



Cassia County Board of Commissioners

MEETING MINUTES

Monday, June 25, 2018

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

9:00 AM

The Cassia County Board of Commissioners met today at the place and time as posted by agenda pursuant to Idaho Code § 74-204 for Open Meetings Law.

AGENDA ITEMS

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

9:04 AM **Roll Call.**

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

- 4) 9:17 AM Amendment of agenda

9:18 AM **Motion and Action:** Amend the agenda for this meeting pursuant to Idaho Code § 74-206 (4) (c) to include approval of alcoholic beverage licenses for Stinker Station, Shakers, Stokes, and Farmer's Corner, (good faith reason the agenda item was not included in the posted agenda): information was received after agenda was posted, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

- 5) 9:18 AM Calendar, meetings, and correspondence
 - a. Joint Public Defender Meeting at 7:30 AM Tuesday, 6/26/2018 in the Commission Chambers
 - b. Joint Justice Meeting at 8:00 AM Tuesday, 6/26/2018 in the Commission Chambers
 - c. Transportation Meeting at 10:00 AM Tuesday, 6/26/2018 in the Commission Chambers for Darrington
 - d. Open House at the Southern Idaho Solid Waste for the gas to energy project at 12:00 PM Wednesday, 6/27/2018
 - e. Letter from Lanny Cunningham regarding charges for taking trash to Malta
 - f. Open House for SES VanderHave Beet Seed Company at 5:30 PM Wednesday, 6/27/2018
- 6) 9:41 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms – None presented.
- 7) 9:42 AM Approve minutes

9:42 AM **Motion and Action:** Approve minutes from 6/18/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, June 25, 2018**

8) 9:43 AM Approve payables

9:43 AM **Motion and Action:** Approve payables dated 6/25/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

9) 10:32 AM Execute Resolution No. 2018-014 regarding destruction of Recorder's Office semi-permanent records

10:32 AM **Motion and Action:** Sign Resolution No. 2018-014 regarding destruction of Recorder's Office records as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

10) 10:33 AM Execute Resolution No. 2018-015 regarding destruction of Recorder's Office temporary records

10:33 AM **Motion and Action:** Execute Resolution No. 2018-015 to allow destruction of Recorder's Office temporary records as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

11) 10:34 AM Execute Resolution No. 2018-016 regarding destruction of Public Defender Office semi-permanent records

10:34 AM **Motion and Action:** Sign and execute Resolution No. 2018-016 to allow destruction of Public Defender Office semi-permanent records as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

12) 12:00 PM Personnel Matters:

a. Change of Status Requests

- i. MCCJC – Nicole Stewart - Voluntary Resignation
- ii. MCCJC – Cheyenne Torix – POST Certification/ Grade Change
- iii. MCCJC – Tanner Allred – POST Certification/ Grade Change
- iv. MCCJC – Chelsey Holcomb – POST Certification/ Grade Change
- v. MCCJC – Gerald Ruby – POST Certification/ Grade Change

12:01 PM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

13) 12:02 PM Executive Session (for the purpose of discussing personnel matters)

12:02 PM **Motion and Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (b) to consider personnel matters, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member. Motion passed unanimously.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Tim Darrington - Member, Bob Kunau - Chair, Paul Christensen - Member.

12:07 PM Upon exit of Executive Session, the board took the matter under review.

14) FY2019 Budget Discussion

- a. Deputy Auditor Heather Evans reported that the Fair budget had been finalized with the Auditor's office and that they were requested to use the remaining fund balance in their County-held funds in its entirety for FY2019.
- b. Darrington expressed concern, as did Evans, regarding the implications in future budgeting years of the depletion of fund balances. He stated that he would be speaking with the Fair Board to express those concerns.
- c. Evans also reported that the recommended changes from the Joint Board meeting had been made to the MCCJC, Public Defender, and Adult Misdemeanor Probation budgets. She encouraged all members of the Board to look at those documented changes provided in the digital budget book.
- d. Commissioner Darrington recommended that an additional county patrol officer be budgeted for due to the need for patrol to ensure safety.
- e. Sheriff Heward reported that the Cassia School District intends to contribute the \$30,000, historically allocated to the DARE officer, to be allocated for a county school resource officer. They also have proposed contributing up to an additional \$45,000 to help cover the costs of a second school resource officer. Heward reported that the remainder of the funding for this officer would need to be split between the County and the City of Burley.
- f. Heward also reported on the transfer of positions with current staff in relation to DARE Officer Bryan Bird's upcoming retirement. The end result will be an open detention deputy position at the MCCJC.

SCHEDULED AGENDA ITEMS

15) 9:22 AM Presentation of Idaho Sheriff's Association Jail Inspector Cindy Malm regarding jail overcrowding and potential legal consequences

- a. Malm reported on non-compliance regarding the excessive number of inmates in the jail with inadequate beds for extended periods of time.
- b. Heward explained the consequences of the loss of certification and housing of inmates from other entities.

