



# Cassia County Board of Commissioners

## MEETING MINUTES

Monday, December 11, 2017

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

9:02 AM **Present:** Kerry McMurray - Administrator (Not voting), Tim Darrington - Member, Bob Kunau, Chair, Paul Christensen - Member, McCord Larsen – Deputy Prosecuting Attorney (Not voting), Hilaree Young - Deputy Clerk (Not voting).

- 4) 10:08 AM Amendment of agenda

10:08 AM **Motion:** To discuss the joint powers agreement for the Capital Crimes Defense Fund, **Action:** The board amend the agenda for this meeting pursuant to Idaho Code § 74-206 (4) (c) (good faith reason the agenda item was not included in the posted agenda): Email received from the Idaho Association of Counties just this morning indicating the agreement was due to be signed by 11/30/2017 and Cassia County had not submitted said signed agreement, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

10:09 AM **Motion:** Authorize Chairman Kunau to sign the Capital Crimes Defense Fund Agreement upon review of counsel, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

- 5) 9:03 AM Calendar, meetings, and correspondence
  - a. No joint meetings scheduled this week due to holidays and conflicts.
  - b. Board of Commissioner meeting on Monday, 12/18/2017 has been cancelled.
  - c. Fair Board Meeting at 7:00 p.m. Tuesday, 12/12/2017 for Darrington.
  - d. Transportation Meeting 7:00 a.m. Wednesday, 12/13/2017 for Darrington
  - e. IT Advisory Committee Meeting on 12/12/2017 at 9:30 a.m. for Kunau
  - f. South Central Public Health Department (SCPHD) meeting at 1:00 p.m. Wednesday, 12/13/2017 in Twin Falls for Kunau
  - g. South Central Communication Action Partnership meeting at 12:00 p.m. Thursday, 12/14/2017 in Twin Falls for Kunau
  - h. SCPHD Conference call on Friday for Kunau
  - i. Thank you card from Nu-Vu Glass
- 6) 9:04 AM Personnel Matters – Change of Status Request from the Sheriff’s Office – Cost of living increase for Dispatcher Emily Alvarez

**CASSIA COUNTY COMMISSION**  
**REGULAR SESSION**  
**Monday, December 11, 2017**

9:05 AM **Motion:** Change of Status Request as presented, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

- 7) 9:07 AM Review and execute County Ordinance No. 2017-12-01 adopting amendments to building code for 2018.
- a. McMurray said that every two years the State of Idaho Building Council reviews and adopts changes to the building code.
  - b. They need to be adopted in order to enforce them in the county. A county ordinance was prepared to adopt prescribed changes in county code. This is to adopt the 2015 code which needs to be adopted by 1/1/2018.

9:10 AM **Motion:** Execute County Ordinance No. 2017-12-01, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

9:10 AM **Motion:** Sign the Summary of County Ordinance No. 2017-12-01 for the legal notice publication, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

- 8) 9:11 AM Adopt Resolution No. 2017-026 granting tax incentive exemption to NewCold USA Re Holding, LLC.
- a. Nothing has been received as feedback from NewCold USA
  - b. NewCold USA Re Holding reviewed and approved of the draft resolution for tax exemption that was previously requested.

9:13 AM **Motion:** Adopt Resolution No. 2017-026 granting tax incentive exemption to NewCold USA Re Holding LLC, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

- 9) 9:13 AM Review question about county property along Spur 77 near Elba, Idaho.
- a. McMurray explained that property was purchased from Ruel Barker when the highway Spur 77 near Elba was put in place. Mr. Barker contacted the Idaho Transportation Department (ITD) and his position was that he was promised the old right-of-way would be vacated as part of the deal. A discussion of that nature was not remembered by former Commissioner Dennis Crane and Road and Bridge Supervisor Sam Adams. ITD also had no record of that and they were doing all of the right-of-way work.
  - b. Information provided by ITD shows that a right-of-way still exists. It was pointed out that the County still owns that strip of ground. McMurray said that apparently nobody with any authority made that assertion but that a discussion should take place with Mr. Barker.
  - c. County Commissioners reviewed the map of the property along Spur 77.

- 10) 10:04 AM Review and sign Modification of Snow Groomer Agreement with the U.S. Forest Service (USFS)
- a. The Modification of the Snow Groomer Agreement with the USFS was received last week by McMurray.

- b. It provides for up to \$3,000.00 for the 2017-2018 and includes an attachment of the annual operating plan for FY2018.

