

**COMMISSIONERS' PROCEEDINGS**  
**Week of August 8, 2016**

Commissioners Richard Walser, David McGraw, and Thomas C. Lamar met in regular session on Monday, August 8, 2016, and again on Wednesday, August 10, 2016 the following actions were taken:

By Motion and Order, approved the consent calendar items as published on the agenda:

- Approval of the Commissioners' Proceedings for the week of August 1, 2016.
- Approval of the following for June Beyer: change in Position Title from Social Services Finance/Administrative Assistant to Veterans Services Deputy Clerk, Social Services, Department 01D, Line 04; change in Pay Grade from AO6 to AO8/9; and a 3 year incremental increase, effective August 1, 2016.
- Approval of a 3 year incremental increase for Tina Wytcherley, Services Assistant/Interviewer, Social Services, Department 01D, Line 03, effective August 1, 2016.
- Approval of a 20 year incremental increase for Vicky MacArthur, Director of Social Services, Social Services, Department 01D, Line 02, effective August 1, 2016.
- Approval of a 7 year incremental increase for Melody Meuschke, Auditor Assistant, Auditor/Recorder, Department 01B, Line 03, effective August 1, 2016.
- Approval of a 3 year incremental increase for Ashley Jennings, Deputy Prosecutor B, Prosecuting Attorney, Department 07, Line 05, effective August 1, 2016.
- Filed Court Assistance Office Monthly Tally for July 2016.
- Filed public defender hours for July 2016 by Catherine M. Mabbutt.
- Filed public defender hours for July 2016 by D. Ray Barker.
- Approval of an amended transfer for Ranae Converse to Deputy Court Clerk III (March 1, 2016) to correct the years of service (from -4 to -6).
- Filed the transfer of equipment from surplus to Assessor's Office.
- Approval to surplus equipment – ITS.
- Filed fully executed Washington State University - University Recreation Program Agreement for Organizations External to WSU for Probation and Youth Services.

Approved, signed and filed a Retail Alcohol Beverage License for Hardware Brewing Co LLC DBA Hardware Brewing Co., 701 E Main St., Kendrick.

By Motion and Order, approved the request for a renewal of a Temporary Second Dwelling, pursuant to § 4.04 of the Latah County Land Use Ordinance, for Randy Heustis for the residence located at 2797 Hwy 3, Deary on parcel # RP40N02W353760A. This renewal is for one year, beginning July 7, 2016 and ending July 7, 2017.

Approved, signed and filed a request for funding for the Clearwater County Seasonal Marine Deputy Intern Program; \$10,000 funding from Waterways Funds.

By Motion and Order, adopted and signed Resolution 2016-12 amending and continuing the Latah County Americans with Disabilities Act Grievance Procedure and the American with Disabilities Act Complaint or Request Form changing the ADA Coordinator from Veteran's Services to the County Clerk/Auditor/Recorder.

By Motion and Order, approved the update to the Latah County Personnel Policy Handbook Appendix G (as attached) to correspond with the adoption of Resolution 2016-12, to be effective immediately.

Approved, signed and filed Employee Benefits Committee Recommendations dated June 15, 2016; items #1, 2, 3, & 5 only.

Approved, signed and filed Compensation Committee Recommendations dated April 29, 2016 (effective October 1, 2016); Sheriff's job descriptions but not changes to paygrade, no change to PS scale.

Approved, signed and filed Compensation Committee Recommendations dated May 12, 2016 (effective October 1, 2016); add 25 year steps to AO, DH, & PA scales, add 20 year step to PS scale.

Approved, signed and filed Compensation Committee Recommendations dated June 14, 2016 (effective October 1, 2016); Sheriff Admin/Property and Evidence Assistant, and Assessor Data Abstract Analyst job descriptions, and 4% increase to pay scales.

Signed and filed Compensation Committee Recommendations dated June 16, 2016; denied adjustment for increase in grade for 6 positions; approve getting a bid by Jan Rauk to update the 2008 salary study.

Approved, signed and filed changes to the Table of Organization for Department 05A (BOCC, Administration) Line 07 to Reserved, Vacant – NF.

By Motion and Order, pursuant to Idaho Code 74-206 (1) (a)&(b), convened in executive session at 10:03 a.m. on August 8, 2016, to consider personnel matters; annual evaluations, personnel issue. Adjourned at 11:14 a.m.

Reviewed and Approved Monthly Claims Report.

By Motion and Order, pursuant to Idaho Code 74-206 (1) (d), convened in executive session at 9:00 a.m. on August 10, 2016, to discuss records that are exempt from public disclosure, Indigent. Adjourned at 9:27 a.m.; four cases were approved and no cases were denied.

By Motion and Order, pursuant to Idaho Code 74-206 (1) (a)&(b), convened in executive session at 10:04 a.m. on August 10, 2016, to consider personnel matters; annual evaluation, personnel issue. Adjourned at 11:06 a.m.

By Motion and Order, approved and signed an Idaho Department of Parks and Recreation Grant Agreement Form for Project No. RT16-1-29-2, Pave 1 Mile of Trail (Latah Trail: Paving Phase 2) in the amount of \$67,500, with a \$22,500 match to be provided by the Latah Trail Foundation, for a total project cost of \$90,000; project period to be July 1, 2016 through June 30, 2017.

Approved, signed and filed a request by Idaho Association of Counties for a letter of support for adjusting Idaho Code 63-602NN.

Signed and filed Water Right Applications to Idaho Department of Water Resources by Idaho Department of Lands; will protest applications 86-12044 and 82-12045.

Signed and filed a request for comments by Idaho State Historical Society on the Abram A. Adams Home/The Castle Museum, Juliaetta nomination to the National Register of Historic Places; will send letter of support.

Reviewed and approved Claims Report.

All documents are available for inspection in the office of the Clerk/Auditor/Recorder. The proceedings may also be viewed at [Http://www.latah.id.us/Dept/BOCC/Agenda.htm](http://www.latah.id.us/Dept/BOCC/Agenda.htm).

Henrienne K. Westberg  
Clerk/Auditor/Recorder

By: Kara Egan  
Deputy Clerk for the Board of Latah County Commissioners