

COMMISSIONERS' PROCEEDINGS
Week of September 26, 2011

Commissioners Jennifer Barrett, Tom S. Stroschein, and David McGraw met in regular session on Monday, September 26, 2011, and met again on Wednesday, September 28, 2011 the following actions were taken:

By Motion and Order, approved the Chair's signature on a Memorandum of Understanding between the University of Idaho and Latah County regarding provisions for a jointly-funded Associate 4-H Extension Educator Position in an amount not to exceed \$24,420 annually, effective October 1, 2011 through September 30, 2012.

By Motion and Order, approved and signed an Agreement and Order Form with LexisNexis for five (5) full sets of Idaho Code books for use by the Prosecuting Attorney's Office in an amount not to exceed \$1,229.58.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b) & (d), convened in executive session at 10:36 a.m. on September 26, 2011, to consider personnel and records exempt from public disclosure. Adjourned at 11:20 a.m.

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

- Approval of the Commissioners' Proceedings for the week of August 29, 2011.
- Approval of the Commissioners' Proceedings for the week of September 5, 2011.
- Approval of the Commissioners' Proceedings for the week of September 12, 2011.
- Filed Fully Executed Idaho Department of Commerce Rural Idaho Economic Development Professional Memorandum of Understanding for funding for Latah Economic Development Council.
- Filed Acknowledgement of receipt of a Notice of Appeal to the State Board of Tax Appeals by Roderick Olps, Parcel Number RPM0610001001HA.
- Filed Acknowledgement of receipt of a Notice of Appeal to the State Board of Tax Appeals by John Illi, Parcel Number RP41N04W181048A.
- Filed Fully Executed Communications Tower Lease Agreement between Latah County and Bennett Lumber Products, Inc. for the McGary Butte repeater.
- Approval to surplus equipment – Sheriff's Office.
- Approval to transfer Terrie Sanderson from Ad Valorem Appraiser Personal Property, Line 15 to Manufactured Home Clerk, Line 19, Department 02A, effective October 1, 2011.

- Filed Separation From Employment for Sara Elizalde, Tracker, Youth Services Trackers, Department 08C, Line 02, effective September 11, 2011.
- Filed public defender hours for August 2011 as submitted by Jay Johnson.
- Filed Brief of issues to be presented at appeal hearing before the Idaho Board of Tax Appeals in the matter of the Appeal of Phillip Roderick from the decision of the Board of Equalization of Latah County for tax year 2011.
- Filed fully executed Exhibit A – Schedule of Reimbursement between Latah County and City of Moscow for Solid Waste Disposal and Program Services.
- Filed NACo Prescription Drug Discount Card Program.
- Approval of Tuition Aid to North Idaho College for Emily Plummer.

Approved, signed and filed a Taxpayer's Adjustment on behalf of Joseph & Pitchanun Wilson, Parcel Number RPM06990010040A; cancellation in an amount to reflect reinstatement of Homeowner's Exemption for 2011 as property owner is active duty military deployed to combat zone for 2011.

By Motion and Order, in accordance with §4.04 of the Latah County Land Use Ordinance, approved the request for a Temporary Second Dwelling for Laretta and Jacob Sesock on Parcel Number RP41N05W111800A. The approval is for one year, beginning September 27, 2011 and ending September 26, 2012.

Approved, signed and filed the Compensation Committee Recommendation #3 dated May 11, 2010; Deputy Court Clerk III and II (job descriptions and change in point and grade).

By Motion and Order, approved the *Amended* L-1 Certificate of County Levies for the Taxing Districts, as submitted, for Latah County as prepared by Auditor Susan R. Petersen; changes are indicated in italics and changes were due to rounding from the information of the L-2s when placed on the L-1; said *amended* certificate to be submitted to the State Tax Commission for certification pursuant to Idaho Code 63-803(3).

Denied, signed and filed a request for adjustment of property tax recovery by Brian Jordan, Parcel Number RPM10300080020A; appeal not timely filed.

Signed and filed Compensation Committee Meeting Minutes dated August 30, 2011.

Approved, signed and filed the Compensation Committee Review and Recommendations dated August 30, 2011; Cooperative Extension Clerical Assistant (job description only), Deputy Treasurer III (job description and change in point and grade).

By Motion and Order, approve and sign an Administrative Service Agreement - Section 125 Flexible Benefits Plan between Latah County and A.W. Rehn & Associates, Inc. for administration of the County's Flexible Benefit Plan effective January 1, 2012 at a rate of \$4.50 per month per participating employee as well as an annual \$250 Compliance Fee. An FSA Debit Card is available upon request by participating employees with an annual fee of \$18 to be paid by the employee for calendar year 2012.

Approved, signed and filed the Latah County Polling Places for the November 8, 2011 City and Taxing District Elections.

