

COMMISSIONERS' PROCEEDINGS
Week of September 19, 2016

Commissioners Richard Walser, David McGraw, and Thomas C. Lamar met in regular session on Monday, September 19, 2016, and again on Wednesday, September 21, 2016 the following actions were taken:

By Motion and Order, pursuant to Idaho Code 74-206 (1) (a)&(b) & (d), convened in executive session at 10:06 a.m. on September 19, 2016, to consider personnel and records exempt from public disclosure; attorney-client communication. Adjourned at 10:40 a.m.

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

- Approval to hire Landon Kirk, Ad Valorem Appraiser; Assessor, Revaluation; Department 02A, Line 16, effective September 19, 2016.
- Approval of junior college Certificate of Residency for Martin Moore (North Idaho College).
- Approval of junior college Certificate of Residency for Kendall Guettinger (North Idaho College).
- Approval of junior college Certificate of Residency for Hailey Seltenreich (North Idaho College).
- Filed notice of Indigent Defense Grant Approval from the Idaho State Public Defense Commission (\$57,592.95) dated September 2, 2016.

Approved, signed and filed a Taxpayer's Adjustment on behalf of Randy Atwood & Mary Jo Knowles, Parcel Number RPM06100040120A; cancellation due to demolition of improvement.

By Motion and Order, approved and signed a Fiber Optic Lease Agreement between Latah County and City of Moscow for two fiber routes consisting of one dark fiber optic cable strand to the Latah County Courthouse (1,615 strand feet) and the Latah County Annex (3,812 strand feet) at the monthly rate of \$0.0524 per strand foot for 5,427 strand feet total in the amount of \$284.37 per month, and any additional needed rack space at a rate of \$35.82 per month per rack unit. Annual 3% lease rate increase to occur January 1 of each year; effective through September 30, 2017.

By Motion and Order, appointed Chad Murray of Helbling Benefits Consulting to continue as insurance representative for Latah County employee benefits effective October 1, 2016 through September 30, 2017.

By Motion and Order, approved and signed an acceptance of Renewal Rates with Blue Cross of Idaho, Inc. for major medical benefits for eligible Latah County employees and their dependents and continuation of Business Psychology Associates, through Blue Cross of Idaho, for Employee Assistance Program (EAP) services. Rates reflect a 2.3%

decrease over the current fiscal year for a premium of \$538.36 per employee per month. Latah County will continue to pay 25% towards dependent coverage for eligible employees. Effective October 1, 2016 through September 30, 2017. Further, sign the Blue Cross of Idaho Summary of Benefits and Coverage Attestation page.

By Motion and Order, approved the continuation of vision benefits with Vision Service Plan – VSP for eligible Latah County employees and their dependents effective October 1, 2016 through September 30, 2017 with no change in rates - cost of \$9.35 per employee per month.

By Motion and Order, authorized renewal of Delta Dental with rollover provision at a rate of \$36.17 per employee per month (for 4% increase over current fiscal year) and Willamette Dental at a rate of \$42.45 per employee per month (for 0% increase over current fiscal year) as chosen by eligible Latah County employees for fiscal year 2016-2017.

By Motion and Order, approved and signed a Helbling Employee Benefits COBRA Administration Agreement between Latah County and Helbling Benefits Consulting at a rate of \$20.00 per event for eligible employees, effective October 1, 2016 through September 30, 2017.

By Motion and Order, approved continuation of supplemental/voluntary insurance with Life Map for eligible Latah County employees effective October 1, 2016 through September 30, 2017. County to contribute \$17.30 for Critical Illness Plan with Wellness Rider. Additional coverage may be purchased by eligible employees via payroll deduction. LifeMap benefits administered by Helbling Employee Benefits.

By Motion and Order, approved continuation with United Heritage for Life/Accidental Death & Dismemberment (AD&D) coverage for Latah County eligible employees at the rate of \$2.40 per employee per month (for a 0% increase over current fiscal year) effective October 1, 2016 through September 30, 2017.

By Motion and Order, approved the continuation of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association ("HRA VEBA") Plan as approved by the Board in Resolution 2007-36, for eligible Latah County employees to pay for medical, dental, vision, tax qualified long-term care, and non-covered healthcare expenses in the amount of \$250.00 annually; effective October 1, 2016; and as administered by Gallagher and Associates through AW Rehn and Associates. Further, authorize County Auditor to process said annual payment.

By Motion and Order, approved continuation of Administrative Services between Latah County and A.W. Rehn & Associates, Inc. for administering a full flexible benefits plan for eligible Latah County employees effective October 1, 2016 through September 30, 2017. Further, approve continuation of the Employer Card Services and Adoption Agreement to provide participating employees to use a Visa Debit Card for payment of qualified expenses from the Flex Plan Trust Account, also effective October 1, 2016 through September 30, 2017. County has no administrative responsibilities for the use of these cards.