10:05 AM **Motion:** Signing of the Modification of Snow Groomer Agreement with the USFS as presented, **Action:** Approve, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

11) 10:10 AM Approve minutes

10:10 AM **Motion and Action:** Approve minutes from 12/04/2017, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

12) 10:23 AM Discuss the Veterans Service Officer replacement

- a. McMurray suggested that anyone treated as an independent contractor should come in with their tools to do the job and the only thing they are told is a job is needed to be done. How the job is done and what is used to accomplish that should all be theirs. They can be offered an office to rent or go rent one elsewhere themselves.
- b. Kunau also discussed office equipment and who should bear the costs of that as well as rental of office space, which should be at market value.
- c. Some Advisory Committee Members desire to apply for that position. Kunau asked McMurray to talk with Minidoka County about that joint situation.

13) 10:24 AM Approve payables

- a. Darrington discussed various payments made to a number of individual programs.
- b. Kunau discussed payment to SIEDO and concerns of the City of Burley. They are restructuring their board for better representation.

10:28 AM **Motion and Action:** Approve payables dated 12/11/2017 as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

#### **UNFINISHED BUSINESS AGENDA ITEMS**

14) 10:15 AM County Verizon cell phone users inventory and billing costs follow-up

- a. Kunau said there are a number of people in the County who are paid for the use of their personal cell phones for County-related purposes.
- b. We are also furnishing a lot phones to employees and we have cleaned that up considerably.
- c. He felt we would be ahead to look more realistically at the cost of phone use. Most people don't carry two phones as it is awkward. He presented the concept of paying employees a set fee for the use of their own phone if they require a phone for County business.
- d. Darrington reviewed phone payables this month and there are quite a number of people with cell phone usage and he questioned if we really do need to be paying for that.
- e. Kunau referred to the recent replacement of an expensive phone with no insurance coverage that had gotten lost by an employee.

15) 10:29 AM FY2018 SIEDO payment follow-up

- a. The board discussed an amount to authorize in payment to SIEDO.
- b. Concern was expressed about labor and housing shortages and a desire to pay historical values this year to SIEDO.

10:31 AM **Motion:** Payment to SIEDO in the amount of \$7,000.00 for the FY2018 payment, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

#### **SCHEDULED AGENDA ITEMS**

16) 9:17 AM Computer Arts (CAI) update to include report on General Ledger, Chart of Accounts, and Payroll

- a. Clerk Larsen reported interactions with Computer Arts, Inc. (CAI) regarding date conversion for the financial software.
- b. Recommendations from Shane Harris with CAI was to streamline the nearly 3 million entry points for conversion stating that is the highest number of conversion items that CAI has ever encountered. Also, there are 55,000 line items to be considered for conversion. This is three to four times the amount of line items they have converted with other counties at CAI.
- c. Their desire is to parallel what Minidoka County has done.
- d. In payroll, there are currently 85 different salary types, four times that of counties our size. Rather than converting that maze to our new payroll, it has been recommended that we consolidate whatever we can before conversion. Larsen said it has never been a legal matter in creating the situation we are in and his opinion was that there was no legal reasoning to unwind and simplify the process.
- e. Larsen said some changes would require a modification of our policy as the County has put in place processes that have complicated the payroll system. Stephenson's have made the customized changes as requested throughout the years. Larsen suggested writing the policy around simplification of the process as it has become a huge difficulty.
- f. Larsen desired the Board's blessing to go forward with this conversion to a more simplified process and adapt our policy to accomplish that. The Auditor's Office has committed to talk with McMurray as it pertains to simplification of payroll in a way not harmful to employees.
- g. Streamlining and eliminating duplicate line items will reduce the time spent on budgeting, processing claims, and payroll. Overall budget numbers will not be affected. Larsen stated this would then become an accounting driven model rather than a department driven model for finances and budgeting.
- h. Deputy Auditor Heather Evans explained that CAI recommended a change in accounting for the accrual usage with exempt employees. Currently attorneys are the only exempt employees accruing vacation and personal time which have to be tracked by the Auditor's Office on an individual basis every payroll period. CAI questioned why the process is muddied up by that treatment of exempt employees which appears to defy the reasoning for being exempt and not tracking time worked by a time clock. Rules for non-exempt employees are being brought back in for exempt employees who are not required to track time. This recommended change would require a change in the County policy.
- i. Larsen said that this has been similar to a bonus for attorneys inasmuch as most don't use the time. He recommended to include that amount in salary where it belongs and do away with the

accrued time. Other exempt employees are not treated in that fashion and that would be another reason to discontinue accruals for all exempt employees. This would eliminate the accounting complications and it harms nobody as the end result is the same.

