



Cassia County Board of Commissioners

MEETING MINUTES

Monday, August 27, 2018

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

8:00 AM

The Cassia County Board of Commissioners met today at the Mini-Cassia Criminal Justice Center for a Joint Jail inspection and afterwards convened at the Commission Chambers 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

9:14 AM **Roll Call.**

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

- 4) 9:14 AM Calendar, meetings, and correspondence
- 5) 9:17 AM Approval of Clerk’s Office recommendations regarding junior college Certificate of Residency Forms

9:17 AM **Motion and Action:** Approve Clerk’s Office recommendations to approve 58 and deny three junior college Certificate of Residency Forms as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 6) 9:58 AM Sign notice of public meeting regarding request of Fabri-Kal, LLC and Pure Pulp Products, LLC for property tax exemption
 - a. A public hearing is the next step for Fabri-Kal, LLC’s request for property tax exemption.
 - b. Public notice to other entities is required.
 - c. A public hearing will be scheduled for 9:30 AM Monday, 9/10/2018 for that matter.

10:02 AM **Motion and Action:** Approve signing notice of public meeting regarding request of Fabri-Kal, LLC and Pure Pulp Products, LLC for property tax exemption as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

- 7) 10:58 AM Review, discuss, and execute Resolution No. 2018-024 setting standard cellular telephone reimbursement rates for county officials and certain county employees for private cellular phones connected to conducting county business.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 27, 2018**

- a. Abenroth presented a resolution for reimbursement of cell phone expenses of elected officials, licensed professionals, and the 9-1-1 specialist.
- b. The proposal raised that reimbursement amount to \$75.00.
- c. Heward said he prefers to have county-owned phones for deputies who are required to have them to keep confidential information off their personal phones.
- d. Kunau indicated they are not ready to pass a resolution at this time as there is still more research and work to do regarding who is required to have cell phones and other cell phone connected peripheral devices.

8) 9:55 AM Approve minutes

9:56 AM **Motion and Action:** Approve minutes from 8/20/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

9) 11:50 AM Approve payables

11:50 AM **Motion and Action:** Approve payables presented on 8/27/2018, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

10) 12:24 PM Personnel Matters:

- a. Change of Status Requests
 - i. Cassia County Sheriff's Office – Voluntary resignation of uncertified dispatcher Barbara Crocker
 - ii. Cassia County Sheriff's Office – Re-hire of Barbara Crocker as a part time Driver's License Clerk
 - iii. Treasurer's Office – Transfer of Chief Deputy Coroner Amber Green to the Treasurer's Office as a Deputy Treasurer
- b. Auditor's Office Accrual Payout Report
 - i. The Board discussed employees with large amounts of accrued hours.
 - ii. They determined to talk to certain department heads about that.

UNFINISHED BUSINESS AGENDA ITEMS

- 11) 11:15 AM CAI software implementation update and preliminary conversion calendar discussion
 - a. County policy for employee accruals are an obstacle with CAI implementation. Some modifications of that policy will be needed to work appropriately with the payroll module.
 - b. In particular, accruals rolling into a sick bank creates an issue.
 - c. Evans reviewed changes that may need to be considered to remedy the problem.

SCHEDULED AGENDA ITEMS

- 12) 8:00 AM Joint Quarterly Jail Inspection
- 13) 8:45 AM Discussion of process regarding scheduling date and time for interviews for Joint Public Defender applicants

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 27, 2018**

- a. Following the Joint Jail Inspection, the joint boards determined to conduct interviews with applicants for the Joint Public Defender position which will be vacated by the retirement of current Public Defender Dennis Byington.
- b. Interviews will be held at 1:30 PM Monday, 9/10/2018 at the Cassia County Commission Chambers.
- c. A special Joint meeting was scheduled for 4:30 PM Tuesday, 8/28/2018, at the Commission Chambers to discuss criteria for interviews for that vacant position with local judges and commissioners.

14) 9:18 AM CAFO Conditional Use Permit (CUP) Hearing

- a. Attorney Lance Loveland, who represents ADTE Farms, LLC, which is associated with Idaho Farms presented information to the board regarding the proposed CUP. Their representative David Gerratt was present as well.
- b. The Cassia County Planning and Zoning board approved the proposal and final approval was sought for this CAFO CUP.
- c. Gerratt indicated that flooding issues spawned their improvement of water capture, preservation of water, and flood mitigation methods following recent floods in the Raft River area.
- d. A CAFO modification was presented to Planning and Zoning. They now desire to take land currently not in use to be used for waste water capture and for flooding control.
- e. This proposal for amending the CAFO, which reduces animal units from 3.8 to 3.5 under the CAFO, allows better distribution of water and waste and makes better use of unused property.
- f. A setback waiver was requested which included letters from neighbors in support of the waste capture facility to be built.
- g. Christensen commented on the neighbor's approval being important. Darrington asked about the gravity flow of waste and whether it would satisfy needs with potential flooding.

