

**COMMISSIONERS' PROCEEDINGS**  
**Week of September 14, 2015**

Commissioners Richard Walser, David McGraw, and Thomas C. Lamar met on Monday, September 14, 2015 and again on Wednesday, September 14, 2015 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 September 7, 2015.
- Approval to surplus equipment – Assessor.
- Filed Public Defender hours for August 2015 by Deborah McCormick.
- Filed Public Defender hours for August 2015 by D. Ray Barker (Conflict).
- Filed a change in name for Mryanda Bell to Myranda Westerman, Legal Assistant, Deputy Prosecuting Attorney, Department 07, Line 12, effective July 30, 2015.
- Approval to transfer Rod Wakefield from Senior Appraiser, Residential; Assessor, Revaluation, Department 02A, Line 04 to Certified Appraiser II; Assessor, Revaluation, Department 02A, Line 07, effective October 1, 2015.
- Approval of a 1 year incremental increase for Austin Cole, Systems Technician; BOCC, Information Technology Services; Department 05E, Line 04, effective October 1, 2015.
- Filed letter dated September 9, 2015 from Zions Bank regarding Amendment No. 1 to irrevocable standby letter of credit for Latah Sanitation, Inc.
- Approval to hire Jennifer Treib, Deputy Auditor/Elections/ Commissioners Minutes, Auditor/Recorder, Department 01B, Line 07, effective August 21, 2015.
- Approval to hire Blaine Holman, Resource Officer, Youth Services, Department 08B, Line 05, effective October 1, 2015.
- Approval of a change in pay grade for Garry Collie, Certified Appraiser II; Assessor, Revaluation; Department 02A, Line 05, from AO11 to AO12, effective October 1, 2015.
- Approval of a change in pay grade for Vic Racicot, Certified Appraiser II; Assessor, Revaluation; Department 02A, Line 06, from AO11 to AO12 at the 20 year increment, effective October 1, 2015.
- Approval of a change in pay grade for Alyssa Hartford, Certified Appraiser II; Assessor, Revaluation; Department 02A, Line 08, from AO11 to AO12, effective October 1, 2015.

- Approval of a change in pay grade for Jerry Coleman, Senior Appraiser, Commercial; Assessor, Revaluation; Department 02A, Line 03, from AO12 to AO13, effective October 1, 2015.

Approved, signed and filed the transfer of Lynn Smith from Property Conveyance Technician; Assessor, Revaluation; Department 02A, Line 14 to Ad Valorem Appraiser; Assessor, Revaluation; Department 02A, Line 16, effective October 1, 2015.

Approved, signed and filed requested changes to the Table of Organization for the Assessor, Department 02A, effective October 1, 2015.

Approved, signed and filed an Alcohol Beverage Catering Permit for Uncorked LLC DBA Camas Prairie Winery for a University Event Meet and Greet at 1227 Wallen Rd., Moscow on Sunday, September 27, 2015.

By Motion and Order, approved and signed a Professional Services Contract and Retainer as Counsel for Indigent Persons between Latah County and Deborah L. McCormick, d/b/a McCormick Law Office for a period of 24 months beginning October 1, 2015 and ending September 30, 2017 in the amount of \$125,000.00 per fiscal year payable in monthly installments as follows: one installment of \$10,416.67 and 11 installments of \$10,416.66.

By Motion and Order, approved and signed a Professional Services Contract and Retainer as Counsel for Indigent Persons between Latah County and Catherine M. Mabbutt, d/b/a Mabbutt Law Office for a period of 24 months beginning October 1, 2015 and ending September 30, 2017 in the amount of \$125,000.00 per fiscal year payable in monthly installments as follows: one installment of \$10,416.67 and 11 installments of \$10,416.66.

By Motion and Order, approved and signed a Professional Services Contract and Retainer as Counsel for Indigent Persons between Latah County and D. Ray Barker, Attorney at Law for a period of 24 months beginning October 1, 2015 and ending September 30, 2017 in the amount of \$125,000.00 per fiscal year payable in monthly installments as follows: one installment of \$10,416.67 and 11 installments of \$10,416.66.

By Motion and Order, approved and signed an Agreement for Maintenance Services and associated Schedule "B" Confidentiality Agreement between Latah County and Valence Inc. dba Valence Wireless & Communications for basic telephone technical support and remote diagnostics in the event of component failure for any customer equipment or service requests within the scope of said agreement for a period of twelve (12) months from execution of this Agreement in the amount of \$24,990 payable in 12 consecutive payments of \$2082.50.

Approved, signed, and filed a change in years of service for Tim Besst, Sheriff Support Services Lieutenant (from -12 to -5 years), effective October 1, 2015.

Approved, signed, and filed a change in years of service for Ron Manell, Sheriff Detention Lieutenant, effective October 1, 2015 (from -9 to -2 years), effective October 1, 2015.

Approved, signed and filed a request for Offsite Computer Access for Lt. Ron Manell, Sheriff's Office.

Approved, signed and filed a request for Offsite Computer Access for Lt. Tim Besst, Sheriff's Office.

