



# 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

9:03:18 am 08-12-2016

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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)

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Monday, June 20, 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

6/20/2016 9:04 AM Roll Call.

**Present:** Kerry D. McMurray - Administrator, Bob Kunau - Member, Dennis Crane - Chairman, Paul Christensen - Member, Doug Abenroth - County Attorney, and Heather Evans – Deputy Clerk of the Board.

- 4) 6/20/2016 9:05 AM Review Calendar, Meetings, and Correspondence
  - a. Quarterly joint Mini-Cassia Criminal Justice Center inspection at 8:00 a.m. Monday, 06/27/2016
  - b. Short joint Commissioner Meeting following that inspection
- 5) 6/20/2016 9:13 AM Junior College Residency Applications Review and Discussion

6/20/2016 9:13 AM **Motion:** Recommendations by the Clerk's Office regarding approval of one Certificate of Residency application, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Dennis Crane - Chairman. Motion passed unanimously.

- 6) 6/20/2016 9:15 AM Personnel Matters:
  - a. Change of Status Requests
    - i. Cassia County Sheriff's Department – Hiring of Andrew Woolsley as a Patrol Deputy
    - ii. Mini-Cassia Criminal Justice Center – Hiring of Cody Austin Nave as a Detention Deputy

6/20/2016 9:16 AM **Motion:** Change of Status Requests as presented, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman. Motion passed unanimously.

- 7) 6/20/2016 9:16 AM Board of Equalization – None Today
- 8) 6/20/2016 9:17 AM County Road and Bridge Report
- 9) 6/20/2016 9:17 AM Review and Execute "Notice to Comply with Order for Extermination of Noxious Weeds."

CASSIA COUNTY COMMISSION

REGULAR SESSION

Monday, June 20, 2016

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6/20/2016 9:22 AM **Motion:** Sign letter regarding “Notice to Comply with Order for Extermination of Noxious Weeds”, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman.  
Motion passed unanimously.

10) 6/20/2016 9:22 AM Review and Execute “Order Creating Area for Extermination of Noxious Weeds.”

6/20/2016 9:23 AM **Motion:** “Order Creating Area for Extermination of Noxious Weeds”, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman.  
Motion passed unanimously.

11) 6/20/2016 9:24 AM Review and Execute Ballot for Appointment of Mary Davidson from Lincoln County to the Middle Snake Regional Water Resource Commission

6/20/2016 9:25 AM **Motion:** Appointment of Mary Davidson from Lincoln County to the Middle Snake Regional Water Resource Commission, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane – Chairman.  
Motion passed unanimously.

12) 6/20/2016 9:25 AM Review Notice from Bureau of Land Management, Burley Field Office Regarding Application Southwest Irrigation District

13) 6/20/2016 9:28 AM Review Letter from Minidoka Ranger District Regarding Hand Thinning in the Goose Creek Area

14) 6/20/2016 9:31 AM Third Floor Renovation Deliberation

- a. Identified approximate costs of \$31,100 to do the project
  - i. Electrical Work - \$10,250
  - ii. Carpet - \$7,100
  - iii. HVAC
    1. \$2,900 to relocate 1<sup>st</sup> Floor ductless units
    2. \$8,800 for new ductless units
  - iv. Date Connections - \$5,100
  - v. Cut out Concrete Wall - \$3,800
  - vi. Carpentry Estimates - \$600
  - vii. Plumbing Estimates - \$1,000
- b. Accounting Lines that would come from include:
  - i. Repairs and Remodel by Dennis Wilcox– Line 411.02.049
  - ii. Electrical and Plumbing – Line 411.02.018
- c. Painting, carpet removal, and cleanup – Overtime for janitors to complete

6/20/2016 9:42 AM **Motion:** Third floor renovation at \$31,100 as presented with relocation of HVAC system and vacated space on the First floor used for file storage as needed, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman.  
Motion passed unanimously.

15) 6/20/2016 9:43 AM Deliberate on Impacts on Prosecutor’s Budget with Public Defender Budget Considerations

