED FOR MERRELL AND ROSE, AND TO APPROVE THE TIMECARD OF ROAD & BRIDGE SUPERVISOR, SAM ADAMS. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- b) PAYOUT OF ACCRUALS – None today.
- c) TIME CARDS – Road & Bridge Supervisor Sam Adams’ hours worked appeared to be in order according to Chairman Crane.

5) 9:07 AM REVIEW JUNIOR COLLEGE CERTIFICATE OF RESIDENCY RECOMMENDATIONS FOR APPROVAL

- i) The Board reviewed twelve junior college Certificate of Residency applications
 - (1) College of Southern Idaho approvals:
 - (a) High school dual credit: 3
 - (b) Non-dual credit: 8
 - (2) College of Southern Idaho denials:
 - (a) High school dual credit: 1
 - (b) Non-dual credit: None

9:07 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO APPROVE ELEVEN JUNIOR COLLEGE RESIDENCY APPLICATIONS AS PRESENTED. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

6) 9:09 AM COUNTY ROAD AND BRIDGE DEPARTMENT WEEKLY WORK SCHEDULE

- a) Chairman Crane reported that the moisture is not ideal right now. They are not grading roads, but have been hauling gravel to fix the roads that have been damaged by the recent rainfall in Elba and the City of Rocks. Things are going well there.

7) 9:09 AM BUILDINGS AND GROUNDS WORK AND UPDATES

- a) Chairman Crane reported that the inspection of the Assessor’s Office, in regards to the grant, had taken place over the weekend.
- b) Commissioner Kunau reported that insulation of the wall between a deputy clerk’s office in Room 100 and the Elected Clerk’s office in Room 106 needed to take place to decrease sound travel. He stated that it would be easy to fill appropriate sections in.

8) 9:07 AM GATEWAY TRANSMISSION LINE UPDATES

- a) Commissioner Kunau reported on information received from Doug Balfour stating that the Sage Grouse Plan has been specifically excluded for Gateway West. EIS stated that Gateway West will do its own sage grouse study and the Idaho Sage Grouse Plan does not apply. It is difficult to assess the consequences. In his correspondence, Balfour reports he will advise the board as any further information comes along

9) 9:44 AM REVIEW MINUTES FOR APPROVAL

9:44 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO APPROVE MINUTES OF THE BOARD FROM JUNE 1, 2015. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

10) 10:20 AM REVIEW COUNTY PAYABLES FOR APPROVAL (*attachment included*)

10:20 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO APPROVE COUNTY PAYABLES DATED 06/08/2015. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

11) 9:11 AM DISCUSS HANDLING CAPITAL IMPROVEMENTS COSTS FOR JOINT POWERS' DEPARTMENTS

- a) Chairman Crane read an email received from Clerk Larsen recommending splitting out capital improvements in all the joint budgets for easier tracking of capital expenditures.
- b) Commissioner Kunau questioned the amount of money that has been or would be put into the capital funds. He agreed this would be an easier way of tracking capital expenditures. Commissioner Crane stated he was unsure of those amounts. He recommended that this might best be discussed at the Joint Board Budget Meeting later this month.
- c) Abenroth felt it is more of a budgetary issue than a change in the Joint Power's Agreement and recommended that this be discussed in the upcoming budget meeting.
- d) Commissioner Crane stated for the record that the Board would like to table this discussion until the Joint Meeting with Minidoka County.

12) 9:18 AM DELIBERATE ON CONTRACT WC071500 BETWEEN THE DEPARTMENT OF HEALTH AND WELFARE AND THE CASSIA COUNTY SHERIFF'S OFFICE REGARDING SERVICE OF PROCESS OF LEGAL DOCUMENTS

- a) Abenroth stated that the Department of Health and Welfare is proposing to extend the contract for one year so that it expires September 30, 2016 and proposing to amend the amount by \$22,000.00. He also recommends approval of said amendments to the contract.

9:19 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO APPROVE THE AMENDED CONTRACT WITH THE DEPARTMENT OF HEALTH AND WELFARE AS PRESENTED. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

13) 9:15 AM DELIBERATE ON SCOPING DOCUMENT – MINIDOKA RANGER DISTRICT REGARDING IDAHO MILITARY DIVISION IMPROVEMENTS

- a) Chairman Crane read the letter of proposal by the Minidoka Ranger District to add an underground propane tank on Mt. Harrison to provide for generated electricity during power outages for communication equipment. The proposal also allows for an addition to the existing communications building, to allow for housing of new and additional communication equipment.
- b) Commissioner Kunau recommended a letter of support be drawn up for what seems to be a necessary project.
- c) Chairman Crane stated for the record that the Board agrees to this scoping document and that no comment will be formally made.

