



## 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, June 6, 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) 6/6/2016 9:04 AM Roll Call

### 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.

6/6/2016 9:05 AM Review Calendar, Meetings, and Correspondence

- 4) 6/6/2016 9:08 AM Personnel Matters:
  - a. Timecards – Sam Adams from Road and Bridge and Tab Smith from the County Fair
  - b. Comp Hours
  - c. 6/6/2016 9:08 AM Change of Status – Mini-Cassia Criminal Justice Center
    - i. Promotion of Edna Guadarrama from Detention Deputy to Senior Detention Deputy with increase in rate of pay
    - ii. Promotion of Andrew Burns from Detention Deputy to Senior Deputy Deputy

6/6/2016 9:10 AM **Motion:** Change of Status Requests as presented, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

- 5) 6/6/2016 9:07 AM Junior College Residency Applications Review and Discussion – None Today
- 6) 6/6/2016 9:07 AM Board of Equalization – None Today
- 7) 6/6/2016 9:08 AM County Road and Bridge Report
- 8) 6/6/2016 11:15 AM Review and Execute Letter of Support for the Cassia County Historical Society and Museum

6/6/2016 11:16 AM **Motion:** To sign and send letter to U.S. Fish and Wildlife Office in support of a permit to display an eagle at the Cassia County Historical Society and Museum, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

**CASSIA COUNTY COMMISSION**

**REGULAR SESSION**

**Monday, June 6, 2016**

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- 9) 6/6/2016 11:13 AM Review and Execute Letter to Clayne Zollinger Regarding Conflict Public Defender Contract

6/6/2016 11:13 AM **Motion:** Approve and send Zollinger letter, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

- 10) 6/6/2016 11:14 AM Review and Execute Letter to Devin Rigby from Idaho Transportation Department (ITD) Regarding Cooperative Agreement for Maintenance of Elba to Almo Highway (SH77 Spur)

6/6/2016 11:15 AM **Motion:** Letter to ITD regarding Cooperative Agreement for the Maintenance of the Elba to Almo Highway for an additional five years, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

- 11) 6/6/2016 11:17 AM Consider 2016 NACo Annual Conference Credential Voting Form for Designated County Delegate – Clerk Larsen

6/6/2016 11:19 AM **Motion:** Have Clerk Joe Larsen sever as the designee for NACo at the Annual Conference, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

- 12) 6/6/2016 2:51 PM Review and Execute FY2016 Audit Representation Letter to Outside Auditor – Clerk Larsen

- a. Abenroth recommended the Board review the Representative Letter before signing.

- 13) 6/6/2016 2:19 PM Indigent Matters

6/6/2016 2:19 PM **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.

6/6/2016 2:51 PM **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.

- 14) 6/6/2016 2:57 PM Review and Approve Minutes

6/6/2016 2:57 PM **Motion:** Minutes from 06/31/2016, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.

Motion passed unanimously.

- 15) 6/6/2016 2:51 PM Review and Approve Payables

**CASSIA COUNTY COMMISSION**  
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6/6/2016 2:51 PM **Motion:** Payables from 06/06/2016, **Action:** Approve, **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.  
Motion passed unanimously.

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

16) 6/6/2016 9:10 AM Review Hearing on Emergency Communication Fee

6/6/2016 9:11 AM **Motion:** Hearing on Emergency Communication Fees, **Action:** Motion, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

- a. Todd Quast reported that revenues have remained flat the past few years and land line abandonment for cell phones has leveled off.
- b. Purchases amounting to \$215,000 generally come from accumulated buildups of annual revenues.
- c. New projects for this next fiscal year include text to 9-1-1, which is being initiated with Department of Transportation grants paying most of that and three desk units.
- d. The Board determined earlier to continue to collect \$1 surcharge on phone lines.

