

**BOARD OF LATAH COUNTY COMMISSIONERS’
FORMAL AGENDA AND SCHEDULE OF MEETINGS
MEETING IN ROOM 2B**

(Roll call for Executive Session pursuant to Idaho Code Section 67-2345)

MONDAY, SEPTEMBER 16, 2013

- 9:00 AM Elected Officials and Department Heads Monthly Meeting
1. Follow up to IAC Webinar on Bidding and Procurement Procedures and Requirements
 2. Department Updates
 3. Items for Future Agenda
- 10:00 AM Civil Counsel
1. Request to approve the Chair’s signature on a Memorandum of Understanding between Latah County, Idaho Department of Commerce, and Latah Economic Development Council, Inc. (LEDC) for the Rural Idaho Economic Development Professional Program
 2. Request to approve adding a new line to the Table of Organization for the Prosecuting Attorney’s Office
 3. Request to approve changes in Pay Grade for Mike Cavanagh, Adrienne Willems, and Mia Vowels (also change in Title) from PA-C to PA-B, effective October 1, 2013
 4. Snowmobile Grooming Contract Update
 5. Executive Session – *Personnel*, Records Exempt from Public Disclosure
 6. Department Update
 7. Items for Future Agenda
- 11:00 AM Consent Calendar:
- (Being regularly considered by the BOCC, these items will be enacted by one motion unless requested by a Commissioner that one or more items be removed for separate discussion.)*
- Approval of Commissioners’ Proceedings for the week of September 9, 2013
 - *File Separation From Employment for Debra Groberg, Prosecutor’s Office Law Student Pro Bono/Extern (July 11, 2013)*
- Approve/Deny, Sign, and File
1. Consent Calendar Items Continued for Discussion and Decision
 2. Motion to eliminate the Motor Pool Department to be effective September 30, 2013
 3. File notices to Rehn & Associates and Helbling & Associates regarding change in vendor for COBRA administration
 4. File Final Auction Settlement from Clints & Lam Auctions for the Latah County Surplus Auction held on September 8, 2013
 5. Request to approve salaries for FY2013-2014 for the following:
 - Elected Officials
 - District Court Department
 - Auditor/Recorder Department
 - Social Services Department
 - BOCC, Administration
 - BOCC, Museum Department
 - BOCC, Solid Waste Department

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- BOCC, Fairgrounds Department
 - BOCC, Information Technology Services
 - BOCC, Building and Grounds Department
 - BOCC, Parks and Recreation Department
 - BOCC, Disaster Services/LEPC Department
 - BOCC, Weed Control Department
 - *County Extension Department*
 - Treasurer Department
 - Probation Services Department
 - Sheriff Department
 - *Planning & Building Department*
6. Request for financial contribution to the 2013 Palouse Basin Water Summit
 7. Request for financial contribution to the City of Potlatch 2013 Holiday Fireworks Display
 8. Request to approve the Chair's signature on a Professional Services Agreement between Latah County and Rimrock Consulting, Inc. for the job of County Surveyor
 9. *Review Water Rights Application for Dorothy Mae Libey Trust*
 10. Review and Approve Claims Report
- 1:30 PM Concealed Weapon Permits for Retired Law Enforcement Officers Discussion – Mike Rosen
- 2:15 PM Request for Hardship, Parcel Number RPM01640003002BA
- Executive Session – Records Exempt from Public Disclosure
- 2:45 PM Treasurer Regular Meeting
1. Tax Deed Review
 2. Tax Statement Mailing
 3. Items for Future Agenda
- 3:00 PM Executive Session – Personnel
- 5:30 PM Neighborhood Meeting regarding the Latah County Application to City of Moscow to Rezone county vacant lot from R4 (Multi-family Residential) to GB (General Business)