9:25 AM **Motion and Action:** Approve Application No. 2018-02, a conditional use permit to amend the CAFO permit as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

- h. McMurray reviewed three recommended conditions specified by Planning and Zoning with the Board.

9:29 AM **Motion and Action:** Approve page 6 of 6 of the applications recommended conditions as approved by Planning Zoning, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member. Motion passed unanimously.

15) 9:30 AM FY2019 Road and Bridge public budget hearing

- a. Larsen detailed statutory requirements as having been met for publication for the tentative FY2019 Road and Bridget Budget.
- b. It was pointed out that the final budget should be complied with as nearly as practicable before the budget may be adjusted.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 27, 2018**

- c. The FY2019 overall county budget includes \$303,441 of funding from savings after allocation of all identifiable revenues. It also includes budgeting of \$95,000 from the reserve balance of the Cassia County Fair for FY2019.
- d. Larsen pointed out that most of the funding from savings was to cover costs related to salaries and wages. In particular there were three and one-half new employee positions added.
- e. The total Road and Bridge budget for FY2019 as published and tentatively approved is \$395,870.
- f. The total Cassia County budget, which includes Road and Bridge is \$18,461,952.

9:36 AM **Motion and Action:** Approve entering hearing for consideration of the FY2019 Road and Bridge budget, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

- g. Evans said all requests of the Road and Bridge department head was recommended for the Board's approval.
- h. The levy for FY2019 was increased over the previous fiscal year.
- i. Road and Bridge Supervisor Sam Adams mentioned there would possibly be additional grant funding that will be received in FY2019 from FEMA.

9:42 AM **Motion and Action:** Approve the FY2019 Road and Bridge budget as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

9:43 AM **Motion and Action:** Exit hearing for FY2019 Road and Bridge budget, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

16) 9:43 AM FY2019 Cassia County public budget hearing

9:43 AM **Motion and Action:** Approve entering hearing for consideration of the FY2019 Cassia County budget, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

- a. Evans discussed additional amounts that were published as directed by the Board.
- b. FY2019's tentative budget includes a \$650,606 increase in levied funds. The maximum 3% levy increase that can be included in the FY2019 budget is \$252,165.
- c. FY2019's tentative budget for the Cassia County Fair includes an additional expenditure allocation of \$95,000 which will come from their carryover fund balances.
- d. After allocation of all identifiable revenues projected for FY2019, an additional amount of \$303,441 will be required to come from reserve fund/PILT balances if the proposed tentative budget is approved.
- e. Evans detailed an overview of anticipated revenues and transfers projected to fund the proposed expenditures for FY2019. Ending fund balances for FY2019 are projected to remain relatively the same as projected for FY2018.

9:51 AM **Motion and Action:** Approve the FY2019 Cassia County budget as presented by the Auditor's Office in the amount of \$18,461,952 as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

17) 10:02 AM Department Head Meeting

- a. The following department heads and elected officials provide reports to the Board: Laura Greener – Treasurer, Sam Adams – Road and Bridge, Michael Ottley – Weed and Pest Control, Dwight Davis – Assessor, Craig Rinehart – Coroner, Joel Packham – Extension Agent, Craig Munoz – Building and Maintenance, David Burgess – IT Administrator, Jay Heward – Sheriff & Mini-Cassia Criminal Justice Center, Doug Abenroth – Prosecuting Attorney, Kerry Mc Murray – Assistant to the Commissioners, Joe Larsen – Clerk,
- b. Discussions included the following:
 - iii. Statement of Treasurer's Cash, Fund Balance Joint Report, and Urban Renewal Report
 - iv. Shingles on the roof of the Assessor's Office will be repaired by the end of September.
 - v. Bids were provided for sidewalk installation and tree removal near the apartments over to the CCJC building.
 - vi. Selection of a committee for the position of Public Defender.

18) 11:36 AM Sign Replat No. 1 of Lot 1 in Block 1 of Billene Park Subdivision

11:37 AM **Motion and Action:** Approve signing of Replat No. 1 of Lot 1 of Billene Park Subdivision as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

19) 11:50 AM Executive Session (for the purpose of discussing personnel and indigent matters)

11:50 AM **Motion and Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (b) to consider personnel matters and 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** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

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

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

12:24 PM Upon exit of Executive Session, the personnel issues were taken under advisement.