- a. Abenroth discussed concerns with parity between the increase in pay tentatively approved for the joint Public Defender's Office and the Prosecutor's Office.
  - b. Abenroth expressed the increase in compensation for the Public Defender's Office was justified but the differences in breadth and depth of work associated with prosecutorial work shouldn't narrow the gap between the two offices as significantly as the proposal presented last week.
  - c. It was his recommendation that increases with the Prosecutor's Office keep pace with them.
- 16) 6/20/2016 10:02 AM Deliberate on County Buildings and Grounds Projects and Equipment
- a. Equipment Purchase – Line 411.02.017
    - i. Carpet Forward Extractor - \$3,800
    - ii. Dehumidifier - \$1,850
  - b. County Phone System Upgrade with PMT using existing phones and no new phones - \$17,000
  - c. Repairs in Assessor's Office
    - i. Tile as Assessor Davis recommended - \$9,500 or Carpet Squares at \$6,200
    - ii. ABC Seamless - wood beams wrapped with metal (maintenance free) - \$3,000
    - iii. ABC Seamless - windows and doorways wrapped with metal (maintenance free) - \$2,900
  - d. Heat pump in the Extension Office has a leak that cannot be repaired - \$8,700
  - e. Courthouse heat pumps are also at end of life and need to be replaced. Plans are to replace one about every other year until they are all replaced.
  - f. Kunau asked for asphalt work to be considered near the Judicial Center.
  - g. Patch and seal parking lot by Sheriff's Office and parking lot across 15<sup>th</sup> Street - \$14,300
  - h. City of Burley street widening project on the east side of 15<sup>th</sup> Street - \$4,000
  - i. Carpeting in the Sheriff's Office proposed out of the Sheriff and Administration budgets.
  - j. Kunau talked about raising the counter in the Assessor's Office before tiling or carpeting.
  - k. They are not contemplating any carryover money for FY2017 according to McMurray.

6/20/2016 10:17 AM **Motion:** Purchase of two floor cleaning items, parking lot sealcoat, phone system upgrade, Assessor's Office windows and door wrapping upgrade, and Extension Office heat pump considerations for replacement, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman. Motion passed unanimously.

17) 6/20/2016 10:19 AM Discuss "Blood Borne Pathogen Protocol"

6/20/2016 10:21 AM **Motion:** Sending out Blood Borne Pathogen Protocol as a guideline to departments, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman. Motion passed unanimously.

18) 6/20/2016 9:09 AM Discuss Possible Special Meeting on 07/05/2016 Due to Holiday – Chairman Crane proposed meeting on 07/05/2016

19) 6/20/2016 10:25 AM Review and Approve Payables

6/20/2016 10:25 AM **Motion:** Payables from 06/20/2016, **Action:** Approve, **Moved by** Bob Kunau- Member, **Seconded by** Dennis Crane - Chairman. Motion passed unanimously.

20) 6/20/2016 11:59 AM Amendment to Agenda

6/20/2016 12:01 PM **Motion:** Add agenda item to consider signing a letter of support for a Mini-Cassia Search and Rescue grant, **Action:** Amend Agenda under Idaho Code § 74-206 (4) (c) (reason for amendment) Correspondence regarding request was received after publication of the agenda. (good faith reason why it was not included on the original posting) Mini-Cassia Search and Rescue just found out they need a letter of support signed right away and we just received the request as well, **Moved by** Bob Kunau, Member, **Seconded by Dennis Crane – Chairman.**

Motion passed unanimously.

6/20/2016 12:01 PM **Motion:** Sign letter of support for the Mini-Cassia Search and Rescue grant application, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman.

Motion passed unanimously.

21) 6/20/2016 12:01 PM Review and Approve Minutes

6/20/2016 12:01 PM **Motion:** Minutes from 06/13/2016, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman.

Motion passed unanimously.

22) 6/20/2016 12:01 PM Indigent Matters

6/20/2016 12:01 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** Bob Kunau, Member, **Seconded by** Dennis Crane- Chairman

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 2).

**Yes:** Bob Kunau, Member, Dennis Crane, Chairman.

6/20/2016 12:19 PM **Motion:** Indigent recommendations of the Social Services Director as presented, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Dennis Crane, Chairman.

Motion passed unanimously.

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

23) 6/20/2016 9:10 AM Consider Alcoholic Beverage Licenses for the Following:

- a. Guadalajara Restaurant – Bottled and Canned Beer on Premises
- b. Maglaughlin Gas and Grocery – Bottled and Canned Beer off Premises
- c. Mr. Gas South Overland – Bottled Wine, Bottled and Canned Beer off Premise
- d. Mr. Gas Quik Pik – Bottled Wine, Bottled and Canned Beer off Premise
- e. Mr. Gas Overland Carwash – Bottled Wine, Bottled and Canned Beer off Premise
- f. Pitstop on I-84 – Bottled Wine, Bottled and Canned Beer off Premise

6/20/2016 9:13 AM **Motion:** Go on the record to consider beer and liquor licenses, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane-Chairman  
Motion passed unanimously.

6/20/2016 9:13 AM **Motion:** Alcoholic Beverage Licenses as presented, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman.  
Motion passed unanimously.

