



## Cassia County Board of Commissioners

Cassia County Courthouse  
Commission Chambers  
1459 Overland Ave. – Room 206  
Burley, ID 83318  
[www.CassiaCounty.org](http://www.CassiaCounty.org)

### Board Members:

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

Phone: (208) 878-7302

Fax: (208) 878-9109

Monday, April 11, 2016

9:00 AM

The Cassia County Board of Commissioners met this day in regular session in the Commission Chambers of the Cassia County Courthouse.

- 1) Call to Order
- 2) Pledge of Allegiance and Prayer
- 3) Roll Call

4/11/2016 9:02 AM **Roll Call.**

**Present:** Kerry D. McMurray - Administrator, Bob Kunau - Member, Dennis Crane - Chairman, Paul Christensen - Member, Doug Abenroth - County Attorney, Joseph W. Larsen - Clerk of the Board.

- 4) 4/11/2016 9:02 AM Review Calendar, Meetings, and Correspondence
- 5) 4/11/2016 9:19 AM Personnel Matters:
  - a. Time Card – Road and Bridge Supervisor Sam Adams
  - b. Change of Status – Fair Board Employee – Tab Smith at \$28,000 per year

4/11/2016 9:19 AM **Motion:** Hiring of Tab Smith as Fair Board Employee, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

- 6) 4/11/2016 9:20 AM Junior College Residency Applications Review and Discussion

4/11/2016 9:20 AM **Motion:** Recommendations by the Clerk's Office regarding approval of one high school dual credit Certificate of Residency application, **Action:** Approve, **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.

Motion passed unanimously.

- 7) 4/11/2016 9:20 AM County Road and Bridge Report – Discussion of Activities
- 8) 4/11/2016 9:21 AM Further Discussion on Meeting with Box Elder Commissioners and the Raft River Highway District Personnel on 04/12/2016
  - a. Report of meeting with Box Elder County tomorrow regarding pay for maintenance of 9.4 miles of road near Box Elder County.

**CASSIA COUNTY COMMISSION**

**REGULAR SESSION**

**Monday, April 11, 2016**

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- b. Larsen to present the proposed plan for paying for what is owed to Box Elder County. He deferred discussion of the resultant contract or addendum to McMurray and Abenroth.
- 9) 4/11/2016 9:22 AM Mini-Cassia Violence Shelter (MCVS) Funding Request Deliberation
- a. Kunau discussed loss of state grant funding that the MCVS feels will be reinstated in July.
  - b. McMurray identified \$1,000 in his budget that Kunau recommended be contributed to them.
  - c. Christensen felt strongly that this is a one-time approval and that these type matters should be privately funded.

4/11/2016 9:23 AM **Motion:** Funding \$1,000 to the Mini-Cassia Violence Shelter, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

- d. McMurray overviewed preparation of an application for grant monies from the county and establishment of a committee to determine worthiness of distribution of those amounts.
- 10) 4/11/2016 9:25 AM Gateway Discussion
- a. A letter from attorney Doug Balfour was read by Kunau.
  - b. The Power County private citizen's group, Goal, met with Power County officials and Balfour with regards to going forward working together with the coalition.
- 11) 4/11/2016 9:35 AM Execute Resolution No. 2016-010 Destruction of Semi-Permanent Records – Sheriff's Office
- a. Resolution was reviewed by Abenroth with no objections.
  - b. Resolution was read by Kunau.

4/11/2016 9:37 AM **Motion:** Resolution No. 2016-010 for Destruction of Semi-Permanent Records from the Sheriff's Office, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

- 12) 4/11/2016 9:37 AM Execute Notice of Hearing for Assessor's Office Fees
- a. Abenroth reviewed the proposed notice and reported that the statute requires that notice be published twice for two weeks before the hearing.
  - b. Notice for advertisement was reviewed detailing a request to increase administrative fees from \$3.50 to \$5.25.

