

COMMISSIONERS' PROCEEDINGS
Week of September 24, 2007

Commissioners Tom S. Stroschein, John A. "Jack" Nelson, and Jennifer Barrett met in regular session on Monday, September 24, 2007 and again on Wednesday, September 26, 2007 the following actions were taken:

Reviewed and Approved Claims Report.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b), (c) & (d), convened in executive session at 11:20 a.m. on September 24, 2007, to discuss personnel, acquisition of an interest in real property and records exempt from public inspection. Adjourned at 11:47 a.m.

Commissioners Stroschein, Nelson and Barrett along with Deputy Clerk Kara Rickert conducted a site visit at CJs, 112 N Main regarding possible space rental for County use on Monday, September 24, 2007 at 1:00 p.m. Minutes are on file.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 9:02 a.m. on September 26, 2007, to discuss records that are exempt from public inspection, Indigent. Adjourned at 9:45 a.m.; seven cases were approved and two cases were continued.

Denied, signed and filed a Taxpayer's Adjustment by Terry Toomey, Parcel Number RPM0770008004AA.

By Motion and Order, in accordance with §4.04 of the Latah County Land Use Ordinance, approved the request for a second dwelling for Lauretta and Jacob Sesock on Assessor's parcel #RP41N05W111800A. The approval is for one year, beginning September 26, 2007 and ending September 25, 2008.

Approved, signed and filed the Commissioners' Proceedings for the Week of September 10, 2007.

Approved, signed and filed an Application for Hardship, Parcel Number RPM02500010040A; cancellation in the amount of \$1,227.84 for tax year 2004.

Approved, signed and filed an Application for Hardship, Parcel Number RP41N04W187188A; cancellation in the amount of \$551.37 for tax year 2004.

Approved, signed and filed an Application for Hardship, Parcel Number RPM0770015008AA; cancellation in the amount of \$2,385.42 for tax year 2004.

Approved, signed and filed a request for Solid Waste Exemption for James McKenzie, Parcel Number RP41N05W163156A; refund in the amount of \$48.00 for October through December, 2007.

Approved, signed and filed a request for Solid Waste Exemption for Stanton Delong, Parcel Number RP40N02W083908A; refund in the amount of \$48.00 for October through December, 2007.

Approved, signed and filed a request for Solid Waste Exemption for Allen Erickson, Parcel Number RP38N02W153214A; refund in the amount of \$32.00 for September through December, 2007.

Approved, signed and filed a request for tuition aid to North Idaho College on behalf of Sarah Tousley.

Approved, signed and filed a request for tuition aid to North Idaho College on behalf of Joshua Teaford.

Approved, signed and filed a request for tuition aid to North Idaho College on behalf of Zach Bergman.

Approved, signed and filed a request for tuition aid to North Idaho College on behalf of Andrew Blum.

Approved, signed and filed a request for tuition aid to North Idaho College on behalf of Sarah Plummer.

Signed and filed acknowledgement from the State Board of Tax Appeals regarding the Notice of Appeal filed by William Caldwell, Parcel Number RP40N05W085858A.

Signed and filed acknowledgement from the State Board of Tax Appeals regarding the Notice of Appeal filed by Phillip Tenwick, Parcel Number RPM0600003007AA.

Signed and filed Clerk's Record on Appeal regarding Creekside Properties, L.P. v. Latah County, Latah County Assessor and Latah County Board of Equalization, Case No. CV 2007-724.

Approved, signed and filed a request to surplus equipment – Sheriff's Office; discard as item has no value.

Approved, signed and filed a request to surplus equipment – Extension Office.

Approved, signed and filed the transfer of Andrew Nelson from Part-time Irregular, Tracker, Youth Services/Juvenile Correction Block Grant, Department 08B, Line 03 to Part-time Regular, Youth Companion/Resource Officer, Department 08A, Line 07, effective September 1, 2007.

Signed and filed Separation From Employment for Suzanne McLam, Legal Assistant, Prosecuting Attorney, Department 07, Line 10, effective September 30, 2007.

By Motion and Order, approved the Building Permit fee waiver request as submitted by Latah County Parks Director Andy Grant for construction of a new picnic shelter at Robinson Park in the amount of \$139.06.

Signed and filed Internal Revenue Service Audit for Year 2005.