24) 6/20/2016 10:35 AM Discussion with Jeff Poulsen Regarding FY2015 Outside Audit Management Representation Letter to Outside Auditor

6/20/2016 10:44 AM **Motion:** Signing FY2016 Outside Audit Management Representation Letter, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Dennis Crane - Chairman.  
Motion passed unanimously.

25) 6/20/2016 10:45 AM Discussion and Follow Up of Budget Workshops – Deputy Auditor Heather Evans  
a. FY2017 Budget Considerations were enumerated by the Auditor and presented by Evans (*Attachment 1*)  
b. The Board deliberated on the matters presented.

26) 6/20/2016 11:29 AM South Central Community Action (SCCA) Presentation – Ken Robinette  
a. Robinette detailed major program services of SCCA.  
b. All programs combined totaled \$2,837,270.79 in energy assistance, weatherization, self-help housing, and transitional housing.  
c. Robinette requested a continuation of funding from the county.

27) 6/20/2016 11:46 AM Continued Discussion and Follow Up of Budget Workshops  
a. Crane discussed a crisis at the County Fair last year getting things done.  
b. McMurray detailed the Board’s previous action to change assignments of Cassia County Fairgrounds and buildings to the Administration Department to deal with difficulties prior to the County Fair last year.

28) 6/20/2016 11:51 AM Budget Timeline for Commissioners’ Approval of Budget Officer Recommendations – Deputy Auditor Heather Evans  
a. Evans said budget officer recommendations include a \$0.50 per hour increase in rate of pay for all employees.  
b. Budget timelines were discussed to make some final board decisions at the 07/05/2016 special board meeting.

29) 6/20/2016 12:25 PM Adjournment

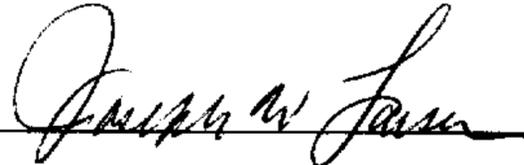
6/20/2016 12:25 PM **Motion:** Today's meeting of the Board, **Action:** Adjourn, **Moved by** Bob Kunau, Member, **Seconded by** Dennis Crane, Chairman.  
Motion passed unanimously.

APPROVED:

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

Dennis Crane, Chairman

CLERK OF THE BOARD:

/s/  \_\_\_\_\_  
JOSEPH W. LARSEN

**COUNTY EXPENDITURES ATTACHMENT**

6/20/2016

## COUNTY EXPENDITURES

	DEPARTMENT	FUND/DEPT	AMOUNT
<b>104 Current Expense Fund</b>	COUNTY COMMISSIONERS	104.401	\$239.36
	AUDITOR & RECORDER	104.402	\$237.35
	TREASURER	104.404	\$7.96
	ASSESSOR	104.405	\$159.29
	AGRICULTURAL EXTENSION	104.410	\$0.00
	COUNTY BUILDING	104.411	\$869.06
	JUDICIAL CENTER	104.412	\$1,022.32
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$285.04
	GENERAL	104.415	\$0.00
	CIVIL DEFENSE	104.416	\$202.98
	COUNTY ELECTIONS	104.417	\$0.00
	LAW ENFORCEMENT BUILDING	104.418	\$1,674.62
	COUNTY ADMINISTRATION	104.419	\$448.82
	VETERANS SERVICE OFFICER	104.421	\$0.00
<b>CURRENT EXPENSE FUND TOTAL</b>			<b>\$5,146.80</b>
<b>Dedicated Funds</b>	SOCIAL SERVICES	105.502	\$5,725.68
	CASSIA COUNTY COURTS	106.602	\$1,873.94
	COUNTY ROAD & BRIDGE	107.707	\$0.00
	WEED & PEST	108.708	\$0.00
	SOLID WASTE	109.709	\$0.00
	AMBULANCE SERVICE	110.710	\$16,450.00
	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	\$0.00
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$0.00
	COUNTY SNOWMOBILE	118.718	\$0.00
	ASSESSOR TRUST	123.323	\$47.50
	EMERGENCY MEDICAL SERVICE	133.733	\$0.00
	NARCOTICS SEIZED ASSETS	134.334	\$880.00
	CASSIA DRUG TASK FORCE	136.736	\$0.00
	D.A.R.E. TRUST	137.737	\$0.00
	PHYSICAL FACILITIES	144.744	\$328.82
	ADULT MISDEMEANOR PROB TRUST	149.349	\$0.00
	ADULT MISDEMEANOR PROBATION	149.749	\$1,254.53
	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>\$26,560.47</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	\$126.50
	JUVENILE JUSTICE	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$1,090.86
	PUBLIC DEFENDER	130.808	\$411.00
	CORONER	130.809	\$0.00
	SHERIFF - PATROL	130.821	\$1,268.77
	SHERIFF - INVESTIGATIONS	130.822	\$578.07
	SHERIFF - DISPATCH	130.823	\$0.00
	SHERIFF - ADMINISTRATION	130.824	\$637.70
	M-C CRIMINAL JUSTICE CENTER	130.827	\$0.00
	M-C JUVENILE DETENTION CENTER	130.828	\$0.00
<b>JUSTICE FUND TOTAL</b>			<b>\$4,112.90</b>
<b>TOTAL EXPENDITURES</b>			<b>\$35,820.17</b>