4/11/2016 9:44 AM **Motion:** Signing of the presented notice for publication for hearing on an Assessor's Office administrative cost increase from \$3.50 to \$5.25, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

- 13) 4/11/2016 9:38 AM Execute Letter to Senator Crapo Regarding Secure Rural Schools (SRS) Funding Support
- a. Christensen read a proposed letter from the board to Senator Crapo.
  - b. The letter stressed the desire to support SRS and PILT funding as critical for operation of the county.

4/11/2016 9:39 AM **Motion:** Signing and sending the letter of SRS and PILT support to Senator Crapo, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

- 14) 4/11/2016 9:39 AM Review Idaho Public Utilities Commission (IPUC) Case No. IPC-E-16-02
- a. IPUC Case was reviewed by Kunau.
  - b. Refers to a fixed rate adjustment for Idaho Power. Kunau said there is no reason to oppose the proposed action without any additional information.
- 15) 4/11/2016 10:35 AM Indigent Matters

4/11/2016 10:35 AM **Motion:** To consider Indigent matters of a personal nature that are exempt from disclosure under Idaho Code § 74-106 (6), **Action:** Enter Executive Session under Idaho Code § 74-206 (1) (d), **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.  
**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 3).  
**Yes:** Bob Kunau, Member, Dennis Crane, Chairman, Paul Christensen, Member.

4/11/2016 10:51 AM **Motion:** Indigent recommendations of the Social Services Director as presented, **Action:** Approve, **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.  
Motion passed unanimously.

- 16) 4/11/2016 10:52 AM Review and Approve Minutes

4/11/2016 10:53 AM **Motion:** Minutes from 04/04/2016, **Action:** Approve, **Moved by** Bob Kunau Member, **Seconded by** Paul Christensen, Member.  
Motion passed unanimously.

- 17) 4/11/2016 11:01 AM Review and Approve Payables

4/11/2016 11:01 AM **Motion:** Payables from 04/11/2016, **Action:** Approve, **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.  
Motion passed unanimously.

### **SCHEDULED INFORMATION AND ACTION AGENDA ITEMS**

- 18) 4/11/2016 9:12 AM Discuss COPS Grant – Undersheriff Warrell
- a. Warrell asked for the board’s approval to apply for a COPS Grant. This is the exact grant they had applied for and received a few years back.
  - b. It is a 100% salary and benefits grant paid for three years with a requirement of guaranteed employment of the officer by the county one year after that.
  - c. \$137,000 total for the three years.
  - d. The board supported the application of the proposed grant.
- 19) 4/11/2016 9:15 AM Software Updates for Security Doors at the Mini-Cassia Criminal Justice Center (MCCJC) – Undersheriff Warrell

- a. Warrell reported the jail remote door lock system hardware upgrade got overlooked and needs to be updated. \$2,919.30 needs to be paid, which was missed.
- b. In August, the software service should be renewed for three years at \$4,798.60 or for five years at \$7,197.00. If there are problems later and that payment hasn't been made, the cost would be \$15,274.40.
- c. Warrell asked to pay the \$2,934.30 and budget for FY2017 either the three or the five-year contract amounts as explained.

4/11/2016 9:18 AM **Motion:** Payment of \$2,919.30 for the MCCJC remote lock system upgrade as presented, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

20) 4/11/2016 9:18 AM Discuss Concession Lease Agreement – Undersheriff Warrell

- a. The DARE booth at the Cassia County Fair vendor agreement received was for \$875.
- b. Warrell asked that amount be waived where they are there in their law enforcement capacity.
- c. Crane said he thought they could and he would work on that.

21) 4/11/2016 9:28 AM Burley Development Authority (BDA) Transfer of Power Agreement

- a. Mitton explained that an agreement allows BDA to go forward working on a proposed plan outside the City of Burley.
- b. A 1999 agreement was approved by the board then for a Revenue Allocation (RA) area at the old Del Monte Processing Plant. They may need an RA capture to improve infrastructure for a substation with this current project.
- c. Manning explained this project, which began in 2013, was temporarily put on hold due to market conditions.
- d. It is now two and a half times the size and double the employee base at \$44,000 average salary per rank and file employee for this project.
- e. Abenroth reviewed the agreement with only one minor addition needing to be added to it by City of Burley attorney, Dave Shirley.

