

RECORD OF THE PROCEEDINGS OF THE BOARD OF  
COUNTY COMMISSIONERS, LEWIS COUNTY, IDAHO

December Term

First Day

**December 02, 2013**

The Board of Lewis County Commissioners met in regular session with Carroll A. Keith, Chairman, Don Davis and Greg Johnson, Members and Cathy Larson, Clerk present.

Commissioner Johnson moved to approve the minutes of November 25, 2013. Commissioner Keith seconded the motion and a unanimous ballot was cast.

Angela Vanderpass – E911 and GIS Mapping from Clearwater County, met with Dave Hasz, Emergency Management, Shelley Brian, Assessor, Shelley Ponzoso, P & Z Coordinator, Alesia Winner, E911 PSAP Coordinator, Jamie Johnson, Office Coordinator and Kathy Hedberg, Lewiston Morning Tribune and Board to present information on how the programs work and what the programs should do.

Dave Hasz, Emergency Management presented the Memorandum of Understanding for GIS with Clearwater County. Commissioner Johnson moved to sign this MOU. Commissioner Davis seconded the motion and a unanimous ballot was cast.

Dave also presented the EMPG 2013 grant for signature – the application was approved at a prior meeting. Commissioner Davis moved to approve these grants. Commissioner Johnson seconded the motion and a unanimous ballot was cast. He also presented the SHSGP 13 grant for signature. This was also discussed and approved at a prior meeting.

Dave and Jamie attended training in Lewiston. The information learned from this training will be then used in an exercise with the Counties and the Nez Perce Tribe.

Dave will be helping the Kamiah School with mock evacuation.

11:15 a.m. – Commissioner Keith moved to go into executive session as per I.C. 67-2345(1)(d). Commissioner Johnson seconded the motion. Also present was Michelle Lyons, Social Service Director. Roll call: Keith – aye; Davis – aye; Johnson – aye.

11:20 a.m. – Regular session resumed.

Michelle Lyons, Social Service Director met with application #2013-24 and #2013-25 and submitted the Clerk's Statements. Commissioner Keith moved to deny both cases based on the Clerk's Statements. Commissioner Johnson seconded the motion and a unanimous ballot was cast.

Pauline Malone, Treasurer met with the following Request for Cancellation of Taxes: parcel #RP34N03E354860 in the names of Sandra Christian, Clarence Lage and Marilyn Schmidt for a total of \$303.22 as this is a tribal cemetery and will be taken off of the tax rolls; parcel #RP33N02E113602 & RP33N02E113601 in the name of Bobkat Land in the amount of \$167.50 and \$167.52 respectively because the parcels

were combined in to one parcel resulting in a double charge. Commissioner Johnson moved to approve these requests. Commissioner Davis seconded the motion and unanimous ballot was cast.

The Board visited with Perry Larson, Jail Administrator about the damage on the floor in the kitchen when a sink overflowed. It was decided to some ventilation first.

Brian Brokop, Sheriff met report that the Kamiah Fire is wanting to purchase base station and have the fire and emergency personnel be able to page out without going thru the County. The Board decided they will invite Dan Musgrave – Kamiah Fire Chief and Dale Schneider - Kamiah Mayor to discuss the matter.

Meeting adjourned until Monday, December 9, 2013.

Attest: \_\_\_\_\_ /S/  
Cathy Larson, Clerk

\_\_\_\_\_ /S/  
Carroll A. Keith, Chairman

RECORD OF THE PROCEEDINGS OF THE BOARD OF  
COUNTY COMMISSIONERS, LEWIS COUNTY, IDAHO

December Term

Second Day

**December 09, 2013**

The Board of Lewis County Commissioners met in regular session with Carroll A. Keith, Chairman, and Greg Johnson, Member and Cathy Larson, Clerk present. Commissioner Davis was absent being delayed in Salt Lake after attending a NACo meeting.

Commissioner Johnson moved to approve the minutes of December 2, 2013. Commissioner Keith seconded the motion and a unanimous ballot was cast.

The Board reviewed the Solid Waste Exemption Request from Scott Cramp of Clarkston, Washington. After due consideration, Commissioner Keith moved to allow a 50% exemption on this application since this cabin is recreation only property. Commissioner Johnson seconded the motion and a unanimous ballot was cast.

Dave Hasz, Emergency Management met to report on the bid for replacing some out dated cameras from SHSGP 12 grant.

Don Solberg, Insurance Representative met to report on the quote he received from Blue Cross. At this time he has not received a quote from Regence. The quote he has received would save the County approximately \$2,000.00 per month. The Board authorized Don to review the Regence quote and if it is close then he is authorized to change our policy with Regence to incorporate the changes they will quote.

After review, Commissioner Keith moved to approve the claims as amended. Commissioner Johnson seconded the motion and a unanimous ballot was cast.

Michelle Lyons, Social Service Director met for signature of a lien.

Shelley Ponozzo, P & Z/Web Master/PIO met with her Coordinator's report.  
(Handout)

The following Elected Officials met to review and update the Personnel manual for the County: Pauline Malone – Treasurer, Shelley Brian – Assessor; Zachary Pall – Prosecutor; Bob Pratt, Coroner; the Clerk and the Board. Zach will put together the revised manual for presentation to the elected officials on Monday the 16<sup>th</sup> for finalization before sending it out to the employees for review.