6/6/2016 9:16 AM **Motion:** Leave surcharge rate at \$1.00 per phone line, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

6/6/2016 9:17 AM **Motion:** Exit hearing, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

17) 6/6/2016 9:17 AM Budget Officer Background, Recommendations, and Considerations for Today's Department Workshops

- a. Larsen advised the Board there was a considerable amount of budgeted expenditure requests of department heads that had no revenues identified to allocate.
- b. There were nearly \$300,000 in budget expenditure requests more than the previous fiscal year.
- c. Lead Deputy Auditor Heather Evans reported about \$160,000 to \$180,000 in projected property tax increases which will not sustain the expenditure requests.
- d. 6/6/2016 11:29 AM Additional Budget Background
  - i. Emergency Service immunizations were discussed. It was determined to have Christensen talk further about that need with QRU personnel.
  - ii. The Board was provided with 37 suggestions from the Budget Office as possible means to increase revenue and reduce expenditures.
  - iii. The Auditor's Office recommended inactivating an unused Violent Predator Fund that does not exist. The Board concurred.

- iv. Removal of immunizations budget for EMS was recommended. Christensen will talk to Shirley Hubbard to discuss the matter.

- 18) 6/6/2016 9:39 AM Public Defender Budget Workshop – Dennis Byington
- 19) 6/6/2016 9:50 AM Adult Misdemeanor Probation Budget Workshop – Amber Prewitt
- 20) 6/6/2016 10:00 AM Law Enforcement-related Budget Workshops – Sheriff Jay Heward and Undersheriff George Warrell
- 21) 6/6/2016 10:46 AM Mini-Cassia Criminal Justice Center Budget Workshop – Sheriff Jay Heward and Undersheriff George Warrell
- 22) 6/6/2016 11:01 AM Treasurer’s Office Budget Workshop – Patty Justesen
- 23) 6/6/2016 11:03 AM Assessor’s Office Budget Workshop – Dwight Davis
- 24) 6/6/2016 11:19 AM Prosecuting Attorney’s Office Budget Workshop – Doug Abenroth
- 25) 6/6/2016 11:23 AM Tentative Approval of FY2017 Budgets for South Central Public Health Department District (SCPHD), Southern Idaho Solid Waste (SISW), Ambulance Service, Junior College, Widow’s Benefit Trust, Box Elder Bookmobile
  - a. Each budget was presented and approved as a budget officer recommendation and tentatively approved by the board.
- 26) 6/6/2016 12:19 AM Preliminary Report and Budget Officer Recommendations for FY2016 4<sup>th</sup> Quarter and FY2017 Revenues, Building Reserve, City of Burley Law Enforcement Considerations, Public Defender, Conflict Public Defender, County Fair Considerations, Levy Rates and Caps
  - a. Potential alternative for increasing revenues and decreasing revenues were discussed.
  - b. Evans reported on revenue projections are depleted and are coming up short of expenditure expectations, especially with the Justice Fund. Reliance on PILT is the biggest concern of the Auditor’s Office to cover those shortfalls of revenue.
  - c. Depletion of fiscal year beginning balances to carry over to the subsequent fiscal year continue to deplete.
  - d. An alternative was discussed for a ballot question to seek a permanent levy override as suggested as a potential remedy by Alan Dornfest from the State Tax Commission.
  - e. Abenroth reviewed the Law Enforcement Committee model and 9-1-1 revenue from North Burley areas of Minidoka County.
  - f. Deputy Clerk Carrie Merrell reported to the Board on research of County Fair funding from six other Idaho counties.
  - g. Public Defense compensation options was discussed in preparation for the joint meetings next week.

6/6/2016 11:55 AM Recess for 10 minutes for lunch

6/6/2016 12:18 PM Reconvene Meeting

- 27) 6/6/2016 1:19 PM Revenue Allocation Adjustment Decisions of the Board from Workshops
  - a. The Board discussed with Sheriff Heward the work of law enforcement within the constraints of the City of Burley negotiated amount of \$1.513 million to fit the model of the Law Enforcement Committee

- b. Evans was asked to provide the Board with the current breakdown of cost per officer that is part of the City of Burley contract to compare with the Law Enforcement Committee model.
- 28) 6/6/2016 2:09 PM Discussion Regarding Telmate Service Contract – Sheriff Heward and Undersheriff Warrell
- a. The contract will be reviewed by Abenroth and McMurray and put back on the agenda for a future date.
- 29) 6/6/2016 2:11 PM Discussion Regarding IDAHO Policy and Procedures Manual Update – Sheriff Heward and Undersheriff Warrell
- a. Sheriff Heward said he had done away with Lexipol policy manual services that cost \$4,500 to \$4,600 per year.
  - b. ICRMP has helped to develop a more concise policy manual signed off by police chiefs and sheriffs in Idaho that costs \$2,500.
- 30) 3:00 PM Adjournment

**Motion:** Adjourn meeting of the Board, **Action:** Adjourn, **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.  
Motion passed unanimously.