4/11/2016 9:34 AM **Motion:** Following through with signing the BDA Transfer of Power Agreement as presented, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

22) 4/11/2016 9:44 AM Follow-up on Website Distribution of Clerks Office Information and Attachments – Clerk Larsen

- a. Larsen stated he provided at McMurray's request, options he identified and provided in a previous board meeting for implementation of a protected employee web logon.
- b. All five options were reasonable in cost but Larsen was concerned there had been no response back regarding the progress of that request.
- c. He asked the board to consider allowing the Clerk's Office to set up their own separate domain such as the Sheriff's Office has done, and linking it to the county's site. This would facilitate real time election results as well as numerous other improvements and control by using file transfer protocol (FTP) uploads directly.
- d. He reviewed a web maintenance agreement with Surf the Snake dated fourteen years ago. There has been a vast amount of available web service changes during that time. The county has

paid Surf the Snake \$9,883.85 for the past five years for the domain and expenditures related to maintenance of the website.

- e. Crane questioned if that request was dependent on the five provided entities for an employee protected login. Larsen said it wasn't. He stated that could be setup within two weeks at minimal cost and they had been waiting for a year and a half for something to be done to facilitate the Auditor's Office getting employee-related information from their office by way of the web.
- f. Christensen asked about charges. Larsen responded that a tremendous amount of Auditor's Office personnel time and associated costs could be eliminated with this implementation. Savings alone would pay for costs to have their own domain with a protected logon for employees.
- g. Abenroth asked what information people are looking for. Larsen enumerated public domain information used for elections that are continually changing, court assistance materials and links, and additionally employee benefit information obtained by the protected logon as requested.
- h. McMurray said Sara Haynes is looking at that and is out on vacation and they would like to provide information two weeks from today. He said he sees the need but they had informed employees about an employee portal and had received only two comments back from employees regarding that.
- i. Crane recommended tabling the matter for two weeks.

23) 4/11/2016 9:56 AM Follow-up on Court Record Storage Facility Preparations – Clerk Larsen

- a. Larsen said he had not received any communication on the progress or preparations for that record storage area.
- b. He asked that items of concern in the storage area be completed prior to or concurrently with the shelving construction. They would like approval of the shelving expenses under the courts budget to coincide with the completion of the other building preparations.
- c. McMurray read items of concern as requested:
  - i. Fluorescent or other appropriate lighting as current incandescent lighting is inadequate.
  - ii. Solid core doors with deadbolt locks.
  - iii. Obscure window coverings in that facility and in the auditor's record storage area under Adult Misdemeanor Probation.
  - iv. Metal protective bars around windows.
  - v. Garbage and debris removed from entry areas.
  - vi. Smoke or fire protection.
  - vii. Shelves raised appropriately off the ground to safeguard against potential flooding.
- d. Crane agreed with all items except changing of the lights. He said the Clerks never viewed the records while they were stored in Boise and wondered how much time would be needed to look at them now.
- e. Larsen said that all records would be gone through thoroughly as all items in every file will either be destroyed or digitized to link to the new Odyssey software. It is paramount that all records be visibly examined. Also, higher priority records will be located in that facility as it is closer to the judicial facility than to the courthouse.
- f. Christensen asked if improved LED lighting would be adequate. Larsen said he felt it possibly would be sufficient and would help to minimize expenditures.