By Motion and Order, approved continuation of voluntary retirement plan through Nationwide Retirement Solutions to provide an optional plan for eligible Latah County employees for the Deferred Compensation Plan for Public Employees; effective January 1, 2017.

By Motion and Order, approved the continuation of the flat fringe benefit for eligible employees for fiscal year October 1, 2016 through September 30, 2017 as follows: Part-time Regular Employees (1/2 time) - \$125.00 per month; Part-time Regular Employees (3/4 time) - \$175.00 per month; Full-time Regular Employees - \$225.00 per month.

Reviewed and approved Claims Report.

Approved, signed and filed an Application for Hardship by Paul Farley, Parcel Number RP41N03W024847A; cancellation of 2013 taxes in the amount of \$1,397.92.

By Motion and Order, adopted the Latah County salary scales for fiscal year October 1, 2016 through September 30, 2017 as follows (and as attached): Administrative Office – AO, Public Safety – PS, Department Head – DH, and Prosecuting Attorney – PA. All scales reflect a 4% increase and an additional increment (AO, DH & PA – 25 year; PS – 20 year).

By Motion and Order, approved the L-1 Certificate of County Levies for the Taxing Districts, as submitted, for Latah County; said certificate to be submitted to the State Tax Commission for certification pursuant to Idaho Code 63-803(3).

By Motion and Order, pursuant to Idaho Code 74-206 (1) (d), convened in executive session at 9:03 a.m. on September 21, 2016, to discuss records that are exempt from public disclosure, Indigent. Adjourned at 9:37 a.m.; two cases were approved and no cases were denied.

Signed and filed information for the Latah County Youth Advocacy Council meeting with the Board.

Signed and filed information from the Planning and Building meeting with the Board.

By Motion and Order, having held a public hearing as provided by law, shall adjust the 2015-2016 Budget as follows:

- 1. increase Current Expense – Commissioners 01-05 Budget \$600**
increase Current Expense – Commissioners Fund budget line 01-05-0406-0006, Salary Part Time Clerical in the amount of \$600 from \$8,000 to \$8,600 – revenue Current Expense Fund cash balance;
- 2. increase Current Expense – Disaster Services 01-11 Budget \$1,000**
increase Current Expense – Disaster Services Fund budget line 01-11-0404-0000, Salary Coordinator in the amount of \$1,000 from \$53,214 to \$54,214 – revenue Current Expense Fund cash balance;
- 3. increase District Court 06-00 Budget \$600**
increase District Court Fund budget line 6-00-0405-0005, Salary – Law Clerk in the amount of \$500 from \$54,538 to \$55,038 and increase Budget line 6-00-0410-0000, Retirement in the amount of \$100 from \$6,480 to \$6,580 – revenue District Court Fund cash balance;
- 4. increase Fair Operations 07-00 Budget \$5,000**
increase Fair Operations Fund budget line 7-00-0406-0007 Salary – Part Time Maintenance in the amount of \$5,000 from \$32,218 to \$37,218 – revenue Fair Operations Fund cash balance;
- 5. increase Justice – General 08-18 Budget \$60,000**
increase Justice – General Fund budget line 08-18-0488-0003 Public Defender Professional Help in the amount of \$60,000 from \$14,000 to \$74,000 – revenue Justice Fund cash balance;

- 6. increase Justice – Sheriff 08-45 Budget \$ 18,000**
 increase Justice Fund budget line 08-45-0402-0001, Salary – FLSA Exempt Deputy in the amount of \$3,000 from \$264,888 to \$267,888 and increase budget line 08-45-0405-0000 Salary – Full Time in the amount of \$5,000 from \$131,700 to \$136,700– and increase budget line 08-45-0409-0000 Salary – Overtime in the amount of \$10,000 from \$50,000 to \$60,000 revenue Justice Fund cash balance;
- 7. increase Sheriff Programs - ITD Traffic Enforcement 10-77 Budget \$2,000**
 increase Traffic Enforcement ITD Fund budget line 10-77-00-0409-0000 Salary - Overtime in the amount of \$1,650 from \$21,500 to \$23,150 and increase budget line 10-77-0410-0000 Retirement in the amount of \$175 from \$2,750 to \$2,925 and increase budget line 10-77-0411-0000 Social Security in the amount of \$175 from \$1,700 to \$1,875 – revenue ITD Law Enforcement Grant;
- 8. increase Extension Programs – ICF LCF 4H Grant 15-53 Budget \$1,000**
 increase Extension Programs ICF LCF Grant Fund budget line 15-53-0523-0000, Project Expense in the amount of \$1,000 from \$1,000 to \$2,000 – revenue ICF LCF 4H Grant;
- 9. increase Social Services 16-00 Budget \$2,500**
 increase Social Services budget line 16-00-0405-0000 Salary – Full Time in the amount of \$1,500 from \$66,228 to \$67,728 and increase budget line 16-00-0406-0000 Salary – Part Time in the amount of \$1,000 from \$27,900 to \$28,900 – revenue Social Services Fund cash balance;
- 10. increase Parks and Recreation 18-00 Budget \$6,000**
 increase Parks and Recreation budget line 18-00-0411-0000 Social Security in the amount of \$500 from \$5,000 to \$5,500 and increase budget line 18-00-0475-0000 Vehicle Repairs in the amount of \$3,500 from \$2,000 to \$5,500 and increase budget line 18-00-0494-0000 Repairs Maintenance in the amount of \$2,000 from \$5,000 to \$7,000 – revenue Parks and Recreation Fund cash balance;
- 11. increase Specialty Courts 86-00 Budget \$3,000**
 increase Specialty Courts budget line 86-00-0406-0000 Salary – Part Time in the amount of \$3,000 from \$6,000 to \$9,000 – revenue Specialty Courts Fund cash balance;

