



## 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, May 23, 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) 5/23/2016 9:01 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.

- 4) 5/23/2016 9:02 AM Review Calendar, Meetings, and Correspondence  
5/23/2016 10:57 AM Email from NACo Regarding Comments from Counties
- 5) 5/23/2016 9:11 AM Personnel Matters:
  - a. 5/23/2016 9:11 AM Time Cards – Road and Bridge Supervisor Sam Adams was in order
  - b. 5/23/2016 9:11 AM Change of Status
    - i. Mini-Cassia Criminal Justice Center – Voluntary resignation of Senior Deputy Richard Perez
    - ii. Custodian Department – Hiring of PatsyJean Hoopes as a part time custodian
    - iii. Weed Department – Hiring of Eric Boden as a part time Weed Control employee

5/23/2016 9:12 AM **Motion:** Change of Status Requests as presented, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

- c. 5/23/2016 9:13 AM New Fair Labor Standards Act (FLSA) Fiscal Impacts
  - i. A new Federal overtime rule takes effect December 1, 2016, which will affect FY2017 budgeting.
  - ii. The rule includes overtime calculations for employees making under \$47,476 which previously included only exempt employees making under \$23,660.
- 6) 5/23/2016 9:07 AM Junior College Residency Applications Review and Discussion – None Today
- 7) 5/23/2016 9:38 AM Board of Equalization (BOE) – None today
- 8) 5/23/2016 9:07 AM County Road and Bridge Report

**CASSIA COUNTY COMMISSION**

**REGULAR SESSION**

**Monday, May 23, 2016**

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- 9) 5/23/2016 9:43 AM Deliberate on Resolution Authorizing Cassia County Tax Collector to Adjust Penalties, Interest, and Fees Associated with Ad Valorem Taxation – Treasurer Justesen
- a. A resolution will be written for a future board meeting to allow the Treasurer to waive fees.
  - b. Justesen requested to be authorized to waive penalties, interest and fees up to \$25.00.
- 10) 5/23/2016 9:18 AM Deliberate on Personnel Policy Changes and Potential Resolution to Change Policy Provisions
- a. Proposed changes were discussed regarding Employee Classification, Ethics in Government, and Compliance.
- 5/23/2016 11:59 PM Further review of changes in the Ethics portion of the Personnel Policy Manual.
- b. Policy changes will be further discussed at a future meeting of the board.
- 11) 5/23/2016 10:23 AM Review and Sign Letter to Cassia School District Regarding Building Permit Fees

5/23/2016 10:26 AM **Motion:** Send letter to Dr. Gaylen Smyer with the Cassia Joint School District, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

- 12) 5/23/2016 9:48 AM Execute “Lifting of Quarantine by County Control Authority”

5/23/2016 9:52 AM **Motion:** Lift the quarantine on the aforementioned property, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

- 13) 5/23/2016 10:17 AM Discuss Parking

- a. Five reserve parking spots at the back entrance of the courthouse were discussed.

- 14) 5/23/2016 10:27 AM Review and Execute Resolution No. 2016-015 Regarding Destruction of Semi-Permanent Records – Recorder’s Office

5/23/2016 10:27 AM **Motion:** Resolution No. 2016-015 which deals with Records Destruction, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

- 15) 5/23/2016 10:28 AM Review Idaho Public Utilities Commission Case No. IPC-E-16-07 – No Action Needed
- 16) 5/23/2016 10:39 AM Review and Approve Minutes

5/23/2016 10:39 AM **Motion:** Minutes from 05/17/2016, **Action:** Approve, **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.  
Motion passed unanimously.

- 17) 5/23/2016 10:32 AM Review and Approve Payables

5/23/2016 10:56 AM **Motion:** Payables from 05/23/2016, **Action:** Approve, **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.  
Motion passed unanimously.

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

18) 5/23/2016 9:08 AM Execute Resolution No. 2016-016 Declaring Dodge Pickup Surplus Property – Sheriff’s Office

5/23/2016 9:10 AM **Motion:** Resolution No. 2016-016 declaring a Dodge Pickup in the Sheriff’s Department as Surplus Property, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

19) 5/23/2016 9:40 AM Assessor Matters on Parcel No. RPBSP310010090 – Assessor Davis

5/23/2016 9:42 AM **Motion:** Act on the recommendations of the Assessor regarding Parcel No. RPBSP310010090, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