- g. McMurray said fire code would require fire boards on the walls and fireproof doors. They are currently getting bids on those items.
  - h. Crane said they could move forward with the project.
- 24) 4/11/2016 10:06 AM Deliberation and Approval of Asset Inventory Procedures and Compliance Recommendations – Clerk Larsen
- a. Larsen provided suggestions from Deputy Clerk Carrie Merrell regarding compliance with recommendations of asset inventory accountability from the outside auditor.
  - b. He asked for the board to review the concerns, synopsis, and suggestions to approve the extent of asset inventory tracking desired.
- 25) 4/11/2016 10:08 AM Deliberate on FY2017 Budget Preparations – Clerk Larsen
- a. Larsen reviewed the process for budget preparations, deadlines, and read Idaho Statute § 31-1602.
  - b. He asked that all departments return the actual worksheets provided as required by the statute.
  - c. A department’s request for additional expenditures without accompanying revenues identified cannot be accepted. The budget officers can only allocate revenues. Budget expenditure allocations from savings can only be approved by the board.
  - d. The budget officers are recommending a Carryover Contingency line be created for each budget to allow for preservation of fund balances. The gap between beginning and ending balances has narrowed continually with some departments from year to year. The critical nature of eroding ending carryover balances is that there are fewer funds each year to operate with during first quarter of the fiscal year as revenues are scarce until the tax drive.
  - e. When carryover balances are depleted, historically, alternate funding sources have been required to fill that gap. PILT has been used for that deficiency each year but we now are relying on nearly all of our PILT funds just to manage financial needs each year.
  - f. When historical carryover funds are eroded going forward, it must be accompanied by additional identified revenues or must include a decrease in approved expenditures budgeted.
  - g. The budget officers also recommend an Accrual Payout Liability line be established. Our current accrued payouts total \$286,762.12 as of the morning. The additional liability for county-obligated FICA, Medicare, and PERSI on those amounts is \$55,373.76. The total accrual liability is \$342,135.88.
  - h. All grant money anticipated for FY2017 needs to be to the Auditor’s office no later than Monday, 05/16/2016.
  - i. The budget officers anticipate providing the board with a balanced budget recommendation by Monday, 06/06/2016.
  - j. Budget workshops can then be scheduled for department heads as needed to meet with the board as desired to review and make any required changes in the proposed budget.
  - k. The budget officers will use trend analysis for determining budget amounts to balance expenditures with identified revenue.
  - l. Crane asked about deadlines to have this completed. Larsen said no previously requested deadlines have been met and the board must determine when that is. The Auditor’s Office would like that completed no later than mid-July to facilitate publishing and then the hearing.
- 26) 4/11/2016 10:20 AM Follow-up on Blood-Borne Pathogen Protection Protocol – Clerk Larsen
- a. Larsen asked for a Blood-Borne Pathogen plan or protocol be presented as soon as possible.
  - b. Two reported incidents with court deputy clerks has led Larsen to request that plan be devised soon. They have already purchased mask and gloves. Training needs to be provided in addition

to the plan. Eye wash facilitation, red bags, and other materials should be part of that plan. Infectious diseases that employees and patrons of the County include highly-contagious Hepatitis C as well as Tuberculosis, Clostridium Difficile, MRSA, and sepsis.

- c. Larsen was not aware of anything that has been done since this was reported. He recommended a plan and protocol be put in place rapidly.

27) 4/11/2016 10:24 AM Discuss Access to E-Citations in the Courts – Clerk Larsen

- a. E-Citations were not able to be accessed due to a computer virus in the county computer system.
- b. Larsen was never made aware of the situation at any time regarding the virus and problems and expressed concern over lack of communications in that regard.
- c. They need to meet public record requests regarding citations that are currently not available due to file corruption. Coordination of those requests will go through Abenroth.
- d. He reported on numerous emails from an attorney's office with a purported PDF file attachment that was not actually a file, but a link when clicked that could introduce a virus in the system.
- e. Larsen brought up to the IT department a couple of months ago the dangers of the Cryptolocker virus and ransomware. There have been several entities that have had to pay to unencrypt their files across the network. He was not aware of any training or warnings to employees that has ever taken place and recommended training for employees.
- f. He asked again for better communications and training to help minimize potential problems.

28) 4/11/2016 10:24 AM Adjournment

4/11/2016 11:01 AM **Motion:** Today's meeting of the Board, **Action:** Recess, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.

Motion passed unanimously.