By Motion and Order, approve and sign the State of Idaho Department of Health and Welfare Contract (Contract No. 2C100700) between Latah County Youth Services and Department of Health and Welfare for Foster Care Licensing services to be provided by Latah County; effective December 1, 2011 through November 30, 2015 in the amount of \$6,441 per month for the term of the Contract, for a total amount of \$310,000.

Reviewed and Approved Claims Report.

Approved, signed and filed a request for a temporary change in office hours for the County Surveyor effective through November 2011.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 3:38 p.m. on September 26, 2011, to discuss records that are exempt from public disclosure. Adjourned at 3:48 p.m.

Approved, signed and filed an Application for Hardship, Parcel Number RPM02500010040A; cancellation in the amount of \$1,143.42 for 2008 taxes.

By Motion and Order, approved the signatures of the Board of Commissioners and the Auditor's signature on the Statement of Assurances that all pertinent information has been provided for audit year ending September 30, 2010, as prepared by Hayden & Ross, P.A., Certified Public Accountants, Moscow, Idaho.

Approved, signed and filed Latah County Audited Financial Statements for the year ended September 30, 2010 as prepared by Hayden & Ross, P.A. Certified Public Accountants.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 9:10 a.m. on September 28, 2011, to discuss records that are exempt from public disclosure, Indigent. Adjourned at 9:50 a.m.; three cases were approved and one case was denied.

By Motion and Order, amended Personnel Policy Handbook, Appendix H, per diem for travel in completing County Business increase the rate from \$.375 per mile to an amount of \$.43 per mile; having taken into consideration this rate has not been amended since October 1, 2000, the state of the economy and the increase in gasoline prices, this change is due and justified; this amendment will take effective on October 1, 2011.

By Motion and Order, amended Personnel Policy Handbook, Appendix H, per diem, requesting per diem for meals in the amounts shown below; having taken into consideration this rate has not been amended since October 1, 2000 the state of the economy and the increase in food prices, this change is due and justified. This amendment will take effect on October 1, 2011:

Current:	IN STATE:	OUT OF STATE:
Breakfast (7:00 a.m.)	\$7.00	\$10.00
Lunch (12:00 p.m.)	\$10.00	\$12.00
Dinner (6:00 p.m.)	<u>\$15.00</u>	<u>\$20.00</u>
	\$32.00	\$42.00
Proposed:	IN/OUT STATE:	
Breakfast (7:00 a.m.)	\$10.00	
Lunch (12:00 p.m.)	\$12.00	
Dinner (6:00 p.m.)	<u>\$20.00</u>	
	\$42.00	

Reviewed and approved Claims Report.

By Motion and Order, approved and signed Contract between Latah County and Computer Arts, Inc. (CAI) information services, software and licensing fees for fiscal year 2011-2012 as follows: **Addendum A:** Annual License fees for all CAI county software applications [\$42,743.05]; **Addendum B:** Annual CAI county support full support fees [\$9,716.51 plus travel expense of \$80.00 per day, per person]; **Addendum C:** Annual Networking, Hardware and IT services fees [PC hourly rate and travel expenses as listed]; **Addendum D:** Annual Public Safety Software maintenance and support fees [\$3,000.00 plus travel and miscellaneous expenses as listed]. There are no increases in any of the fees from pervious year.

Adopted, signed and filed Resolution 2011-30 to transfer cash from Current Expense Cash Fund (\$84,000) and Indigent Cash Fund (\$91,000) to increase Indigent Fund 16-00 Budget in the amount of \$175,000.

By Motion and Order, having held a public hearing as provided by law, shall adjust the 2010-2011 Budget as follows:

1. increase Current Expense – Building and Grounds 01-10 Budget \$26,248
 - a. increase Current Expense – Building and Grounds 01-10 Budget line 01-10-0498-0000, Maintenance Agreement/Contract in the amount of \$13,124 from \$10,000 to \$23,124 –revenue Current Expense Cash Fund; and
 - b. increase Current Expense – Building and Grounds 01-10 Budget line 01-10-0818-0000, Capital – Improvements in the amount of \$13,124 from \$15,000 to \$28,124 - revenue Current Expense Cash Fund; and
2. increase Indigent 16-00 Budget \$175,000
 - a. increase Indigent 16-00 Budget line 16-00-0590-0001, Indigent – Hospital Medical in the amount of \$175,000 from \$200,000 to \$375,000 – revenue Current Expense Cash Fund and Indigent Cash Fund; and
3. increase Wireless Emergency 911 34-00 Budget \$3,400
increase Wireless Emergency 911 34-00 Budget line 34-00-0802-0000, Capital – Communications Equipment in the amount of \$3,400 from \$73,000 to \$76,400
revenue Reimbursement – Keith Rathbun DBA Rathbun Communications.

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.

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).

Susan Petersen
Clerk/Auditor/Recorder

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