- j. Darrington felt the new process is wonderful as it gives us the opportunity to streamline the accounting process that has needed to be done for years. He agreed with the recommendations of the Auditor's Office and that they are on the right track. Darrington further stated that accounting has progressed to being nearly out of control and needs to be brought back to one department, the Auditor's Office.
  - k. Larsen said the if the Auditor's Office handles the processing for payment we would eliminate late fees, finance charges, disconnect notices where the Deputy Auditors deal with that day in and day out. The CAI software allows that to happen in that fashion. These software changes put the oversight with the Commissioners and with the Auditor's Office processing payables as other counties do. That way auditing and payroll functions aren't funneled out to several different departments and then have to re-classify and correct wrong entries. It would be done correct in the first place.
  - l. Christensen asked if we had a responsibility to notify employees ahead of it going into place. McMurray said the County has the right to change its policy at any time but that the Board could meet in a Special Meeting to adopt policy changes.
  - m. Larsen suggested working with McMurray and Abenroth for potential policy changes but to carry forward with the process adaptations to the software.
- 17) 9:46 AM Postage machine and mail room update to include meter accounting
- a. Larsen recommended that each department head determine which of their department will need to have access to the County mail room and advise the Administrative Office so they can provide the appropriate access.
  - b. Intra-department as well as USPS mail that was previously located in the Auditor's Office is now located in the County mail room. It is the responsibility of departments to check their mail.
- 18) 9:56 AM Review and sign Auditor's Office 2017 Annual Street and Road Financial Report
- a. Deputy Auditor Carrie Merrell presented the 2017 Annual Street and Road Financial Report.
  - b. She explained the reporting is derived from historical spending as well as to be in compliance with HB312 grant money accountability.
  - c. A reporting line misplacement was detected on the report and subsequently corrected.

10:14 AM **Motion:** Sign Auditor's Office 2017 Annual Street and Road Financial Report as presented, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

- 19) 10:00 AM Review and sign Auditor's Office 2017 Annual Vessel Financial Report
- a. Merrell reported that the snowmobile portion of the report is just informational.
  - b. She reported that the Boat Safety Grant had been received. That grant is a matching grant and a transfer needs to be completed by adjusting entry to the Justice Fund to satisfy those requirements. The amount of the grant is \$9,384, the balance of the account that needs to be accounted for is \$36,553.18. The grant and match portion is \$14,076.00 that will be adjusted off. The amount of \$22,477.18 has been used for the previously-approved purchase of a boat for the Sheriff's Office.

10:03 AM **Motion:** Sign the Auditor's Office 2017 Annual Vessel Financial Report as presented, **Action:** Approve, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

- 20) 10:18 AM Request for cancellation of a portion of taxes on Parcel No. RB BB001050015B
- a. Assessor Davis reported an incorrect effective date was erroneously entered for the mentioned parcel while processing homeowner's exemptions.
  - b. In communication with the Treasurer, a request for cancelling of \$277.31 on Parcel No. RB BB001050015B for Mr. Jose Torrez.

10:20 AM **Motion:** Cancellation of a portion of taxes on Parcel No. RB B001050015B as requested by Assessor Davis, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

- 21) 10:32 AM Executive Session to discuss employee matters and indigent matters

10:33 AM **Motion:** To consider records that are exempt from public disclosure in evaluating indigent recommendations and for the purpose of discussing employee matters, **Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (b) and (d), **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.

11:33 AM **Motion:** Acting on the recommendations of the Social Services Director regarding indigent matters, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

Employee matters were taken under advisement.

- 22) 11:41 AM Cassia County Fair Board Annual Report with appreciation lunch to follow
- a. President Paul Marchant reported activities of the 2017 Cassia County Fair. He discussed the addition of new bleachers that were replaced in the rodeo arena as well as other projects they had undertaken.
  - b. Marchant informed the board the 2018 Horse Races are currently scheduled but there is a possibility they will be cancelled.
  - c. Todd Powers is the new president for 2018 and Ryan Samples will serve as vice president.
  - d. Dan Gammon presented the financial report from the 2017 Fair and Rodeo and indicated it was a break even year.
  - e. The board expressed appreciation for their services for the County and for the community.

23) Recess for an Appreciation Luncheon for the Fair Board

24) Travel to Elba/Almo area to review roads and culvert work.