14) 9:22 AM DELIBERATE ON MIDDLE SNAKE REGIONAL WATER RESOURCE COMMISSION'S PROPOSED BUDGET FOR FY2015-2016 AND CONSIDER BALLOT FOR APPROVAL

- a) The previous year's total annual budget was \$15,250.00 and this year's proposed total annual budget request is \$15,730.00. The proposed budget request for Cassia County remains the same as last year's amount of \$2,922.00.

9:23 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO APPROVE THE MIDDLE SNAKE REGIONAL WATER RESOURCE COMMISSION BUDGET REQUEST AS REQUESTED. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

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- 15) 9:25 AM REVIEW TRAIL INFORMATION FROM U.S. FOREST SERVICE
- a) Chairman Crane presented documentation from the Forest Service showing miles of added and removed ATV and motorcycle trails with maps included. It appears that overall more trails are being removed than added.
 - b) Commissioner Kunau inquired as to whether action needed to be made on this. Chairman Crane stated that the documentation presented was informational only.
- 16) 9:27 AM REVIEW AND DELIBERATE ON "CITIZENS IN OPPOSITION TO THE USDA – FOREST SERVICE CLOSURE POLICY OF ESTABLISHED ROADS – ALMO PARK"
- a) Chairman Crane stated that it appeared that the "Citizens in Opposition" information seemed to be related to the trail information presented.
 - b) Chairman Crane recommended that both agenda items be tabled until the regularly scheduled meeting time with the Forest Service in two weeks.

9:28 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO TABLE THESE ITEMS UNTIL THE NEXT MONTHLY MEETING WITH THE U.S. FOREST SERVICE. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 17) 9:29 AM REVIEW AND CONSIDER FOR APPROVAL PURCHASE OF REFRIGERATOR FOR ADULT MISDEMEANOR PROBATION LAB
- a) Abenroth stated he received a text message this morning from County Administration Department Employee Blair Bowers stating that a working full-size fridge is currently located in the county shop. It was recommended that we follow up on this before purchasing a new fridge. Abenroth expressed the need for a replacement of the fridge in the lab.
 - b) Chairman Crane stated that he had not received any paperwork from Misdemeanor Probation concerning the purchase of a new fridge. He also stated that he would talk to Craig Munoz in regards to the above referenced fridge.
- 18) 9:31 AM MAILBOXES
- a) Chairman Crane stated that he had not received any new information in regards to the purchase of mailboxes for the county. He requested that Timbri Hurst be summoned to report on her latest findings.
 - b) Timbri Hurst reported that the Post Office cannot purchase the mailboxes for us due to the limited accessibility requirements. She stated that a free standing unit including 8 boxes, 2 parcel lockers, and 1 outgoing box would cost the county approximately \$2,180.00.
 - c) Placement of the mailboxes was discussed with several suggestions as to where it should be located.
 - d) Chairman Crane recommended that further discussion be tabled until Clerk Larsen, Administrator McMurray, and Commissioner Christensen can all be present.
- 19) 10:21 AM PRELIMINARY FY2016 BUDGET PRIORITIES – JOINT POWERS PROPOSED INCREASES, EXPENDITURE INCREASE PRIORITIES, REQUEST FOR TENTATIVE BUDGET APPROVALS
- a) Chairman Crane suggested that the Board tentatively approve all budgets that appear to be okay.
 - b) Deputy Auditor Heather Evans handed out a revised tentative budget totals report with proposed budget changes that were received during the last week. Evans reported that these budget totals included all but six budget proposals.
 - c) Evans reported that she and Clerk Larsen had highlighted all budgets that they felt did not need workshops and were ready to go. Chairman Crane agreed that these budgets did not need additional attention.
 - d) Evans requested direction from the board on how to proceed with budgeting for Solid Waste. Chairman Crane recommended holding off on discussion until Commissioner Christensen could be present.

