



Cassia County Board of Commissioners

MEETING MINUTES

Monday, June 18, 2018

*Cassia County Courthouse ▪ Commission Chambers
1459 Overland Ave ▪ Room 206 ▪ Burley ID 83318*

9:00 AM

- 1) Call to order
- 2) Pledge of Allegiance and prayer
- 3) Roll call

9:03 AM **Roll Call.**

Present: Tim Darrington - Member, Bob Kunau - Chair, Kerry McMurray – Assistant to Commissioners (Not voting), Doug Abenroth - County Attorney (Not voting), Heather Evans - Deputy Clerk (Not voting).

Excused: Paul Christensen - Member.

- 4) 9:04 AM Calendar, meetings, and correspondence
 - a. Burley Municipal Airport Master Plan discussion tonight.
 - b. Middle Snake Water Resource Commission Meeting at 12:00 PM Wednesday, 6/20/2018 for McMurray
 - c. Planning and Zoning Meeting at 3:00 PM Thursday, 6/21/2018 in Commission Chambers
 - d. Darrington and Evans met with the Fair Board regarding their budget and it is coming together
- 5) 9:05 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms – None today
- 6) 9:06 AM Personnel Matters
 - a. Consideration of rolling back vacation and PTO for Deputy Auditor Carrie Merrell

9:06 AM **Motion and Action:** Approve rollback of vacation and PT time for Carrie Merrell, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.

Motion passed unanimously.

- b. Clerk's Office – Hiring of Trina Richman as Deputy Court Clerk/Court Assistance Officer
- c. MCCJC – Voluntary resignation of Detention Deputy Kyler Gardner
- d. MCCJC – Hiring of Kevin Dillon as a Detention Deputy
- e. Time Card for Road and Bridge Supervisor Sam Adams was in order

9:08 AM **Motion and Action:** Change of Status Requests and Time Card as presented, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.

Motion passed unanimously.

- 7) 9:10 AM Discuss joining potential class action lawsuit regarding PILT
 - a. Abenroth discussed a law suit in Utah regarding non-payments of PILT.
 - b. Cassia County has received all PILT funding according to Justesen.
 - c. Abenroth said Cassia County isn't out anything by joining the class action lawsuit but may stand to gain if there was any missed amount.

**CASSIA COUNTY COMMISSION
REGULAR SESSION**

Monday, June 18, 2018

1 | Page

9:15 AM **Motion and Action:** Approve Abenroth filling out the paperwork joining class action lawsuit for PILT, **Moved by** Tim Darrington – Member.
Motion Rescinded by Tim Darrington.

d. It was determined to have Abenroth to research the matter further and bring it back to the Board for their consideration.

8) 9:17 AM Execute Resolution No. 2018-012 regarding destruction of Election Records

9:19 AM **Motion and Action:** Execute Resolution No. 2018-012 regarding destruction of Election Records., **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed unanimously.

9) 6/18/2018 9:19 AM Execute Resolution No.2018-013 regarding destruction of welfare records

6/18/2018 9:20 AM **Motion and Action:** Execute Resolution No. 2018-013 regarding destruction of welfare records., **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed unanimously.

10) 9:21 AM Execute Emergency Relief Fund Agreement Amendment for City of Rocks Site 7

9:21 AM **Motion and Action:** Execute Emergency Relief Fund Agreement for City of Rock Site 7, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed unanimously.

11) 9:22 AM Approval of minutes

9:22 AM **Motion and Action:** Approve minutes of 06/11/2018, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed unanimously.

12) 9:23 AM Approval of payables

- a. Discussion and clarification took place regarding a boat purchase and grant monies received for the Waterways Account with Sheriff Heward.
- b. Evans was asked to look into procedures for historical boat purchase with grant monies.

9:26 AM **Motion and Action:** Approve Payables for 06/18/2018, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed unanimously.

- c. Darrington clarified a purchase of a used pump from last week's payables.
- d. The Board discussed the payment status relief request from Rainbow Ranch for weed eradication.
- e. Lieutenant Horak and Heward discussed the grant reimbursement from the Waterways Fund for the purchase of the boat. Evans suggested to handle that the same as it has been done historically.

UNFINISHED BUSINESS AGENDA ITEMS

- 13) 9:30 AM CAI software implementation update
- a. CAI is completing the Revenue Chart of Accounts.
 - b. They will then do testing for mapping of data and entering the FY2019 Budget information.
- 14) 9:37 AM HIPAA Electronic Public Health Security Rule Compliance Plan follow-up
- a. Changes were enumerated by McMurray as follows:
 - i. Change on Page 5, Section 2b County-wide officer is Kerry McMurray and departments have the ability to appoint Privacy Officer's per department to handle needs.
 - ii. Change on Page 7 Password Standards – Standards to be listed in appendix to ease implementation of future changes.
 - b. McMurray was asked by Kunau to complete the plan and bring it back to the Board.
- 15) 9:38 AM Procurement Policy follow-up
- a. Darrington said Abenroth was going to work on this matter.
 - b. Abenroth said he has work that needs to be done on this.
- 16) 9:38 AM Exempt employee accrual reporting follow-up
- a. Abenroth said he needs to finalize a one-page form for reporting.
- 17) 9:39 AM County cell phone inventory, purchase, billing, and reimbursement policy follow-up
- a. Departments need to advise the Board what they desire to do.
 - b. The Sheriff's Office has asked for the County to continue to provide their phones.
 - c. A fair reimbursement rate would then need to be determined according to Kunau and the amount paid for County phones need to be limited.