APPROVED:

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

Dennis Crane, Chairman

CLERK OF THE BOARD:

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

Joseph W. Larsen

## **COUNTY EXPENDITURES ATTACHMENT**

6/6/2016

## COUNTY EXPENDITURES

	DEPARTMENT	FUND/DEPT	AMOUNT
<b>104 Current Expense Fund</b>	COUNTY COMMISSIONERS	104.401	\$62.16
	AUDITOR & RECORDER	104.402	\$235.42
	TREASURER	104.404	\$113.80
	ASSESSOR	104.405	\$0.00
	AGRICULTURAL EXTENSION	104.410	\$0.00
	COUNTY BUILDING	104.411	\$3,320.03
	JUDICIAL CENTER	104.412	\$108.50
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$0.00
	GENERAL	104.415	\$4,895.88
	CIVIL DEFENSE	104.416	\$0.00
	COUNTY ELECTIONS	104.417	\$13,772.27
	LAW ENFORCEMENT BUILDING	104.418	\$0.00
	COUNTY ADMINISTRATION	104.419	\$95.00
	VETERANS SERVICE OFFICER	104.421	\$0.00
	<b>CURRENT EXPENSE FUND TOTAL</b>		
<b>Dedicated Funds</b>	SOCIAL SERVICES	105.502	\$23,299.95
	CASSIA COUNTY COURTS	106.602	\$3,947.86
	COUNTY ROAD & BRIDGE	107.707	\$332.36
	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	\$12,147.34
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$0.00
	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	\$0.00
	D.A.R.E. TRUST	137.737	\$0.00
	PHYSICAL FACILITIES	144.744	\$25.95
	ADULT MISDEMEANOR PROB TRUST	149.349	\$0.00
	ADULT MISDEMEANOR PROBATION	149.749	\$280.58
	VIOLENT PREDATOR ACCOUNT	150.750	\$0.00
BOX ELDER COUNTY BOOKMOBILE	151.751	\$5,797.00	
WIDOW BENEFIT TRUST	198.798	\$0.00	
<b>DEDICATED FUNDS TOTAL</b>			<b>\$45,831.04</b>
<b>130 Justice Fund</b>	JUSTICE FUND	130.330	\$974.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	CONFLICT PUBLIC DEFENDER	130.804	\$348.00
	JUVENILE JUSTICE	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$592.67
	PUBLIC DEFENDER	130.808	\$301.58
	CORONER	130.809	\$3,026.00
	SHERIFF - PATROL	130.821	\$3,918.60
	SHERIFF - INVESTIGATIONS	130.822	\$770.25
	SHERIFF - DISPATCH	130.823	\$150.00
	SHERIFF - ADMINISTRATION	130.824	\$159.04
	M-C CRIMINAL JUSTICE CENTER	130.827	\$25,575.82
	M-C JUVENILE DETENTION CENTER	130.828	\$0.00
<b>JUSTICE FUND TOTAL</b>			<b>\$35,815.96</b>
<b>TOTAL EXPENDITURES</b>			<b>\$104,250.06</b>

## **ATTENDANCE LOG ATTACHMENT**

# CASSIA COUNTY COMMISSIONERS

## Attendance Log

Date: 6-6-16

NAME (PLEASE PRINT)	TOWN	REPRESENTING
1. Todd Quast	Cassia	9-141
2. Heather Gans	Burley	Auditor
3. Green Murrell	Burley	Clerks
4. Amber Pruitt	Burley	Probation
5. Dennis Byington	Burley	Public Defender
6. Casey Anderson	Burley	Citizen
7. Jay Howard	Burley	S. D.
8. Jason Rogers	Burley	S. D.
9. Kevin Horak		CASSIA SO
10. Dwight Davis	Burley	ASSESSOR
11. Billy Justice	Burley	Treasurer
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