



## 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)*

CASSIA COUNTY

Recorded for:

CASSIA COUNTY COMMISSIONER

12:37:30 pm 08-10-2016

2016-003312

No. Pages: 10

Fee: \$

JOSEPH W. LARSEN

County Clerk

Deputy: CVELASQUEZ

### **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 13, 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. Doug Abenroth - County Attorney was excused.

- 1) Call to Order
- 2) Pledge of Allegiance and Prayer
- 3) 6/13/2016 9:02 AM Roll Call

### **Roll Call.**

**Present:** Kerry D. McMurray - Administrator, Bob Kunau - Member, Dennis Crane - Chairman, Paul Christensen - Member, Carrie Merrell and Heather Evans – Deputy Auditors, Joseph W. Larsen - Clerk of the Board.

- 4) 6/13/2016 9:03 AM Review Calendar, Meetings, and Correspondence
  - a. Commissioner Christensen will be out of town from this afternoon until 06/23/2016. He asked Commissioner Kunau, who consented, to cover at the Joint Juvenile Probation and Jail Meetings tomorrow in Rupert.
- 5) 6/13/2016 9:08 AM Personnel Matters – None Today
- 6) 6/13/2016 9:08 AM Junior College Residency Applications Review and Discussion – None Today
- 7) 6/13/2016 9:09 AM County Road and Bridge Report
- 8) 6/13/2016 9:09 AM Board of Equalization – None Today
- 9) 6/13/2016 9:22 AM Review and Execute FY2015 Audit Representation Letter to Outside Auditor
  - a. The Board will review the Management Representation Letter with outside auditor Jeff Poulsen at next week's board meeting prior to executing it.
- 10) 6/13/2016 9:28 AM Consider Approval of Proposed Budget for Middle Snake Regional Water Resource Commission
  - a. The requested amount from the Middle Snake Regional Water Resource Commissioner for FY2017 is \$2,453. The amount paid for FY2016 was \$2,922.
  - b. The amount was reduced as they are using funds in reserve for FY2017.

6/13/2016 9:30 AM **Motion:** Approve budgeting of \$2,453 for the Middle Snake Regional Water Resource Commission as requested, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

- 11) 6/13/2016 9:33 AM Review Idaho Public Utilities Commission Case No. IPC-E-16-11
- 12) 6/13/2016 9:42 AM Review and Consider Telmate Service Contract 2<sup>nd</sup> Amendment – Sheriff Heward

**CASSIA COUNTY COMMISSION**

**REGULAR SESSION**

**Monday, June 13, 2016**

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- a. Heward and McMurray reviewed with the Board the need to shift from commissions to a fee structure for compliance purposes.
  - b. Potential revenue impacts of the new federal decisions will be reviewed by the Board at a later meeting following further research by Heward.
- 13) 6/13/2016 10:25 AM Discussion Regarding IDAHO Policy and Procedures Manual Update – Sheriff Heward
- a. Heward recommended implementing a new contract with ICRMP at approximately \$2,500 to provide their policy manual in lieu of what had previously been provided by Lexipol.
  - b. McMurray recommended a resolution to clarify manual items to coincide with county policy.
  - c. Budgeting was never reduced with discontinuance of Lexipol leaving enough allocation to cover the cost according to the Auditor’s Office.
- 14) 6/13/2016 10:50 AM Review and Discuss Letter from City of Burley Regarding Request for Increase in Animal Control Payment
- a. The matter was taken under advisement.
- 15) 6/13/2016 10:53 AM Follow up on Request for Financial Information from SIEDO – Clerk Larsen
- a. No request has been received back from SIEDO regarding a funding request for FY2017.
  - b. The board determined it appropriate to request financial information from SIEDO as to how those taxpayer-based funds are spent.
  - c. The matter will be held until Abenroth can advise the board at next board meeting.
- 16) 6/13/2016 4:17 PM Review and Approve Minutes

6/13/2016 4:17 PM **Motion:** Minutes from 06/06/2016, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.  
 Motion passed unanimously.

- 17) 6/13/2016 4:17 PM Review and Approve Payables

6/13/2016 4:17 PM **Motion:** Payables from 06/13/2016 and ratify a pre-paid payment verbally authorized this past week by Chairman Crane to Auditor Larsen, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.  
 Motion passed unanimously.

- 18) 6/13/2016 4:18 PM Follow up on Proposed Letter to the Mini-Cassia Shelter, Inc. Advocates Against Violence
- a. Larsen read a proposed letter prepared to send to the Mini-Cassia Shelter, Inc. at the board’s direction
  - b. The board asked Larsen to send the letter as prepared.