16) 9:43 AM Department Head Meeting

- a. Patty Justesen – Treasurer
 - i. Treasurer's budgets are in order.
 - ii. Tax collections went well with the recent tax drive.

- b. Mart Adams – Assessor’s Office
 - i. Adams reported they had several requests for tax assessment appeal forms, but none have been received back as of yet. Today is the deadline for that.
 - ii. Property valuations have increased
 - iii. Budgets are in line in both the Assessor’s and Revaluation budgets.
- c. Jay Heward – Sheriff
 - i. Budgets are tracking well.
 - ii. They will have support for upcoming summer events.
 - iii. No major incidents were reported for recent Boat Regatta.
 - iv. Heward said he does not support the upcoming concert that was approved by the City of Burley to be held at the marina.
- d. Amber Prewitt – Adult Misdemeanor Probation – Not present
- e. George Warrell – Mini-Cassia Criminal Justice Center
 - i. Warrell reported on their budgets. They are tracking appropriately and revenues are above budgeted amounts.
 - ii. PST is working on their new lock system which is near completion.
 - iii. They are down one female detention deputy and one male deputy. A conditional offer for hire is in place for the first part of July.
- f. Michael Ottley – Weed and Pest Control
 - i. Ottley reported that weed crews are extremely busy right now.
 - ii. They have sent out 72 letters; 13 were enforcement letters, only two have been enforced regarding Scotch Thistle.
- g. Sam Adams – Road and Bridge
 - i. Adams reported that LHTAC gravel crushing is complete.
 - ii. They have approximately three miles of road to place magnesium chloride on. A culvert will need to be fixed in one area before magnesium chloride is applied.
- h. Craig Rinehart – Coroner
 - i. Rinehart reported that deaths are up for the current year, with 72 cases so far and eight cases this past week.
 - ii. The Federal government is requiring that all coroners be licensed by the year 2020. A symposium will be held to discuss meeting compliance.
 - iii. The next SPAN meeting to be held 7/25/2018 and all are welcome to attend.
- i. Joel Packham – Extension Agent
 - i. Packham reported their “A” budget is currently under budget.
 - ii. Classes are in full swing.
 - iii. They are involvement with the Lunch in the Park program.
 - iv. Kimberly, Malta, and Salmon cover projects are taken care of.
- j. Kerry McMurray – Assistant to Commissioners
 - i. McMurray reported on a Planning and Zoning hearing regarding CAFO conditional use permit, two Agriculture siting permits, 15 building permits, and two manufactured home permits.
 - ii. They are currently working on several grant applications.
- k. Doug Abenroth – Prosecuting Attorney – Not Present

- I. Heather Evans – Clerk’s Office
 - i. All Clerk’s Office budgets are tracking well.
 - ii. The Auditor’s office is currently working diligently on the FY2019 budget and with the CAI software conversion.
- m. Craig Munoz – Building Maintenance Supervisor
 - i. Munoz plans to work on weed removal this next week.
 - ii. Bids are being collected for tree removal and sidewalk repair at the Public Defender’s Office.
- n. David Burgess – Information Technology
 - i. Burgess reported looking extensively at security issues throughout the County computer network.
 - ii. He attended a cybersecurity conference recently. He is working towards a community task force for cybersecurity mitigation.
 - iii. He is also working with Auditor’s office to implement a new inventorying asset tracking system.

17) 10:25 AM Consider for approval applications for alcoholic beverage licenses (verbatim recording of proceedings was made)

- a. Pit Stop on I-84 – bottled/canned beer off premises, wine by the bottle
- b. Unit 54 – bottled/canned beer off premises
- c. Maglaughlin's Gas & Grocery – bottled/canned beer off premises
- d. Malta Fuel Depot – bottled/canned beer off premises
- e. Nelson's Cafe & Pilot Lounge – liquor, draft, bottled and canned beer on and off premises, wine by the bottle and wine by the glass
- f. Stinker Stations #61 and #79 – bottled/canned beer off premises, wine by the bottle
- g. Stokes Fresh Food Market - bottled/canned beer off premises, wine by the bottle
- h. Farmer's Corner - bottled/canned beer off premises
- i. Shakers - liquor, draft, bottled and canned beer on premises, wine by the bottle and wine by the glass

10:30 AM **Motion and Action:** Approve Alcoholic Beverages licenses as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
 Motion passed unanimously.

18) 10:31 AM Executive Session (for the purpose of discussing indigent matters)

10:35 AM **Motion and Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure for the purpose of evaluating indigent recommendations, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Tim Darrington - Member, Bob Kunau - Chair, Paul Christensen - Member.

11:20 AM **Motion and Action:** Approve recommendations of the Social Services Director regarding indigent matters, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
 Motion passed unanimously.