**ATTENDANCE LOG ATTACHMENT**

# CASSIA COUNTY COMMISSIONERS

## Attendance Log

Date: 06/20/2016

	<b>NAME (PLEASE PRINT)</b>	<b>TOWN</b>	<b>REPRESENTING</b>
1.	Jay Heward	Burley	S.O.
2.	Blair Bowers	"	Citizen
3.	George Warrell	Oakley	CCSO
4.	Garne Richman	Burley	citizen
5.	Kon Robinette	Twin Falls	SCAP
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**EXHIBIT 1**



Office of the Clerk of the District Court  
Cassia County, Idaho

Joseph W. Larsen  
*Clerk of the District Court*  
*Ex Officio Auditor/Recorder*  
e-mail: [CassiaClerk@cassiacounty.org](mailto:CassiaClerk@cassiacounty.org)

COURTHOUSE  
1459 Overland Ave., Rm. 106  
Burley, ID 83318

*Phone: (208) 878-5231*  
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*Cell: (208) 300-0160*

June 16, 2016

Board of County Commissioners  
Dennis D. Crane, Chairman  
Paul Christensen, Commissioner  
Bob Kunau, Commissioner

RE: FY2017 BUDGET CONSIDERATIONS

Gentlemen:

I talked for some time with Kelly Bowen regarding our actuarial projection for adjustments in our partially self-funded health plan in Cassia County for FY2017. I am pleased to say we will likely see no change in our aggregate coverage for the second year in a row. That evidences good management, good administration, and good health! Our stop-loss coverage will see an increase as typical throughout the industry. However, it will be much less than national projections as high as 18%. The budget officer recommendation is to budget a 3% increase and consider a 4% increase at open enrollment for employee participation. This will help us to solidify our joint budgets. All that remains for all departments is a possible employee increase in rate of pay. After today's meeting with PERSI, it appears FY2017 will not be affected by increases.

We will get updated paperwork back to you as a final budget officer recommended balanced budget as soon as possible. Open ended matters that will need to be decided by the Board before finalizing and publishing the budget include, but are not limited to, the following:

1. Additional liability to the City of Burley, Reductions in liability with City of Burley expenditures, or other reallocation justification to cover shortages of the Burley Law Enforcement Committee Recommendation totaling \$92,791.12.
2. Sustainable revenue reallocation justification for any increases above levied amounts for Fair Exhibits of the Cassia County Fair, reimbursement to the county for employee compensation, and internal audit oversight by the county. PILT or other department allocation shifts need to be identified.
3. Road and Bridge resolution of contract with Box Elder County or assuming road maintenance by County Road and Bridge personnel.
4. Exempt versus non-exempt status of employees falling below the \$47,476 threshold and consideration of overtime implications, if any at all, if moved to hourly rate. One consideration remains that those who

qualify for exempt status are not required to be exempt. It just allows it. If work requirements largely are regular work hours and not needed to be arbitrary, non-exempt status is not necessary.

5. Further statutory research that was asked to take place regarding ambulance, ambulance district, QRU, and county-related contractual obligations.

6. Budget Officer recommended move of Conflict Public Defender move to the dedicated Social Services Fund to accomplish best management of levy limits.

7. Budget Officer recommended move of the Public Defender and Trust Fund to the Current Expense Fund to accomplish best management of levy limits.

8. Allocation balance of Prosecuting Attorney and Public Defender rates of pay.

9. Re-allocation of any Law Enforcement-related budgets, if necessary, from other department allocations.

10. Mini-Cassia Criminal Justice Center reconciliation of continued decrease in budgeted and actual inmate housing revenues with no accompanying decreases in expenditures.

Respectfully,

--

**Joseph W. Larsen**

*Clerk of the District Court*

*Clerk of the Board of Commissioners*

*Auditor/Recorder/Elections/Social Services*

(208) 878-5231 (work)

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