25) 4:41 AM Adjourn

11:37 AM **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



## **COUNTY EXPENDITURES ATTACHMENT**

**COUNTY EXPENDITURES**

**12/11/2017**

|   | <b>DEPARTMENT</b>                         | <b>FUND/DEPT</b> | <b>AMOUNT</b>      |
|---|---|------------------|--------------------|
| <b>104 Current Expense Fund</b>           | COUNTY COMMISSIONERS                      | 104.401          | \$42.80            |
|   | AUDITOR & RECORDER                        | 104.402          | \$68.69            |
|   | TREASURER                                 | 104.404          | \$9.78             |
|   | ASSESSOR                                  | 104.405          | \$0.00             |
|   | PUBLIC DEFENDER                           | 104.408          | \$884.59           |
|   | AGRICULTURAL EXTENSION                    | 104.410          | \$1,954.08         |
|   | COUNTY BUILDING                           | 104.411          | \$8,610.68         |
|   | JUDICIAL CENTER                           | 104.412          | \$900.87           |
|   | BOARD OF HEALTH                           | 104.413          | \$10,487.42        |
|   | PLANNING & ZONING                         | 104.414          | \$250.74           |
|   | GENERAL                                   | 104.415          | \$11,552.07        |
|   | CIVIL DEFENSE                             | 104.416          | \$183.35           |
|   | COUNTY ELECTIONS                          | 104.417          | \$0.00             |
|   | LAW ENFORCEMENT BUILDING                  | 104.418          | \$2,096.38         |
|   | COUNTY ADMINISTRATION                     | 104.419          | \$3,300.22         |
| VETERANS SERVICE OFFICER                  | 104.421                                   | \$0.00           |                    |
| <b>CURRENT EXPENSE FUND TOTAL</b>         |   |                  | <b>\$40,341.67</b> |
| <b>Dedicated Funds</b>                    | SOCIAL SERVICES                           | 105.502          | \$19.00            |
|   | CONFLICT INDIGENT DEFENDER                | 105.504          | \$907.50           |
|   | CASSIA COUNTY COURTS                      | 106.602          | \$597.42           |
|   | COUNTY ROAD & BRIDGE                      | 107.707          | \$12,484.41        |
|   | WEED & PEST                               | 108.708          | \$225.00           |
|   | 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          | \$0.00             |
|   | 9-1-1 COMMUNICATIONS                      | 115.715          | \$2,994.31         |
|   | CONSOLIDATED ELECTIONS                    | 116.716          | \$1,312.88         |
|   | COUNTY WATERWAYS                          | 117.717          | \$0.00             |
|   | COUNTY SNOWMOBILE                         | 118.718          | \$0.00             |
|   | COURT INTERLOCK                           | 126.366          | \$52.50            |
|   | 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          | \$23.46            |
|   | CASSIA DRUG TASK FORCE                    | 136.736          | \$0.00             |
|   | D.A.R.E. TRUST                            | 137.737          | \$0.00             |
|   | PHYSICAL FACILITIES                       | 144.744          | \$535.09           |
|   | ADULT MISDEMEANOR PROBATION TRUST         | 149.349          | \$0.00             |
|   | ADULT MISDEMEANOR PROBATION               | 149.749          | \$1,219.20         |
|   | 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>130 Justice Fund</b>                   | JUSTICE FUND                              | 130.330          | \$511.00           |
|   | CLERK OF THE DISTRICT COURT               | 130.803          | \$0.00             |
|   | MINI-CASSIA JUVENILE PROBATION            | 130.805          | \$0.00             |
|   | PROSECUTING ATTORNEY                      | 130.807          | \$323.37           |
|   | CORONER                                   | 130.809          | \$0.00             |
|   | SHERIFF - PATROL                          | 130.821          | \$3,758.19         |
|   | SHERIFF - INVESTIGATIONS                  | 130.822          | \$895.26           |
|   | SHERIFF - DISPATCH                        | 130.823          | \$0.00             |
|   | SHERIFF - ADMINISTRATION                  | 130.824          | \$1,509.98         |
|   | MINI-CASSIA CRIMINAL JUSTICE CENTER       | 130.827          | \$17,712.83        |
|   | MINI-CASSIA JUVENILE DETENTION CENTER     | 130.828          | \$0.00             |
|   | SHERIFF - PATROL (City of Burley)         | 130.851          | \$4,649.93         |
|   | SHERIFF - INVESTIGATIONS (City of Burley) | 130.853          | \$455.51           |
| SHERIFF - ADMINISTRATION (City of Burley) | 130.854                                   | \$194.36         |                    |
| <b>JUSTICE FUND TOTAL</b>                 |   |                  | <b>\$30,010.43</b> |
| <b>TOTAL EXPENDITURES</b>                 |   |                  | <b>\$90,722.87</b> |

## **ATTENDANCE LOG ATTACHMENT**

# Cassia County Commissioner Meeting

## Attendance Log

Date: 12/11/17

|     | NAME (Please Print) | TOWN   | REPRESENTING |
|-----|---------------------|--------|--------------|
| 1.  | Heather Evans       | Burley | Auditors     |
| 2.  | JOE LARSEN          | Burley | AUDITOR      |
| 3.  | CARRI MURRELL       | Burley | Auditor      |
| 4.  | Dwight Davis        | Burley | Assessor     |
| 5.  | Jan Gammon          | Burley | Fairboard    |
| 6.  | Corbell Sheridan    | Almo   | F.B.         |
| 7.  | Ryan Sauter         | Burley | RB           |
| 8.  | Trevor Stapelman    | Burley | Fairboard    |
| 9.  | Todd Powers         | Malta  | Fairboard    |
| 10. | W Chabern           | Albion | "            |
| 11. |                     |        |              |
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