TIME SPECIFIC AGENDA ITEMS

- 18) 9:48 AM Executive Session for Indigent matters

9:49 AM **Motion and Action:** Executive Session (for the purpose of discussing indigent matters) pursuant Idaho Code § 74-206 (1) (d), **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.

Motion passed unanimously.

10:05 AM **Motion and Action:** Approve acting upon the recommendations of the Social Services Director, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.

Motion passed unanimously.

- 19) 11:10 AM NuQuo webinar presentation of findings by Torrey Thornton
- c. Kevin Morrill reported that significant savings would exist with current contracts/lease agreements. Twenty-five percent of savings would be paid to NuQuo.
 - d. Separate lease and maintenance agreements would exist with NuQuo.
 - e. An estimate of savings of possibly 50%, after NuQuo's fee is deducted, is predicted.
 - f. An upcoming strategy meeting was proposed once information is received from all departments.

20) 11:44 AM Adjournment

11:44 AM **Motion and Action:** Adjourn, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed unanimously.

APPROVED:

/s/ _____

Bob Kunau, Chair

CLERK OF THE BOARD:

/s/ _____

Heather Evans, Deputy Clerk

COUNTY EXPENDITURES ATTACHMENT

COUNTY EXPENDITURES

6/18/2018

	DEPARTMENT	FUND/DEPT	AMOUNT
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$130.00
	TREASURER	104.404	\$0.00
	ASSESSOR	104.405	\$0.00
	PUBLIC DEFENDER	104.408	\$715.25
	AGRICULTURAL EXTENSION	104.410	\$0.00
	COUNTY BUILDING	104.411	\$594.16
	JUDICIAL CENTER	104.412	\$0.00
	BOARD OF HEALTH	104.413	\$10,487.42
	PLANNING & ZONING	104.414	\$0.00
	GENERAL	104.415	\$9,707.48
	CIVIL DEFENSE	104.416	\$303.14
	COUNTY ELECTIONS	104.417	\$1,204.15
	LAW ENFORCEMENT BUILDING	104.418	\$474.97
	COUNTY ADMINISTRATION	104.419	\$1,387.93
VETERANS SERVICE OFFICER	104.421	\$0.00	
CURRENT EXPENSE FUND TOTAL			\$25,004.50
Dedicated Funds	SOCIAL SERVICES	105.502	\$1,000.33
	CONFLICT INDIGENT DEFENDER	105.504	\$1,102.75
	CASSIA COUNTY COURTS	106.602	\$1,435.90
	COUNTY ROAD & BRIDGE	107.707	\$3,575.50
	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	\$150.00
	REVALUATION	114.714	\$0.00
	9-1-1 COMMUNICATIONS	115.715	\$0.00
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$77,994.14
	COUNTY SNOWMOBILE	118.718	\$23.33
	RANGE IMPROVEMENTS FUND	122.322	\$12,564.22
	ASSESSOR TRUST	123.323	\$0.00
	K-9 TRUST	128.328	\$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	\$731.76
	ADULT MISDEMEANOR PROBATION TRUST	149.349	\$50.00
	ADULT MISDEMEANOR PROBATION	149.749	\$7,723.96
	VIOLENT PREDATOR ACCOUNT	150.750	\$0.00
	BOX ELDER COUNTY BOOKMOBILE	151.751	\$0.00
WIDOW BENEFIT TRUST	198.798	\$0.00	
DEDICATED FUNDS TOTAL			\$106,351.89
130 Justice Fund	JUSTICE FUND	130.330	\$0.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	MINI-CASSIA JUVENILE PROBATION	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$0.00
	CORONER	130.809	\$0.00
	SHERIFF - PATROL	130.821	\$1,209.48
	SHERIFF - INVESTIGATIONS	130.822	\$110.53
	SHERIFF - DISPATCH	130.823	\$175.00
	SHERIFF - ADMINISTRATION	130.824	\$1,228.40
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$34,395.43
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$532.20
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$846.26
SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$136.23	
JUSTICE FUND TOTAL			\$38,633.53
TOTAL EXPENDITURES			\$169,989.92

ATTENDANCE LOG ATTACHMENT

Cassia County Commissioner Meeting

Attendance Log

Date: 06/10/2018

NAME (Please Print)	TOWN	REPRESENTING
1. Jay Howard	County	S.O.
2. George Warvell	Oakley	CCSO
3. Brent Morrill	Idaho	NuQuo
4. Torrey Thornton	Rigby ID	NuQuo
5. Kevin McJee	Boise ID	NuQuo.
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		