By Motion and Order, approved and signed contract between Latah County and Regence Blue Shield of Idaho, Inc. for Latah County Courthouse Employees and their dependents for the following benefits for a period beginning October 1, 2007 and ending September 30, 2008:

1. Medical, surgical and hospital
2. Vision
3. Reliant Behavioral Health (employee assistance program)

Rates are attached.

By Motion and Order, approved the Chair's signature on the *Assignment and Assumption of Voting Systems Agreement* between Latah County and the State of Idaho, Office of the Secretary of the State, wherein Latah County will assume the right and obligations of the State of Idaho, in the previous *Election Systems & Software, Inc. Voter Tabulation System and Services Agreement* entered into by the State of Idaho on or about November 28, 2005; said rights and obligations being the hardware and software maintenance and support services of the AutoMARK voting assistance terminal.

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

Signed and filed Separation From Employment for Tanna Ragan, Part-time Irregular, Reserve Deputy; Sheriff, Reserves; Department 04F, Line 12, effective September 1, 2007.

Signed and filed 2007 Nomination Form for the Idaho Capital Crimes Defense Fund Board Elections for District 2.

Signed and filed the request for advertisement in the 2008 Discover Visitor Guide advertisement; declined advertisement opportunity.

Signed and filed letter dated September 20, 2007 from Port of Whitman regarding Notice of Withdrawal.

By Motion and Order, approved the Chair's signature on a Professional Services Agreement between Latah County and Rimrock Consulting, Inc. for work associated with the job of County Surveyor; payment to be in the amount of \$60 per hour, not to exceed \$1,000 per month, effective October 1, 2007 through September 30, 2008.

By Motion and Order, approved the Chair's signature on the State of Idaho Contract Amendment number 5 to Contract No. 2C078400 to amend the expiration date to be October 31, 2007.

By Motion and Order, in regards to the Secure Rural Schools and Community Self-Determination Act of 2000, Tile III County Projects, commonly referred to as Craig-Wyden Bill; having published a notification of a 45-day Comment Period in the Moscow-Pullman Daily News on August 13, 2007; having held a public hearing on September 26, 2007 pursuant to Section 302(a) Public Law 106-393; shall approve the following expenditure:

1. Latah County Potlatch Fire and Ambulance \$2,025

Pursuant to Secure Rural Schools and Community Self-Determination Act; PL 106-393 project expenditures will be for search and rescue and other emergency services, including fire fighting, performed on Federal lands and paid for by the County.

The project is to purchase an ATV rescue unit to enable the Potlatch Fire and Ambulance to facilitate rescue and transport on timberland and trails in the district.

Adopted, signed and filed Resolution 2007-22 to transfer \$.50 in cash from the NaCO Early Childhood Gritman Grant Fund 220-00 and \$.29 in cash from the Ed Byrne Memorial DUI Grant 2004-2005 Fund 233-00 to Current Expense Fund 01-00.

Adopted, signed and filed Resolution 2007-23 to transfer \$1.86 in cash from Current Expense Fund 01-00 to Ed Byrne Memorial DUI Grant 2003-2004 Fund 219-00.

Adopted, signed and filed Resolution 2007-24 to decrease Current Expense – Treasurer – Tax Collector Fund 01-03 “B” Budget Line 01-03-0569-0000, Education Training in the amount of \$850 and “C” Budget Line 01-03-0806-0000, Capital – Office Equipment in the amount of \$500 for a total of \$1,250; and increase Current Expense – Treasurer Tax Collector Fund 01-03 “A” Budget Line 01-03-0406-0000, Salary – Part Time in the amount of \$1,350.

Adopted, signed and filed Resolution 2007-25 to decrease Current Expense – Information Services Fund 01-14 “A” Budget Line 01-14-0405-0000, Salary – Full Time in the amount of \$9,000 and increase Current Expense – Information Services Fund 01-14 “B” Budget Line 01-14-0677-0000, Contracts – Computer Services in the amount of \$9,000.

Adopted, signed and filed Resolution 2007-26 to establish “Moscow Lions Playground Equipment” Trust Fund #9161 to accumulate donations for additional playground equipment and to issue voucher payments from said trust fund for the Moscow Lions Playground located at the Latah County Fairgrounds.

Adopted, signed and filed Resolution 2007-27 to transfer funds in the amount of \$4,000 from Current Expense General Reserve Budget line 01-29-0526-0001, Contingency; and establish Current Expense – General Budget line 01-18-0684-0006, Contracts - Salary Survey in the amount of \$4,000.