- 19) 11:20 AM Presentation of services and request for inclusion in NuQuo bidding process – Dale Bench, Yost Business Systems, a Pacific Office Automation Co.
- a. Mike Spangler reported that Yost Business Systems has recently merged with Pacific Automation Company
 - b. He requested being considered for any upcoming bids for office equipment.
- 20) 11:23 AM USFS and BLM Report
- a. Loren Poppert – USFS
 - i. Poppert reported on mining exploration taking place at Black Pine mountain.
 - ii. Fuel moistures are reported at lower levels that will affect potential wildfires. Most fire crews are in Colorado and New Mexico right now.
 - iii. Picnic tables and fire rings are being replaced at Lake Cleveland. He explained that the opening of the gate into Lake Cleveland is a highway district situation.
 - iv. Reported that Kit Mullen has announced her retirement effective 07/31/2018.
 - v. The US Forest Service has requested a waiver for solid waste transfer station fees.
 - vi. Commissioner Christensen reported the recent changes in policy regarding collection of fees.
 - vii. Poppert reported that with the late change of policy, monies have not been budgeted for new charges.
 - viii. Darrington recommended that the County step up and handle the fees related to disposal of garbage on public lands, as has been done in the past.
 - ix. Christensen recommended waiving the fee temporarily until further information can be obtained as to the financial impact.

11:44 AM **Motion and Action:** Grant the request of the USFS the fee for disposal of waste at the transfer stations and that would include further review as we look at our County fees as a total, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

- x. A letter will be prepared for the USFS to reflect the waiver.
- b. Ken Crane – BLM
 - i. Crane reported that funding was awarded to build ramps and ADA-compliant sidewalks in the Milner area.
 - ii. He said there was an increased use of Milner Dam area facilities.
 - iii. A climbing coalition met Saturday to address the need for camping improvements in the City of Rocks park.
 - iv. They are also currently working on grazing management with landowners.

21) 12:45 PM Adjourn

12:45 PM **Motion and Action:** Adjourn, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

APPROVED:

/s/ _____

Bob Kunau, Chair

DEPUTY CLERK OF THE BOARD:

/s/ _____

Heather Evans

COUNTY EXPENDITURES ATTACHMENT

COUNTY EXPENDITURES

	<i>DEPARTMENT</i>	<i>FUND/DEPT</i>	<i>AMOUNT</i>
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$1,017.49
	TREASURER	104.404	\$151.79
	ASSESSOR	104.405	\$55.71
	PUBLIC DEFENDER	104.408	\$1,452.25
	AGRICULTURAL EXTENSION	104.410	\$1,345.29
	COUNTY BUILDING	104.411	\$76.53
	JUDICIAL CENTER	104.412	\$2,782.74
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$23,999.00
	GENERAL	104.415	\$825.00
	CIVIL DEFENSE	104.416	\$533.99
	COUNTY ELECTIONS	104.417	\$0.00
	LAW ENFORCEMENT BUILDING	104.418	\$0.00
	COUNTY ADMINISTRATION	104.419	\$47.34
	VETERANS SERVICE OFFICER	104.421	\$0.00
CURRENT EXPENSE FUND TOTAL			\$32,287.13
Dedicated Funds	SOCIAL SERVICES	105.502	\$1,743.07
	CONFLICT INDIGENT DEFENDER	105.504	\$2,791.50
	CASSIA COUNTY COURTS	106.602	\$228.43
	COUNTY ROAD & BRIDGE	107.707	\$174,905.28
	WEED & PEST	108.708	\$8,729.41
	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	\$156,250.00
	REVALUATION	114.714	\$315.86
	9-1-1 COMMUNICATIONS	115.715	\$7,987.50
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$1,100.00
	COUNTY SNOWMOBILE	118.718	\$0.00
	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	\$0.00
	ADULT MISDEMEANOR PROBATION TRUST	149.349	\$0.00
	ADULT MISDEMEANOR PROBATION	149.749	\$9,838.19
	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			\$363,889.24
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	\$1,430.08
	CORONER	130.809	\$0.00
	SHERIFF - PATROL	130.821	\$2,779.83
	SHERIFF - INVESTIGATIONS	130.822	\$645.87
	SHERIFF - DISPATCH	130.823	\$800.00
	SHERIFF - ADMINISTRATION	130.824	\$478.04
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$3,195.86
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$3,603.27
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$742.78
	SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$0.00
JUSTICE FUND TOTAL			\$13,675.73
TOTAL EXPENDITURES			\$409,852.10

ATTENDANCE LOG ATTACHMENT

Cassia County Commissioner Meeting

Attendance Log

Date: 06/25/2018

NAME (Please Print)	TOWN	REPRESENTING
1. Cindy Malm		Idaho Sheriffs Assoc
2. Don Renz		Jail
3. George Warrell	Coeur d'Alene	CCSO
4. Craig Rivchert	Burley	Coroner
5. Mark Adams	Burley	Assessor
6. Michael Otley	Elba	CCNWC
7. SAM Adams	ALMO	CCRB
8. Joel Paekham	Deeds	UofI
9. Patty Justesen	Burley	Treasurer
10. Craig Munoz	Burley	main +
11. David Burgess	Burley	IT
12. Thomas P. Poppert	Burley	FS
13. Ken Crane	Burley	BLM
14. Jay Heward	Colony	S. O.
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