Meeting adjourned until Monday, December 16, 2013.

Attest: \_\_\_\_\_ /S/  
Cathy Larson, Clerk

\_\_\_\_\_ /S/  
Carroll A. Keith, Chairman

RECORD OF THE PROCEEDINGS OF THE BOARD OF  
COUNTY COMMISSIONERS, LEWIS COUNTY, IDAHO

December Term      Third Day                      **December 16, 2013**

The Board of Lewis County Commissioners met in regular session with Carroll A. Keith, Chairman, Don Davis and Greg Johnson, Members and Cathy Larson, Clerk present.

Commissioner Johnson moved to approve the minutes of December 9, 2013. Commissioner Keith seconded the motion and a unanimous ballot was cast.

The Board reviewed the request for solid waste exemption from Ken Jones. The Board requested a letter be sent asking for proof that the solid waste was paid for at another facility/County.

Bob Pratt, Coroner met to discuss the mileage that was not approved on his claim last month.

The Board reviewed the Work and Financial Plan from Idaho Correctional Institution in Orofino. After due consideration, Commissioner Keith signed.

Pauline Malone, Treasurer met to discuss solid waste cancellations and her authority to cancel when the County has made a mistake. The Board agreed she would be able to do this without consultation with the Board. Her requests are: Parcel number RPK0050001018B in the name of Carol Ax in the amount of \$91.78 and Parcel #RP33N03W120120 in the name of Willis Humphrey in the amount of \$278.92. Commissioner Davis moved to approve. Commissioner Johnson seconded the motion and a unanimous ballot was cast.

The also discussed the building in Craigmont. She reported that here is a piece of siding hanging off. Commissioner Davis will take care of that when he goes home today. The Board authorized her to contact the person who was interested and offered \$2,000.00 for it.

The discussed the Board of Community Guardians. Commissioner Johnson stated he would start attending the meetings. Commissioner Davis so moved and Commissioner Keith seconded the motion and a unanimous ballot was cast.

10:45 a.m. – Commissioner Keith moved to go into executive session as per I.C. 67-2345(1)(d). Commissioner Johnson seconded the motion. Also present was Michelle Lyons, Social Service Director. Roll call: Keith – aye; Davis – aye; Johnson – aye.

10:55 a.m. – Regular session resumed.



RECORD OF THE PROCEEDINGS OF THE BOARD OF  
COUNTY COMMISSIONERS, LEWIS COUNTY, IDAHO

December Term      Fourth Day                      **December 23, 2013**

The Board of Lewis County Commissioners met in regular session with Carroll A. Keith, Chairman, Don Davis and Greg Johnson, Members and Cathy Larson, Clerk present.

Cathy Larson, Auditor reported that Tom Scott, Building Maintenance reported that the vacuum is not working well. The Board authorized him to take it to Mac's Vac to see if it can be repaired. If not then he is authorized to purchase another vacuum not to exceed \$800.00.

Zachary Pall, Prosecutor met to discuss the draft personnel manual and any changes and or suggestions the Board may have received. Commissioner Keith moved to approve the policy as amended. Commissioner Davis seconded the motion and a unanimous ballot was cast.

Commissioner Davis moved to approve Resolution 2013-17 to adopt the personnel policy. Commissioner Johnson seconded the motion and a unanimous ballot was cast.

Commissioner Johnson moved to approve the Resolution 2013-18 – Granting Vacation Waiver. Commissioner Keith seconded the motion and a unanimous ballot was cast.

Zach also gave an office update. He reported on the topics the Board has asked him about i.e. Public Records policy; Solid Waste policy.

Zach also explained that the Juvenile Detention Memorandum of Agreement needs to be resigned as our amount was incorrect in the first one. Commissioner Davis moved to sign this revised contract. Commissioner Johnson seconded the motion and a unanimous ballot was cast.

The Board signed liquor license #1 for the Paradise Club.

Commissioner Davis moved to approve the minutes of December 16, 2013. Commissioner Keith seconded the motion and a unanimous ballot was cast.

Commissioner Keith moved to approve the claims as submitted. Commissioner Johnson seconded the motion and a unanimous ballot was cast. The Board also reviewed the pre-approved claims.

The Board received copies of receipts from Scott Cramp concerning his solid waste fee. After review, Commissioner Davis moved to grant a full exemption on this. Commissioner Keith seconded the motion and a unanimous ballot was cast.

The Board received a Solid Waste Exemption Request from Lawrence Wallace on parcel #RP32N02W111200. Commissioner Davis moved to grant a half exemption. Commissioner Keith seconded the motion and a unanimous ballot was cast.

Shelley Ponozzo, Clerk for the Winchester Rural Fire District met to submit the Order Declaring Territory as Duly Annexed Into The Winchester Fire Protection District to review and sign. This document will then be recorded by the Clerk and a certified copy will be sent to the State Tax Commissioner for their approval so the district can levy taxes on the annexed area. After review, Commissioner Keith moved to approve this Declaration and Order. Commissioner Johnson seconded the motion and a unanimous ballot was cast.

Meeting adjourned until January 6, 2014.

Attest: \_\_\_\_\_ /S/  
Cathy Larson, Clerk

\_\_\_\_\_ /S/  
Carroll A. Keith, Chairman