Adopted, signed and filed Resolution 2007-28 reserving County funds in the amount of \$13,200 in Parks and Recreation Budget line, 18-47-0818-0001 Capital – Park Improvement to be carried forward and shown in the budget for fiscal year 2007-2008 to the credit of said incomplete Robinson Park picnic shelter project pursuant to Idaho Code 31-1609.

By Motion and Order, approved the following changes to the “B” Budget Citizens Corps Council Grant Fund 245-00:

- a. decrease the “B” Budget 245-00-0569-0000, Education in the amount of \$570; and
- b. to increase the “B” Budget lines in the following amounts:
 - 245-00-0523-0079 Projects Expense Latah County in the amount of \$62 from \$889 to \$951
 - 245-00-0523-0080 Projects Expense Lewis County in the amount of \$62 from \$889 to \$951
 - 245-00-0523-0081 Projects Expense Nez Perce County in the amount of \$62 from \$889 to \$951
 - 245-00-0523-0082 Projects Expense Clearwater County in the amount of \$62 from \$889 to \$951
 - 245-00-0523-0083 Projects Expense Idaho County in the amount of \$62 from \$889 to \$951
- c. establish the “B” Budget line 245-00-0439-0000, Travel in the amount fo \$260 for a total of \$570

This is a transfer from budget line to budget line and creation of a new line within the approved Citizen Corps Council Grant Fund 245-00 2006-2007 “B” Budget and therefore the total 245-00 Budget remains the same.

By Motion and Order,

1. adopt the attached salary scales:

Administrative Offices – AO

Public Safety – PS

Department Head – DH

Prosecuting Attorney/Attorney Positions - PA

2. Each scale reflects a three percent (3%) increase.
The PA scale includes a second year adjustment increase.
3. Effective Dates October 1, 2007 through September 30, 2008.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b), convened in executive session at 2:02 p.m. on September 26, 2007, to discuss personnel. Adjourned at 3:00 p.m.

By Motion and Order, having held a public hearing as provided by law, shall adjust the **2006-2007** Budget as follows:

1. **increase Current Expense – Coroner Budget 01-06** **\$ 625**
establish Current Expense – Coroner Budget line 01-06-0419-0000, Flat Fringe Benefit in the amount of \$625 – revenue Current Expense Fund; and
2. **increase Current Expense – Disaster Service Budget 01-11** **\$ 372**
increase Current Expense – Disaster Service Budget lines in the following amounts:

| | | |
|-----------------|---------------------------|-------------------------------------|
| 01-11-0439-0000 | Travel | \$281.00 from \$2,125 to \$2,406.00 |
| 01-11-0470-0000 | Vehicles – Fuel, Gasoline | \$ 17.00 from \$ 500 to \$ 517.00 |
| 01-11-0569-0000 | Education | \$ 74.00 from \$1,550 to \$1,624.00 |

For a total amount of \$372 – revenue Idaho Bureau of Disaster Services; and
3. **increase Current Expense – Elections Budget 01-15** **\$9,626**
 - a. establish Current Expense – Elections Budget line 01-15-0518-0001, Election Expense – Genesee Recreation District in the amount of \$1,350 – revenue Genesee Recreation District; and
 - b. increase Current Expense – Elections Budget line 01-15-0684-0000, Contracts – Elections in the amount of \$8,276 from \$25,000 to \$33,276 – revenue Latah Health Services Auction; and
4. **increase Fair Operation Budget 07-00** **\$13,500**
 - a. increase Fair Operation Budget line 07-00-0530-0000, Fair Premiums/Awards in the amount of \$1,500 from \$4,000 to \$5,500 – revenue Donations; and
 - b. increase Fair Operation Budget line 07-00-0724-0000, Entertainment, in the amount of \$12,000 from \$2,700 to \$14,700 – revenue Donations and RV Fees; and
5. **increase Justice – Prosecuting Attorney Budget 08-07** **\$ 278**
increase Justice – Prosecuting Attorney Budget line 08-07-0629-0000, Trial Expense, in the amount of \$278 from \$15,382 to \$15,660 – revenue Reimbursement Trial Expense; and
6. increase Justice – Sheriff Budget 08-45 **\$10,000**
increase Justice – Sheriff Budget line 08-45-0812-0000, Capital – Equipment in the amount of \$10,000 from \$3,500 to \$13,500 – revenue Sale of Surplus Vehicles; and