WEDNESDAY, SEPTEMBER 18, 2013

- 9:00 AM Request for Indigent Funds
Meeting Place: US Federal Building, 220 East 5th Street, Moscow, Room 221
- 10:30 AM Executive Session – Personnel
- 2:00 PM Approval of Latah County Employee Benefits for FY2013-2014 as follows:
1. Request to appoint Chad Murray of Helbling Employee Benefits Consulting Inc. as insurance representative for Latah County
 2. Request to approve renewal rates with Blue Cross of Idaho, Inc. for major medical coverage and renewal with Business Psychology Associates (BPA) (through Blue Cross of Idaho) for Employee Assistance Program (EAP) services
 3. Request to approve vision benefits with VSP
 4. Request to approve continuation of Delta Dental or Willamette Dental for dental coverage

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5. Request to approve continuation of United Heritage Life/Accidental Death & Dismemberment (AD&D) coverage
6. Request to approve COBRA Administration through Helbling Employee Benefits Consulting Inc.
7. Request to approve continuation of Health Reimbursement Arrangement/Volunteer Employee Benefits Account (HRA/VEBA) and authorize payment by County Auditor
8. Request to approve Flex Plan administration by A.W. Rehn & Associates and approve Agreement for participating employee the use of a Visa Debit Card for payment of qualified expenses.
9. Request to approve continuation of LifeMap for supplemental/voluntary insurance
10. Request to approve continuation of Nationwide Retirement for optional deferred compensation plan
11. Request to approve continuation of flat fringe benefit

2:30 PM

BOCC Weekly Review

Motion to Amend the Agenda

1. Committee and Meeting Reports
2. Schedule/Calendar Review
3. Review and Approve Claims
4. Items for Future Agenda

Approve/Deny, Sign, and File

1. Request to approve the Chair's signature on an Amendment to Memorandum of Agreement with the Idaho State Historical Society to extend the performance period for the FY2013 Certified Local Government (CLG) grant
2. Request to approve the Application for Certified Local Government (CLG) Grant for FY2014
3. Request to approve the Chair's signature on a Memorandum of Agreement and Assurances with the Idaho State Historical Society for the Certified Local Government (CLG) Grant for FY2014
4. *Request to approve the County Extension Budget and Agreement for FY2013-2014*
5. *Request for financial contribution to Latah Economic Development Council (LEDC) for participation in the International Economic Development Conference panel on October 8*
6. *Request to approve salaries for FY2013-2014 for the following:*
 - *Assessor's Department*
7. *Request to Approve Contract with Mr. Cabinet for Millwork and Countertops in Courtroom One as a part of the Courtroom One Remodel Project*
8. *Request to Approve Contract with Idaho Correctional Industries to purchase and install Ballistic Panel for Judge and Clerk as part of the Courtroom One remodel project*
9. *Courtroom One Update*
10. ***Request to approve a 5 year incremental increase for Jennifer Bryant, Sheriff Administrative Assistant (September 1, 2013)***
11. ***Request to approve a 1 year incremental increase for Steven Hansen, Sheriff Detention Deputy (September 1, 2013)***

LATAH COUNTY COMMISSIONERS' AGENDA FOR THE WEEK OF SEPTEMBER 16, 2013

OTHER MEETINGS

MONDAY, SEPTEMBER 16, 2013

5:30 PM Neighborhood Meeting, Room 2B, Courthouse – Full Board

TUESDAY, SEPTEMBER 17, 2013

9:00 AM – Inland Northwest Partners Fall Meeting, Lewiston – Commissioners Stroschein
2:00 PM and McGraw
2:00 PM GIS Committee, Room 2B, Courthouse
5:30 PM Planning Commission, Room 2B, Courthouse
7:00 PM *Genesee City Council, Genesee – Commissioners McGraw and Walser -
cancelled*

WEDNESDAY, SEPTEMBER 18, 2013

NOON – Moscow Chamber of Commerce General Membership Luncheon, University
1:00 PM Inn Best Western, Moscow – Commissioner Walser
5:30 PM Zoning Commission, Room 2B, Courthouse

THURSDAY, SEPTEMBER 19, 2013

10:00 AM Wellness Planning Group, Room 2B, Courthouse
2:00 PM Employee Benefits Committee, Room 2B, Courthouse
5:00 PM Parks Board, Room 2B, Courthouse

9/18/2013 8:47 AM ***PROPOSED Amended Agenda***