- e) Evans reported a \$12,000.00 requested increase for Emergency Medical Services. These monies have been historically budgeted and not used. They were removed from the FY2015 budget and now are being requested again. Chairman Crane stated he needed to speak with Shirley Hubbard regarding this matter. He stated that he would try to have additional information at next week's board meeting.
- f) Discussion was held on the population of the Juvenile Detention Center in association to the FY2016 requested budget amount. Evans reported an increase in Cassia's financial obligation from last year due to the population percentage breakdown. In FY2015, Cassia's percentage breakdown was 48.28%. For FY2016, that percentage has increased to 56.39%, thus the increase of \$100,418.00. Evans reported that this increase did include a proposed 3% increase of wages for Minidoka County.
- g) Commissioner Kunau questioned the additional amounts requested for FY2016 from the Public Defender's office. It was reported that Byington was requesting an additional attorney and also increases for his current staff. His "B" budget did decrease from last year.
- h) Chairman Crane inquired as to how many departments had requested raises for employees. It was reported that Public Defender's office, MCCJC, and the Law Enforcement Budgets all included additional "A" budget requests. Chairman Crane instructed the Auditor's office to remove the additional "A" budget requests to bring the budget back to a "truer picture." Commissioner Kunau and Chairman Crane both instructed Evans to preliminarily budget for two additional employees with the recent restructuring of the jail administration, with the understanding that a final decision on additional employees will be decided by the Joint Boards.
- i) Discussion was held concerning the budget for the Fair. Chairman Crane stated that he and McMurray had worked previously on some revisions related to the "A" budget. Evans stated that she needed a proposed budget for this department that included requests for additional help.
- j) Chairman Crane stated that discussion needed to be held, when everyone could be present, concerning the D.A.R.E. budget requests in relation to the 2% increase that the City of Burley is projected to pay for the FY2016 Law Enforcement Agreement. Commissioner Kunau questioned the additional \$3,000.00 request for FY2016. The department's additional request for funding with projected revenues falling short was discussed. Commissioner Kunau questioned why the department was spending more than what they generate in revenue. It was agreed upon, again, that this budget would need to be discussed in detail with Sheriff Heward.
- k) Chairman Crane questioned the \$1,000.00 increase for Historical Society. Evans stated that they only had the one expense line and was unsure at the moment what the additional request was related to. Evans referenced the fact that the Board members received copies of all the budget requests via the shared folder.
- l) Chairman Crane recommended that most of these questions should be addressed at budget meetings of the Joint Boards on 06/22/2016. He reiterated the Auditor's office's need to remove all additional "A" budget requests and to proceed with budgeting for two additional MCCJC employees.
- m) Commissioner Kunau referenced the Discretionary Compensation Fund and placement of such for FY2016. He expressed that those monies should be budgeted in another fund for FY2106. Evans stated that we needed to proceed with advice from the Prosecuting Attorney on potential allocation of those funds in regards to the limitations of paying accruals out of a fund in which they were not accrued. Kunau mentioned that McMurray had looked into this and further discussion needed to take place.

SCHEDULED INFORMATION AND ACTION AGENDA ITEMS

20) 9:05 AM BOARD OF EQUALIZATION (BOE) – Deferred to 9:45 a.m.

21) 9:10 AM PRESENTATION BY ROD BARTON ON COMMUNITY BENEFIT

- a) The Board was informed that the hospital had scheduled the wrong date for appearance. They plan to appear next week and would like to be placed on the agenda.

22) 9:45 AM APPEAL HOMEOWNER'S EXEMPTION – GEORGE MOFFITT

9:45 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO GO INTO BOARD OF EQUALIZATION. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- a) Abenroth reported that the Assessor's office removed the homeowner's exemption from the property. He stated that Assessor Dwight Davis was unable to attend and Mart Adam's was presenting in Davis' place.
- b) George Moffitt stated that his residence is 314 East Hwy 81 and has been such for the past six years. He stated that he travels south for the winter and has his mail forwarded to family/friends while he is gone. He recently had his mail forwarded to Jim Mai who resides west of town. It appeared that he was no longer at his address. He was informed that he should consider purchasing a post office box. Moffitt stated that he does not own a home outside of Idaho.
- c) Mart Adams reported that the Assessor's Office received a "flag" that the physical address was different than the mailing address. Their office sent out a response letter and did not receive a letter confirming residency by the deadline of April 15th. The exemption was then removed due to non-receipt of the letter. Adams stated that if relevant, Assessor Davis would like to receive written confirmation of reinstatement of the homeowner's exemption from the Board for his file records.
- d) Lisa Heisel from the Treasurer's Office reported they received notice from the Post Office that mail to Moffitt was returned with a change of address. As in the past, they turn them over to the Assessor's Office to investigate whether or not the homeowner's exemption should remain. After research, it was found that mail was being received by Jim and Barbara Mai, and that Moffitt does leave for the winter months, returns, and has retained his property as his primary address. It is the opinion of the Treasurer's Office that the homeowner's exemption should remain.
- e) Mart Adams recommends that for their records, Mr. Moffitt's mailing address needs to be changed back to his property address or a post office box.