7. increase Noxious Weed Budget 27-00 \$ 7,500
 establish Noxious Weed Budget line 27-00-0801-0000, Capital – Vehicles in the amount of \$7,500 – revenue Fund Balance; and
8. increase Wireless Emergency 911 Budget 34-00 \$98,039
 increase Wireless Emergency 911 Budget line 34-00-0812-0000, Capital – Equipment in the amount of \$98,039 from \$24,000 to \$122,039 – revenue Wireless phone line fee; and
9. increase Latah Trail ITD Refund Budget 250-00 \$ 3,002
 increase Latah Trail ITD Refund Budget line 250-00-0523-0000, Project Expense in the amount of \$3,002 from \$15,663 to \$18,665 - revenue Idaho Transportation Department; and
10. establish Idaho Gem Grant Hoodoo Water & Sewer Fund 253-00 \$12,000
 - a. establish Idaho Gem Grant Hoodoo Water & Sewer 253-00 Budget line 253-00-0807-0000, Capital – Construction in the amount of \$12,000 – revenue Idaho Department of Commerce and Labor; and
 - b. establish Idaho Gem Grant Hoodoo Water & Sewer 253-00 Cash Fund in the amount of \$12,000 – revenue Idaho Department of Commerce and Labor; and
11. establish Terrestrial Noxious Weed Control Grant Fund 254-00 \$10,000
 - a. establish Terrestrial Noxious Weed Control Grant 254-00 Budget line 254-00-0523-0000, Project Expense in the amount of \$10,000 – revenue State of Idaho Department of Agriculture; and
 - b. establish Terrestrial Noxious Weed Control Grant 254-00 Cash Fund in the amount of \$10,000 – revenue State of Idaho Department of Agriculture.

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, authorized Delta Dental or Willamette Dental as chosen by eligible Latah County Employees for fiscal year 2007-2008.

By Motion and Order,

1. authorized the renewal of Standard Life/AD&D (Accidental Death and Dismemberment) and Short Term Disability Insurance Policy Numbers 622817A and 622817B, respectively, for eligible Latah County Employees.
2. the rates will remain the same.
3. effective October 1, 2007 through September 30, 2008.

By Motion and Order, approved a flat fringe benefit for the fiscal year October 1, 2007 through September 30, 2008 for Latah County employees as per the following schedule:

- | | |
|--|----------|
| a. Part Time Regular employees (1/2 time): | \$ 75.00 |
| b. Part Time Regular Employees (3/4 time): | \$100.00 |
| c. Full Time Regular Employees: | \$125.00 |

By Motion and Order,

1. renewed Colonial as Cancer insurance for Latah County Courthouse eligible Employees or approved \$11.50 for Aflac based on choice of employee.
2. Following open enrollment, plans become effective January 1, 2008.

By Motion and Order, approved Cobra Contract Administration through A W Rehn & Associates, Statewide County Program , at a rate previously approved by the Board of

County Commissioners for eligible employees; effective October 1, 2007 through September 30, 2008.

By Motion and Order,

1. appointed Chad Murray of Helbling Employee Benefits Consulting as insurance representative in the matter of Latah County employee benefits.
2. term of representation is for a period commencing October 1, 2007 and ending September 30, 2008.

Approved, signed and filed an increase in hours for Christine Nauman, from Part-time Regular, to Full-time, Auditor Assistant, Auditor/Recorder, Department 01B, Line 03, effective September 1, 2007.

By Motion and Order, approved and signed Business Associate Contract between Latah County and Idaho Medical Review, LLC to review claims as submitted by Latah County Social Services; effective September 1, 2007.

Signed and filed resignation of James Smith from the Latah County Planning Commission.

By Motion and Order, approved and signed the Exhibit A – Financial and Operating Plan for FY 2008 under the provision of the Cooperative Law Enforcement Agreement #06-LE-11010500-0009 between Latah County Sheriff's Office and the USDA Forest Service Clearwater National Forest; effective October 1, 2007 through December 31, 2008. Reimbursement for all types of enforcement activities shall be at an hourly rate of \$32.00, including mileage for total reimbursement in an amount not to exceed \$18,750.

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>.

Susan Petersen
Clerk/Auditor/Recorder

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