20) 5/23/2016 9:46 AM Department Head Meeting

- a. Patty Justesen – Treasurer
  - i. Statement of Treasurer’s Cash and Urban Renewal Report was presented
  - ii. They are tracking well below budget
- b. Gordon Edwards – Weed and Pest Control
  - i. Hired two temporary employees and money has been authorized from BLM
  - ii. Reported on work with noxious weeds
- c. Joel Packham – Extension Agent
  - i. In line with their budget
  - ii. Report on work with Cassia High School, other youth, and animal projects
- d. Dwight Davis – Assessor
  - i. Tracking under budget and are watching money closely
  - ii. Busy with DMV to take care of holiday recreational licensing
- e. Amber Prewitt – Adult Misdemeanor Probation
  - i. Under budget with expenditures and currently working with reducing comp hours
  - ii. Pretrial Release Programming keeps costs up but revenue from that makes it up
  - iii. Report of probationer numbers
- f. George Warrell – Sheriff
  - i. Fully staff and Deputy Wayne Winder is retiring and they will be hiring for one position
  - ii. Reported on all budgets being below for the year gone by except with Dispatch
  - iii. One employee is out on medical from Dispatch and are using extra help to fill that vacancy
- g. George Warrell – Mini-Cassia Criminal Justice Center
  - i. Down two employees and are testing with new applicants

- h. Joe Larsen – Clerk
  - i. Preparing for the new iCourt/Odyssey system
  - ii. Report on the 05/17/2016 Primary Election
- i. Doug Abenroth – Prosecuting Attorney
  - i. No Matters
- j. Kerry Mc Murray – Administrator
  - i. Within constraints set in budget
  - ii. Revenues in the building permits have picked up
  - iii. Reported on hearings with Planning Zoning and repairs at the fairgrounds
- k. Craig Rinehart – Coroner
  - i. Excused

21) 5/23/2016 10:05 AM FY2017 Budget Timelines, Discussion, and Follow Up – Clerk Larsen

- a. Report of budget matters and the need for some line item clarifications from departments.
- b. Carryover funds will appear in each budget in a line item to potentially preserve those balances year to year.

22) 5/23/2016 10:40 AM Follow Up on Asset Inventory Recommendations – Clerk Larsen

- a. Asset inventory accountability processes by the Auditor’s Office were reviewed and established with the Sheriff’s Office.

23) 5/23/2016 10:52 AM Consider Entering a Four-Year Agreement with Health and Welfare for Child Support Civil Process Service – Undersheriff Warrell and Tara Carson

- a. A four-year contract with Health and Welfare as discussed will be reviewed and signed by the Board.

24) 5/23/2016 10:59 AM Sole Source for Recorder Upgrade for 9-1-1 – DeAnn Taylor

- a. WesTek Marketing was requested for and complies with being a sole source provider for the 9-1-1 recorder upgrade to the current system.
- b. The amount requested from 9-1-1 funds is \$39,752.

5/23/2016 11:04 AM **Motion:** Name WesTek as a sole source provider for Recorder Upgrade in the amount of \$39,752, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

25) 5/23/2016 11:04 AM Canvass the Vote for 05/17/2016 Primary Election under IC § 34-1205 and 34-1410 – Elections Director Susan Keck

5/23/2016 11:16 AM **Motion:** Canvass of the Vote for the 05/17/2016 Primary Election, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

26) 5/23/2016 11:16 AM Indigent Matters

5/23/2016 11:17 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** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.  
**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 3).  
**Yes:** Bob Kunau, Member, Dennis Crane, Chairman, Paul Christensen, Member.

5/23/2016 11:40 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.

- 27) 5/23/2016 11:41 AM United States Forest Service (USFS)/Bureau of Land Management (BLM) Report
- a. Mark Dallon – USFS District
    - i. Reviewed ongoing fuel reduction projects, sage grouse habitat mapping accuracy, livestock grazing issues, and gathering of mineral information from permittees
  - b. Ken Crane – BLM Burley Office Field Manager
    - i. Reviewed BLM Planning 2.0 Rule impact and concerns

28) 5/23/2016 12:04 PM Adjournment

5/23/2016 12:04 PM **Motion:** Today's 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