By Motion and Order, approved and signed the General Admissions Applications to Department of Homeland Security Federal Emergency Management Agency for the following training for Michael Neelon, Disaster Services Coordinator: Homeland Security Exercise & Evaluation Program (HSEEP) in Hayden, ID on October 1, 2015.

Signed and filed Compensation Committee Minutes dated September 3, 2015.

Approved, signed and filed the Compensation Committee Review and Recommendations dated September 3, 2015; job descriptions (Deputy Clerk, Records Retention; Resource Officer; Courthouse Clerical Assistant) and to discuss combination of Courthouse Clerical Assistant and Solid Waste Administrative Assistant positions.

By Motion and Order, appointed Larry Meyer to the Latah County Parks Board for a term to expire on December 31, 2015.

By Motion and Order, pursuant to Idaho Code 74-206 (1) (d), convened in executive session at 10:02 a.m. on September 14, 2015, to discuss records that are exempt from public disclosure; attorney-client communication. Adjourned at 10:45 a.m.

By Motion and Order, pursuant to Idaho Code 74-204, amended the agenda to include an executive session for records exempt from public disclosure during the 2:00 p.m. Solid Waste Regular Meeting this afternoon as the topic is time sensitive.

Reviewed and Approved Monthly Claims Report.

By Motion and Order, pursuant to Idaho Code 74-206 (1) (d), convened in executive session at 2:15 p.m. on September 14, 2015, to discuss records that are exempt from public disclosure; leased property. Adjourned at 2:30 p.m.

By Motion and Order, pursuant to Idaho Code 74-206 (1) (a)&(b) & (d), convened in executive session at 3:02 p.m. on September 14, 2015, to consider personnel and records exempt from public disclosure; annual evaluation, personnel, contract. Adjourned at 3:28 p.m.

By Motion and Order, having held a public hearing on Wednesday, September 16 at 10:30 a.m. pursuant to Resolution 2015-24 (adopted August 31, 2015 and published September 2, 2015) find Southern Folger Detention Equipment Company as the only vendor as a source of procurement for purchasing and installing ADA-compliant doors at the Latah County Jail and also accept the proposal by Southern Folger dated September 11, 2015 in the amount of \$49,755.00, to be contingent upon the execution of a mutually agreeable contract.

By Motion and Order, having held a public hearing as provided by law, shall adjust the 2014-2015 Budget as follows:

1. increase Justice – Misdemeanor Probation 08-32 Budget \$689  
increase Justice – Misdemeanor Probation Fund Budget line 08-32-0406-0000, Salary Part Time in the amount of \$689 from \$5,823 to \$6,512 – revenue Justice Fund; and
2. increase Historical Museum 12-00 Budget \$11,616  
increase Historical Museum Fund Budget line 12-00-0412-0001, Supplemental Insurance in the amount of \$208 from \$208 to \$416 and increase Budget line 12-00-0413-0000, Medical Insurance in the amount

- of \$4,142 from \$7,058 to \$11,200 – revenue Historical Museum Fund cash balance; and
3. increase Sheriff Community Policing Contract 32-00 Budget \$29,591  
increase Sheriff Community Policing Contract Fund Budget line 32-00-0801-0000 in the amount of \$29,591 from \$0 to \$29,591 – revenue Sheriff Community Policing Contract Fund cash balance; and
  4. increase Veterans Memorial 41-00 Budget \$ 2,750  
increase Veterans Memorial Fund Budget line 41-00-0808-0027, Capital Buildings Potlatch in the amount of \$1,500 from \$3,000 to \$4,500 and increase Budget line 41-00-0808-0028 Capital Buildings Moscow in the amount of \$1,250 from \$2,500 to \$3,750– revenue Veterans Memorial cash balance; and
  5. a. decrease Traffic Enforcement ITD 277-00 Budget \$5,500  
decrease Traffic Enforcement ITD Fund Budget line 277-00-0803-0000 in the amount of \$5,500 from \$5,500 to \$0; and  
b. increase Traffic Enforcement ITD 277-00 Budget \$30,500  
increase Traffic Enforcement ITD Fund Budget line 277-00-0409-0000, Salary Overtime in the amount of \$12,000 from \$6,000 to \$18,000; 277-00-0410-0000, Retirement in the amount of \$2,100 from \$0 to \$2,100; 277-00-0411-0000, Social Security in the amount of \$1,400 from \$0 to \$1,400; 277-00-0812-0000 Capital – Equipment in the amount of \$15,000 from \$0 to \$15,000 for a total increase of \$30,500, less the \$5,500 decrease for a total budget increase of \$25,000 – revenue Idaho Transportation Department; and
  6. increase 2014 Homeland Security Grant 284-00 Budget \$10,700  
increase 2014 Homeland Security Grant 284-00 Fund Budget line 284-00-0523-0046, Planning – Community Preparedness in the amount of \$10,700 from \$8,000 to \$18,700 – revenue Idaho State Homeland Security.

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.

Approved, signed and filed a Retail Alcohol Beverage License for Humble Burger LLC DBA Humble Burger, 102 N. Main St., Moscow.

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>.

Henrienne K. Westberg  
Clerk/Auditor/Recorder

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