**SCHEDULED INFORMATION AND ACTION AGENDA ITEMS**

- 19) 6/13/2016 9:06 AM Assessor’s Office Personnel Matters – Chief Deputy Mirella Mancias is voluntarily resigning her employment as she is moving.
- 20) 6/13/2016 9:06 AM Discussion of Access Idaho Amended Addendum – Assessor’s Office
- a. Davis detailed changes in fees with and signing of agreement with Access Idaho.

6/13/2016 9:07 AM **Motion:** Sign letter of engagement with Access Idaho for internet and credit card transactions, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- b. Davis said an increase in administrative fees the Board approved goes into effect 07/01/2016.
- 21) 6/13/2016 9:09 AM Budget Officer Recommended Totals from 06/06/2016 Workshops
  - a. Budget Officer recommendations were updated on the copies provided to the board from last week to reflect their tentative decisions.
  - b. This will assist further recommendations of the budget office to balance the budget.
- 22) 6/13/2016 9:10 AM Budget Officer Preview of Today's Department Workshops
  - a. Larsen reported on an extremely healthy Current Expense Fund balance but waning Justice Fund balances at the end of FY2015 which has carried forward to now.
  - b. Budget Officer recommendations will reflect lessening allocations to Current Expense to divert those critically-needed allocations to the Justice Fund.
  - c. The Auditor's Office presented a comparative of the Law Enforcement Committee's recommendations compared to FY2017 budget amounts for personnel and rates of pay.
  - d. Allocating of Conflict Public Defense expenses in the Social Services Fund according to changes in the law was commented on by Abenroth and suggested by the Auditor's Office. It was also recommended to hold off on the Joint Public Defender's move to there, at least for the time being, as it is a joint department with a trust fund and has no overall levying benefit.
- 23) 6/13/2016 9:31 AM Weed and Pest Budget Workshop – Gordon Edwards
- 24) 6/13/2016 9:33 AM Snowmobile Budget Workshop – Chuck Larson
  - a. A grooming invoice from Pomerelle Ski Resort was received by Kunau in the amount of \$5,600.
- 25) 6/13/2016 9:39 AM Coroner Budget Workshop – Craig Rinehart
- 26) 6/13/2016 9:46 AM Road and Bridge Budget Workshop – Sam Adams
  - a. The board asked for budgeting a payment in arrears of \$11,000 and a current year allocation at the historical amount of \$11,000 totaling \$22,000 for FY2017.
- 27) 6/13/2016 10:01 AM Intermountain Healthcare Presentation by Rod Barton
- 28) 6/13/2016 10:28 AM Indigent Matters

6/13/2016 10:28 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.

6/13/2016 10:50 AM **Motion:** Indigent recommendations of the Social Services Director as presented, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member. Motion passed unanimously.

- 29) 6/13/2016 10:58 AM Discussion with Judge Crabtree Regarding 5<sup>th</sup> Judicial Court Budget
  - a. Judge Crabtree discussed security personnel needs, security camera concerns, and rate of pay and benefit comparatives for the District Court Law Clerk/Staff Attorney.

- b. Judge Cannon discussed courtroom bailiff shortages and potential courtroom disruptions and security camera coverage deficiencies.
  - c. Crane asked McMurray to make notes of concerns expressed to discuss with the Undersheriff.
- 30) 6/13/2016 11:22 AM County Commissioners, County Building, Cassia County Judicial Center, Planning and Zoning, General Fund, Administration, Physical Facilities, and Discretionary Compensation Fund Budget Workshop – Kerry McMurray
- 31) 6/13/2016 11:52 AM Auditor/Recorder, County Elections, Social Services, Courts, Consolidated Elections, Clerk of the District Court, Recommendations from June 6, 2016 for Conflict Public Defender Defense Budget Move to Social Services Budget Workshop – Joe Larsen
- 32) 6/13/2016 12:17 PM Lunch Recess

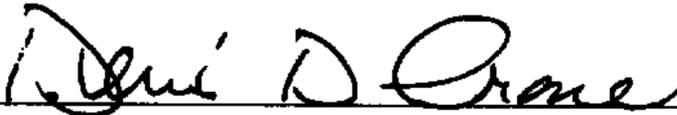
6/13/2016 12:17 PM Motion: Recess until 1:30 p.m., Action: Approve, Moved by Paul Christensen - Member, Seconded by Bob Kunau - Member.  
Motion passed unanimously.