Shall adjust the **2016-2017** Budget as follows:

- 12. increase Phillips Farm 44-00 Budget \$35,000**
 increase Phillips Farm budget line 44-00-0818-0013 Phillips Farm Improvements in the amount of \$35,000 from \$0 to \$35,000 – revenue Idaho Parks and Recreation Grant.

These funds are unscheduled revenues or carry forward funds and the expenditure of these funds will be at no additional cost to the taxpayers of Latah County. The Board authorizes and directs the County Auditor to make the necessary adjustments.

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

- Filed fully executed Exhibit A Schedule of Reimbursement with City of Moscow for Solid Waste Disposal and Program Services.
- Filed fully executed Idaho Department of Parks and Recreation Grant Agreement Form for the Latah Trail Pave 1 Mile of Trail project.

- Filed fully executed Agreement for Maintenance Services with Valence Inc. dba Valence Wireless & Communications for the Sheriff's Office.
- Filed Separation From Employment for Brett Jarvis, Legal Intern/Extern, Clerk of the Court, Department 01AA, Line 02, effective August 8, 2016.
- Approval of junior college tuition aid Certificate of Residency for Bryce Bartlett (College of Western Idaho).
- Approval of junior college tuition aid Certificate of Residency for Sophia Raasch (College of Western Idaho).
- Approval of junior college tuition aid Certificate of Residency for Brookelyn Carpenter (College of Southern Idaho and College of Western Idaho).
- Approval of junior college tuition aid Certificate of Residency for Abigail Blum (College of Southern Idaho).
- Approval of junior college tuition aid Certificate of Residency for Rachael Wallen (College of Southern Idaho).
- Approval of junior college tuition aid Certificate of Residency for Rylee Chambers (College of Southern Idaho).

By Motion and Order, approved and signed a Memorandum of Agreement between Nez Perce County and Latah County for the placement of juveniles at the Nez Perce County Region II Juvenile Detention Facility at a rate of \$150 per day effective October 1, 2016 through September 30, 2017.

By Motion and Order, approved the Chair's signature on a Memorandum of Understanding between the University of Idaho and Latah County for a jointly funded Associate 4-H Extension Educator Position in an amount not to exceed \$25,464 per year effective October 1, 2016 through September 30, 2017.

Reviewed and approved Claims Report.

By Motion and Order, approved and sign an Idaho Public Safety Communications Commission Idaho Office of Emergency Management IPSCC Grant Award Document in the amount of \$142,398.20 for the Latah County Sheriff's Office. Performance Period for this grant is November 1, 2016 through October 31, 2018.

By Motion and Order, pursuant to Idaho Code 74-204, amended the agenda to hold an executive session at 2:45 p.m. (acquisition of an interest in real property & records exempt from public disclosure) as the topic is time sensitive and cannot wait until the next meeting of the Board on October 3, 2016.

By Motion and Order, pursuant to Idaho Code 74-206 (1) (c) & (d), convened in executive session at 2:52 p.m. on September 21, 2016, to deliberate regarding an acquisition of an interest in real property and consider records that are exempt from public disclosure; property acquisition, attorney-client communication. Adjourned at 3:25 p.m.

By Motion and Order, pursuant to Idaho Code 74-204, amended the agenda to hold an executive session on Friday, September 23, 2016 at 10:00 a.m. (acquisition of an interest in real property) as the topic is time sensitive and cannot wait until the next meeting of the Board.

By Motion and Order, pursuant to Idaho Code 74-206 (1) (c), convened in executive session at 10:06 a.m. on September 23, 2016, to deliberate regarding an acquisition of an interest in real property; property acquisition. Adjourned at 10:26 a.m.

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