5/23/2016

## COUNTY EXPENDITURES

|                                 | DEPARTMENT                        | FUND/DEPT | AMOUNT              |
|---------------------------------|-----------------------------------|-----------|---------------------|
| <b>104 Current Expense Fund</b> | COUNTY COMMISSIONERS              | 104.401   | \$0.00              |
|                                 | AUDITOR & RECORDER                | 104.402   | \$534.25            |
|                                 | TREASURER                         | 104.404   | \$0.00              |
|                                 | ASSESSOR                          | 104.405   | \$120.37            |
|                                 | AGRICULTURAL EXTENSION            | 104.410   | \$0.00              |
|                                 | COUNTY BUILDING                   | 104.411   | \$2,110.24          |
|                                 | JUDICIAL CENTER                   | 104.412   | \$948.61            |
|                                 | BOARD OF HEALTH                   | 104.413   | \$10,064.67         |
|                                 | PLANNING & ZONING                 | 104.414   | \$101.27            |
|                                 | GENERAL                           | 104.415   | \$2,385.00          |
|                                 | CIVIL DEFENSE                     | 104.416   | \$0.00              |
|                                 | COUNTY ELECTIONS                  | 104.417   | \$1,687.89          |
|                                 | LAW ENFORCEMENT BUILDING          | 104.418   | \$1,984.87          |
|                                 | COUNTY ADMINISTRATION             | 104.419   | \$0.00              |
|                                 | VETERANS SERVICE OFFICER          | 104.421   | \$0.00              |
|                                 | <b>CURRENT EXPENSE FUND TOTAL</b> |           |                     |
| <b>Dedicated Funds</b>          | SOCIAL SERVICES                   | 105.502   | \$200.00            |
|                                 | CASSIA COUNTY COURTS              | 106.602   | \$1,202.78          |
|                                 | COUNTY ROAD & BRIDGE              | 107.707   | \$0.00              |
|                                 | WEED & PEST                       | 108.708   | \$0.00              |
|                                 | SOLID WASTE                       | 109.709   | \$290,617.50        |
|                                 | 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   | \$249.70            |
|                                 | 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   | \$16.75             |
|                                 | 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   | \$935.12            |
|                                 | ADULT MISDEMEANOR PROB TRUST      | 149.349   | \$0.00              |
|                                 | ADULT MISDEMEANOR PROBATION       | 149.749   | \$747.40            |
|                                 | 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>\$310,419.25</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   | \$2,814.00          |
|                                 | JUVENILE JUSTICE                  | 130.805   | \$0.00              |
|                                 | PROSECUTING ATTORNEY              | 130.807   | \$604.40            |
|                                 | PUBLIC DEFENDER                   | 130.808   | \$0.00              |
|                                 | CORONER                           | 130.809   | \$0.00              |
|                                 | SHERIFF - PATROL                  | 130.821   | \$2,535.74          |
|                                 | SHERIFF - INVESTIGATIONS          | 130.822   | \$422.42            |
|                                 | SHERIFF - DISPATCH                | 130.823   | \$270.63            |
|                                 | SHERIFF - ADMINISTRATION          | 130.824   | \$952.69            |
|                                 | M-C CRIMINAL JUSTICE CENTER       | 130.827   | \$22,495.56         |
|                                 | M-C JUVENILE DETENTION CENTER     | 130.828   | \$0.00              |
| <b>JUSTICE FUND TOTAL</b>       |                                   |           | <b>\$30,095.44</b>  |
| <b>TOTAL EXPENDITURES</b>       |                                   |           | <b>\$360,451.86</b> |

## **ATTENDANCE LOG ATTACHMENT**

# CASSIA COUNTY COMMISSIONERS

## Attendance Log

Date: 5-23-16

|     | <b>NAME (PLEASE PRINT)</b> | <b>TOWN</b>              | <b>REPRESENTING</b> |
|-----|----------------------------|--------------------------|---------------------|
| 1.  | Lt. J. Rogers              | Cassia S.O.              | Cassia S.O.         |
| 2.  | Ruthe Hobbs                | Burley                   | Concerned Citizen   |
| 3.  | Dwight Davis               | "                        | ASSESSOR            |
| 4.  | Tim Darrington             | Declo                    | Citizen             |
| 5.  | Amber Pruitt               | Burley                   | Probation           |
| 6.  | Jelly Justice              | Burley                   | Treasurer           |
| 7.  | Joel Parkman               | Declo                    | Ug/PT               |
| 8.  | Jordan Edwards             | Elba                     | CCWC                |
| 9.  | George Warrell             | Oakley                   | CCSO                |
| 10. | Caren Muehl                | Burley                   | Auditor's Office    |
| 11. | Dawn Taylor                | Burley                   | 911                 |
| 12. | Susan Keck                 | Armad                    | Election Candass    |
| 13. | Mark Dalton                | USFS                     | USFS                |
| 14. | Ken Crum                   | <del>Burley</del><br>BLM | BLM                 |
| 15. |                            |                          |                     |
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