- 33) 6/13/2016 1:33 PM Reconvene for Joint Budget Workshops with Minidoka County Commissioners
- 34) 6/13/2016 1:33 PM Veterans Service Officer Workshop – Georgianna Greenwell
- 35) 6/13/2016 1:37 PM Juvenile Probation Office Workshop – Dixie Tate
- 36) 6/13/2016 1:49 PM Juvenile Detention Center Workshop – Presented by Patty Temple
- 37) 6/13/2016 1:49 PM Public Defender Office Workshop – Tim Schneider
- 38) 6/13/2016 2:39 PM Adult Misdemeanor Probation Workshop – Amber Prewitt
- 39) 6/13/2016 2:39 PM Mini-Cassia Criminal Justice Center (MCCJC) Workshop – Jay Heward and George Warrell
- 40) 6/13/2016 3:24 PM Deliberations of Joint Commissioners and Auditors for Revenue Allocation Adjustment Decisions from the Joint Budget Workshops
- a. Tentatively Approved
    - i. Veterans Service Officer – leave 3% increase on contract
    - ii. Juvenile Probation Office – accept as recommended
    - iii. Juvenile Detention - accept as recommended
    - iv. Public Defender – accept Option 3
    - v. Adult Misdemeanor Probation – any pay increase will be consistent with all of county.
    - vi. MCCJC – Rectify \$141,000 Trust Fund Balance concern
  - b. Change in health insurance costs and rate of pay adjustments are all that remain to tentatively decide on the budget.
- 41) 6/13/2016 3:35 PM 9-1-1 Budget Workshop – Todd Quast and DeAnn Taylor
- 42) 6/13/2016 3:35 PM EMS Budget Workshop – Todd Quast, Shirley Hubbard, and Mike Lewis
- a. The Health and Safety line item for immunizations was discussed.
  - b. It has been budgeted for two years and not utilized. Larsen recommended not budgeting for it this year and use accumulated amounts in the EMS Fund, if needed, by amending the budget.
- 43) 6/13/2016 3:52 PM D.A.R.E. Recommendations from June 6, 2016 Workshop – Jay Heward and Bryan Bird
- a. Revenues were identified and allocated expenditures cannot exceed remaining balances in that dedicated funds.
- 44) 6/13/2016 3:58 PM Historical Society Budget Workshop – Valarie Bowen
- 45) 6/13/2016 4:00 PM Extension Office Budget Workshop – Joel Packham

- a. Rosie Davids' move from exempt status and receiving a salary to a wage earner under new overtime labor law was discussed.
- 46) 6/13/2016 4:00 PM Waterways Budget Workshop – Richard Randklev and Kevin Horak
  - a. Marine School – Lieutenant Horak requested amendment to the patrol budget by doing a reduction from the waterways grant to a “B” budget expense for an upcoming 8-day school.
- 47) 6/13/2016 4:22 PM County Fair Budget Workshop – Fair Board Members
  - a. Deputy Auditors presented budget officer reconciliations of Fair-related expenditures compared to allocated and un-allocated revenues. Comparisons with other Fairs were also presented.
  - b. Christensen asked for a trend comparison since 2010 of the Fair budget.
- 48) 6/13/2016 4:22 PM Revenue Allocation Adjustment Decisions of the Board from Cassia County Workshops
  - a. Larsen presented the four critical decisions that need to be determined by the board.
    - i. MCCJC – reduced census and reduced revenues
    - ii. Cassia County Fair – expenditures with no revenue allocations and increased requests
    - iii. Increase in rate of pay for employees
    - iv. Rate increases in employee insurance benefits
    - v. Permanent levy override consideration
  - b. MCCJC – follow budget officer recommendations
  - c. Law Clerk – change status from exempt to hourly and limit time clock to 40 hours per week with rate of pay increase commensurate with other county employees
  - d. County Fair – no answer provided today
- 49) 6/13/2016 5:49 PM Adjournment

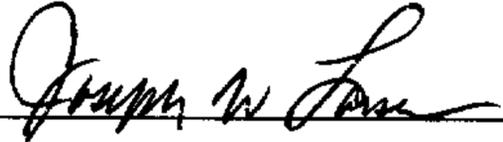
6/13/2016 5:49 PM **Motion:** Today's meeting of the Board, **Action:** Adjourn, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.  
Motion passed unanimously.