APPROVED:

/s/ \_\_\_\_\_

Dennis Crane, Chairman

CLERK OF THE BOARD:

/s/ \_\_\_\_\_

Joseph W. Larsen

## COUNTY EXPENDITURES ATTACHMENT

4/11/2016

## COUNTY EXPENDITURES

	DEPARTMENT	FUND/DEPT	AMOUNT	
<b>104 Current Expense Fund</b>	COUNTY COMMISSIONERS	104.401	\$405.72	
	AUDITOR & RECORDER	104.402	\$540.00	
	TREASURER	104.404	\$49.31	
	ASSESSOR	104.405	\$0.00	
	AGRICULTURAL EXTENSION	104.410	\$0.00	
	COUNTY BUILDING	104.411	\$3,064.23	
	JUDICIAL CENTER	104.412	\$60.00	
	BOARD OF HEALTH	104.413	\$0.00	
	PLANNING & ZONING	104.414	\$0.00	
	GENERAL	104.415	\$3,495.30	
	CIVIL DEFENSE	104.416	\$464.89	
	COUNTY ELECTIONS	104.417	\$0.00	
	LAW ENFORCEMENT BUILDING	104.418	\$0.00	
	COUNTY ADMINISTRATION	104.419	\$3,493.47	
	VETERANS SERVICE OFFICER	104.421	\$0.00	
	<b>CURRENT EXPENSE FUND TOTAL</b>			<b>\$11,572.92</b>
	<b>Dedicated Funds</b>	SOCIAL SERVICES	105.502	\$2,587.50
CASSIA COUNTY COURTS		106.602	\$348.01	
COUNTY ROAD & BRIDGE		107.707	\$3,603.89	
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	\$97,300.00	
REVALUATION		114.714	\$253.23	
9-1-1 COMMUNICATIONS		115.715	\$3,562.34	
CONSOLIDATED ELECTIONS		116.716	\$822.50	
COUNTY WATERWAYS		117.717	\$0.00	
COUNTY SNOWMOBILE		118.718	\$423.00	
ASSESSOR TRUST		123.323	\$37.00	
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	\$0.00	
ADULT MISDEMEANOR PROB TRUST		149.349	\$84.00	
ADULT MISDEMEANOR PROBATION		149.749	\$507.71	
VIOLENT PREDATOR ACCOUNT		150.750	\$0.00	
BOX ELDER COUNTY BOOKMOBILE	151.751	\$0.00		
WIDOW BENEFIT TRUST	198.798	\$0.00		
<b>DEDICATED FUNDS TOTAL</b>			<b>\$109,529.18</b>	
<b>130 Justice Fund</b>	JUSTICE FUND	130.330	\$1,789.50	
	CLERK OF THE DISTRICT COURT	130.803	\$0.00	
	CONFLICT PUBLIC DEFENDER	130.804	\$951.50	
	JUVENILE JUSTICE	130.805	\$0.00	
	PROSECUTING ATTORNEY	130.807	\$449.62	
	PUBLIC DEFENDER	130.808	\$204.88	
	CORONER	130.809	\$250.00	
	SHERIFF - PATROL	130.821	\$1,823.54	
	SHERIFF - INVESTIGATIONS	130.822	\$356.17	
	SHERIFF - DISPATCH	130.823	\$9,747.50	
	SHERIFF - ADMINISTRATION	130.824	\$706.14	
	M-C CRIMINAL JUSTICE CENTER	130.827	\$7,397.16	
	M-C JUVENILE DETENTION CENTER	130.828	\$0.00	
<b>JUSTICE FUND TOTAL</b>			<b>\$23,676.01</b>	
			<b>TOTAL EXPENDITURES \$144,778.11</b>	

## **ATTENDANCE LOG ATTACHMENT**

# CASSIA COUNTY COMMISSIONERS

## Attendance Log

Date: 4-11-2016

NAME (PLEASE PRINT)	TOWN	REPRESENTING
1. Tommy Hutchinson	Elba	Citizen
2. George Warrell	Oakley	CCSO
3. Jay Heward	Burley	CCSO
4. Mark Milton	City of Burley	City of Burley
5. Doug Manning	"	"
6. Blair Bowers	Burley	Citizen
7. Tim Dunnington	DeLo	Citizen
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