9:53 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO REINSTATE THE HOMEOWNER'S EXEMPTION ON PROPERTY OWNED BY GEORGE MOFFITT AS DISCUSSED. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

9:54 AM

MOTION: BOB KUNAU, MEMBER, MOVED GO OUT OF BOARD OF EQUALIZATION. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

23) 11:00 AM INDIGENT MATTERS

10:03 AM CONVENE EXECUTIVE SESSION

MOTION: BOB KUNAU, MEMBER, MOVED THAT THE BOARD, PURSUANT TO IDAHO CODE § 67-2345(1)(d), CONVENE IN EXECUTIVE SESSION TO CONSIDER MEDICAL INDIGENT MATTERS THAT ARE EXEMPT FROM PUBLIC DISCLOSURE. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION FOLLOWED BY A ROLL CALL.

DENNIS CRANE, CHAIR	YES
BOB KUNAU, MEMBER	YES

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

- a) Case Presentation: 2015035, 2015046

- b) Certificate of Approval: 2015011, 2015041
- c) Order of Dismissal: 2014120, 2015023
- d) Notice of Lien: 2015046, 2015047
- e) Notice of Continuance of Hearing: 2015017
- f) Release of Medically Indigent Lien: 2011085, 2014120, 2015023
- g) Medical Records/Utilization Management Review: 2015035, 2015046

10:20 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE MEDICAL INDIGENT ACTIONS AS PRESENTED. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD ADJOURNED THE EXECUTIVE SESSION AT 10:20 AM.

10:47 AM

MOTION: BOB KUNAU, MEMBER, MOVED TO ADJOURN. DENNIS CRANE, CHAIRMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

24) 10:47 AM ADJOURNMENT

APPROVED:

/s/ _____

Dennis Crane, Chairman

DEPUTY CLERK OF THE BOARD:

/s/ _____

Heather Evans

**ATTACHMENT:
COUNTY PAYABLES
06/08/2015**

6/8/2015

COUNTY EXPENDITURES

	DEPARTMENT	FUND/DEPT	AMOUNT	
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$51.57	
	AUDITOR & RECORDER	104.402	\$402.39	
	TREASURER	104.404	\$40.91	
	ASSESSOR	104.405	\$892.33	
	AGRICULTURAL EXTENSION	104.410	\$0.00	
	COUNTY BUILDING	104.411	\$3,866.03	
	JUDICIAL CENTER	104.412	\$189.36	
	BOARD OF HEALTH	104.413	\$9,763.45	
	PLANNING & ZONING	104.414	\$328.99	
	GENERAL	104.415	\$988.25	
	CIVIL DEFENSE	104.416	\$442.81	
	COUNTY ELECTIONS	104.417	\$0.00	
	COUNTY ADMINISTRATION	104.419	\$2,681.10	
	VETERANS SERVICE OFFICER	104.421	\$0.00	
CURRENT EXPENSE FUND TOTAL			\$19,647.19	
Dedicated Funds	SOCIAL SERVICES	105.502	\$60,389.88	
	CASSIA COUNTY COURTS	106.602	\$1,003.19	
	COUNTY ROAD & BRIDGE	107.707	\$7,847.88	
	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	\$1,659.86	
	CONSOLIDATED ELECTIONS	116.716	\$970.05	
	COUNTY WATERWAYS	117.717	\$370.00	
	COUNTY SNOWMOBILE	118.718	\$0.00	
	ASSESSOR TRUST	123.323	\$0.00	
	EMERGENCY MEDICAL SERVICE	133.733	\$0.00	
	NARCOTICS SEIZED ASSETS	134.334	\$0.00	
	CASSIA DRUG TASK FORCE	136.736	\$21.19	
	D.A.R.E. TRUST	137.737	\$207.97	
	PHYSICAL FACILITIES	144.744	\$272.12	
	ADULT MISDEMEANOR PROBATION	149.349	\$20.00	
	ADULT MISDEMEANOR PROBATION	149.749	\$5,813.24	
	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			\$78,575.38
	130 Justice Fund	JUSTICE FUND	130.330	\$1,194.00
CLERK OF THE DISTRICT COURT		130.803	\$0.00	
CONFLICT PUBLIC DEFENDER		130.804	\$1,017.50	
JUVENILE JUSTICE		130.805	\$0.00	
PROSECUTING ATTORNEY		130.807	\$591.71	
PUBLIC DEFENDER		130.808	\$569.97	
CORONER		130.809	\$0.00	
LAW ENFORCEMENT BUILDING		130.812	\$308.25	
SHERIFF - PATROL		130.821	\$817.54	
SHERIFF - INVESTIGATIONS		130.822	\$226.96	
SHERIFF - DISPATCH		130.823	\$704.55	
SHERIFF - ADMINISTRATION		130.824	\$3,002.03	
M-C CRIMINAL JUSTICE CENTER		130.827	\$30,639.33	
M-C JUVENILE DETENTION CENTER		130.828	\$0.00	
JUSTICE FUND TOTAL			\$39,071.84	
TOTAL EXPENDITURES			\$137,294.41	