APPROVED:

  
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Dennis Crane, Chairman

CLERK OF THE BOARD:

  
\_\_\_\_\_

Joseph W. Larsen

**COUNTY EXPENDITURES ATTACHMENT**

6/13/2016

## COUNTY EXPENDITURES

	DEPARTMENT	FUND/DEPT	AMOUNT	
<b>104 Current Expense Fund</b>	COUNTY COMMISSIONERS	104.401	\$130.00	
	AUDITOR & RECORDER	104.402	\$0.00	
	TREASURER	104.404	\$50.00	
	ASSESSOR	104.405	\$601.76	
	AGRICULTURAL EXTENSION	104.410	\$1,303.92	
	COUNTY BUILDING	104.411	\$496.81	
	JUDICIAL CENTER	104.412	\$138.86	
	BOARD OF HEALTH	104.413	\$10,064.67	
	PLANNING & ZONING	104.414	\$133.65	
	GENERAL	104.415	\$1,406.78	
	CIVIL DEFENSE	104.416	\$27.45	
	COUNTY ELECTIONS	104.417	\$0.00	
	LAW ENFORCEMENT BUILDING	104.418	\$293.30	
	COUNTY ADMINISTRATION	104.419	\$3,371.83	
	VETERANS SERVICE OFFICER	104.421	\$0.00	
	<b>CURRENT EXPENSE FUND TOTAL</b>		<b>\$18,019.03</b>	
<b>Dedicated Funds</b>	SOCIAL SERVICES	105.502	\$19,642.10	
	CASSIA COUNTY COURTS	106.602	\$871.09	
	COUNTY ROAD & BRIDGE	107.707	\$3,220.61	
	WEED & PEST	108.708	\$4,770.10	
	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	\$251.32	
	9-1-1 COMMUNICATIONS	115.715	\$5,024.04	
	CONSOLIDATED ELECTIONS	116.716	\$0.00	
	COUNTY WATERWAYS	117.717	\$1,412.80	
	COUNTY SNOWMOBILE	118.718	\$22.11	
	ASSESSOR TRUST	123.323	\$132.95	
	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	\$342.00	
	PHYSICAL FACILITIES	144.744	\$0.00	
	ADULT MISDEMEANOR PROB TRUST	149.349	\$100.00	
	ADULT MISDEMEANOR PROBATION	149.749	\$5,188.16	
	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>\$40,977.28</b>
	<b>130 Justice Fund</b>	JUSTICE FUND	130.330	\$0.00
CLERK OF THE DISTRICT COURT		130.803	\$0.00	
CONFLICT PUBLIC DEFENDER		130.804	\$1,870.00	
JUVENILE JUSTICE		130.805	\$0.00	
PROSECUTING ATTORNEY		130.807	\$161.90	
PUBLIC DEFENDER		130.808	\$202.87	
CORONER		130.809	\$495.00	
SHERIFF - PATROL		130.821	\$7,269.34	
SHERIFF - INVESTIGATIONS		130.822	\$1,012.66	
SHERIFF - DISPATCH		130.823	\$41.26	
SHERIFF - ADMINISTRATION		130.824	\$1,701.81	
M-C CRIMINAL JUSTICE CENTER		130.827	\$12,966.83	
M-C JUVENILE DETENTION CENTER		130.828	\$0.00	
	<b>JUSTICE FUND TOTAL</b>		<b>\$25,721.67</b>	
	<b>TOTAL EXPENDITURES</b>		<b>\$84,717.98</b>	

**ATTENDANCE LOG ATTACHMENT**

# CASSIA COUNTY COMMISSIONERS

## Attendance Log

Date: 6-13-16

	NAME (PLEASE PRINT)	TOWN	REPRESENTING
1.	HEATHER EVANS	Burley	Auditors
2.	Tim Darrington	Deerl	Citizen
3.	Dwight Davis	Burley	Assessor
4.	Ruthie Hobbs	Burley	Concerned Citizen
5.	SAM ADAMS	ALMO	CCRB
6.	Borden Edwards	Elba	CCWC
7.	CHUCK LARSON	BURLEY	SNOW ADVISORY
8.	CRAG REINHART	Burley	Coroner
9.	Jay Howard	Burley	J. D.
10.	H. Crabtree	"	Judiciary
11.	BLAINE CANNON	BURLEY	JUDICIARY
12.	Allen Murrell	Burley	CLUBS
13.	George Warrell	Oakley	CCSO
14.	Ron Beedle	Hyburn	MCVAB
15.	GEORGIA GREENWELL	Burley	Mint Cassia VSO.
16.	Amber Prewitt	Burley	Probation
17.	KEVIN HAVAN		CASSIA SD.
18.	DeAnn Taylor	Burley	Cassia 911
19.	Michael Lewis	county	county EMS
20.	TODD (DAS)	County	9-1-1
21.	Bryan Bird	County	Cassia Sheriff/DARE
22.	Clare Richman	BURLEY	Citizen
23.	Joel Packham	Burley	UofI
24.	DAN GAMMUN	Burley	FAIR
25.			