12:24 PM **Motion and Action:** Act on recommendations of the Social Services Director regarding indigent matters, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

20) 11:38 AM United States Forest Service (USFS)/Bureau of Land Management (BLM) Report

- a. Loren Poppert – USFS District Ranger
 - i. Poppert reported on two wildfires. The south end has been fortunate with few fires in our area. Fuel moistures are going up slightly.

- ii. 30,000 employees of USFS are out on the fire line currently with significant fire issues across the nation.
- iii. Flat Iron timber sale in the Bostetter area will go out for bid soon.
- iv. Juniper project decision will be signed this fall following the Heritage process that has slowed it down significantly.
- v. Aspen projects last summer is wrapping up as well with the Heritage process so a decision can be made.
- vi. A new ski patrol building will be located by the ski lodge at Pomerelle. They are working towards that approval this fall.
- vii. Emergency funding is being worked on federally to facilitate needs with firefighting.
- viii. Fire restrictions will be in place in various USFS areas in conjunction with BLM.
- ix. Kit Mullen is retiring this week. A new acting appointment will be in place until a permanent replacement is appointed.

b. Ken Crane – BLM Burley Office Field Manager (not present)

21) 12:36 PM Adjourn

12:36 PM **Motion and Action:** Adjourn, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

APPROVED:

/s/ _____

Bob Kunau, Chair

CLERK OF THE BOARD:

/s/ _____

Joseph W. Larsen

ATTENDANCE LOG ATTACHMENT

Cassia County Commissioner Meeting

Attendance Log

Date: 8-27-18

NAME (Please Print)	TOWN	REPRESENTING
1. Heather Whitehead Evans	Burley	Auditor's
2. Dwight Davis	"	Assessor
3. Michael Otley	Elba	CCWC
4. David Gerratt	Declo	Midway Dairy / ADTS
5. SAM Adams	ALMO	CCRB
6. Craig Munoz	"	Maint -
7. Joel Packham	Declo	U of I Extension
8. Lance Cabel	Burley	ADTS
9. Grace Wittman	Burley	Extension
10. Dana Janolimek	Burley	Extension
11. Tiffany Anderson	Burley	Extension
12. Laura Greener	Burley	Treasurer
13. Sharene Ahlin	Burley	Clerk's
14. Craig Rinehart	Burley	Conover
15. Jay Howard	County	Sheriff
16. Loren Poppert	USFS	Sawtooth NF
17. Jason Peller	Burley	Farmers (am)
18.		
19.		
20.		
21.		
22.		
23.		
24.		

COUNTY EXPENDITURES ATTACHMENT

COUNTY EXPENDITURES

8/27/2018

	DEPARTMENT	FUND/DEPT	AMOUNT
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$288.95
	TREASURER	104.404	\$0.00
	ASSESSOR	104.405	\$196.36
	PUBLIC DEFENDER	104.408	\$54.50
	AGRICULTURAL EXTENSION	104.410	\$0.00
	COUNTY BUILDING	104.411	\$475.53
	JUDICIAL CENTER	104.412	\$0.00
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$0.00
	GENERAL	104.415	\$1,504.20
	CIVIL DEFENSE	104.416	\$303.09
	COUNTY ELECTIONS	104.417	\$0.00
	LAW ENFORCEMENT BUILDING	104.418	\$585.00
	COUNTY ADMINISTRATION	104.419	\$0.00
	VETERANS SERVICE OFFICER	104.421	\$0.00
	CURRENT EXPENSE FUND TOTAL		\$3,407.63
Dedicated Funds	SOCIAL SERVICES	105.502	\$0.00
	CONFLICT INDIGENT DEFENDER	105.504	\$401.50
	CASSIA COUNTY COURTS	106.602	\$2,412.19
	COUNTY ROAD & BRIDGE	107.707	\$30,407.27
	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	\$0.00
	REVALUATION	114.714	\$431.48
	9-1-1 COMMUNICATIONS	115.715	\$2,339.50
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$0.00
	COUNTY SNOWMOBILE	118.718	\$0.00
	ASSESSOR TRUST	123.323	\$14.75
	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	\$1,310.21
	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		\$37,316.90
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	\$84.88
	CORONER	130.809	\$0.00
	SHERIFF - PATROL	130.821	\$2,954.35
	SHERIFF - INVESTIGATIONS	130.822	\$248.73
	SHERIFF - DISPATCH	130.823	\$312.17
	SHERIFF - ADMINISTRATION	130.824	\$385.00
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$178,574.05
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$3,258.83
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$980.00
	SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$9.70
	JUSTICE FUND TOTAL		\$186,807.71
	TOTAL EXPENDITURES		\$227,532.24