

MINUTES OF THE REGULAR MEETING OF THE NOTUS-PARMA HIGHWAY DISTRICT NO. 2

A regular meeting of the Commissioners of the Notus-Parma Highway District #2 was held Tuesday, April 14, 2020 at 9:00 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

PRESENT:

Commissioners William Hartman, Tom Sells, Gary Hickman, Director of Highways Lynn Troxel, Secretary/Clerk Genia Watkins. Attorney Carlie Foster, and JUB Engineer Tim Blair joined the meeting via teleconference.

Jordan Zwygart of Zwygart John & Associates CPA's, PLLC joined via teleconference for the audit report.

*Chairman William Hartman proceeded to lead all in attendance in the Pledge of Allegiance.

APPROVAL OF AGENDA:

Secretary/Clerk Genia Watkins reported that the original agenda was posted on Thursday, April 9, 2020 at 10:45 a.m. Revised agenda was posted on Monday, April 13, 2020 at 4:00 p.m.

Motion made by Commissioner Tom Sells to approve revised agenda as posted, seconded by Commissioner Gary Hickman. Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

Secretary/Clerk Genia Watkins provided copies of March 10, 2020 regular meeting and March 27, 2020 special meeting minutes for approval. **Motion made by Commissioner Tom Sells to approve minutes as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

Secretary/Clerk Genia Watkins provided copies of financial reports for discussion. Expenses for March 11, 2020 through April 14, 2020 were \$32,640.23 and payroll for the same period was \$36,230.15 for a total of \$68,870.38. **Motion made by Commissioner Tom Sells to approve accounts payable and financial statements as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

NEW BUSINESS:

➤ **RECEIVE & APPROVE FY2019 AUDIT REPORT:**

Jordan Zwycart of Zwycart John & Associates CPA's presented the Board with the FY2019 audit report. Mr. Zwycart discussed audit reconciliations discrepancies. Staff and the Board will work together to draft and implement policies and procedures to ensure that reconciliations are done timely and accurately. Mr. Zwycart reported that the District was well within their budget figures, and there were no discrepancies. **Motion made by Commissioner Tom Sells to accept and approve FY2019 audit report, seconded by Commissioner Gary Hickman.** Motion passed unanimously. Chairman Hartman discussed future polies regarding bank reconciliations.

OLD BUSINESS:

➤ **ROAD & BRIDGE REPAIR MAINTENANCE:**

Director Lynn Troxel discussed the attached report.

➤ **MARKER ROAD ALIGNMENT:**

Director Lynn Troxel stated that Jeff Johnson with JEJ Land & Livestock, LLC did not accept the agreement as drafted for the Marker Road alignment project due to insurance liability issues. Director Troxel would like the Commissioner's approval to continue this project with a survey and acquisition of right of way from Mr. Johnson. **Motion made by Commissioner Tom Sells to approve survey and acquisition of right of way from JEJ Land & Livestock, LLC, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **CITY OF NAMPA MOU:**

Director Lynn Troxel just wanted to bring to the attention of the Board that the City of Caldwell had rejected the MOU, and therefore, it has been suspended at this point. It is unclear whether the City of Nampa will keep pursuing the MOU.

NEW BUSINESS CONTINUED:

➤ **APPROVE DELTA DENTAL, SUNLIFE FINANCIAL & MBA ADOPTION AGREEMENT WAITING PERIOD CHANGE:**

Secretary/Clerk stated that the Board needed to approve change of waiting period for Delta Dental, SunLife Financial, and MBA Administrators for effective coverage dates. **Motion made by Commissioner Tom Sells to approve Delta Dental, SunLife Financial, & MBA waiting period change and authorize Chairman to sign letters, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE PREFUNDED AMOUNT FOR HRA BUYDOWN:

Secretary/Clerk stated that MBA Administrators has requested that the District pre-fund an amount at the Board's discretion for the HRA buydown program. **Motion made by Commissioner Tom Sells to approve amount of \$5,000 to authorize HRA Buydown Program, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ AUTHORIZE DIRECTOR TO SIGN AGENT OF RECORD CHANGE FOR DELTA DENTAL:

Winston Goss with Compass Benefit Advisors suggested that the District add him as agent of record with Delta Dental so that he may act on the District's behalf. **Motion made by Commissioner Tom Sells to approve and authorize Director to sign agent of record change for Delta Dental, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ DISCUSS PAY DATE CHANGE:

Secretary/Clerk Genia Watkins stated that she would like to change the pay date to the following Thursday at the end of the pay period. This would prevent having to come in during non-work hours should a problem ever arise with the bank draft. Director Lynn Troxel also stated that from a bookkeeping standpoint, if we could accrue employee's leave and sick time on each payroll, that would assist us in more accurate record keeping, as well as be able to print on employees pay stubs. Currently, it is added at the end of the month. Secretary/Clerk and Director both agree that having the pay period end on Sunday night, that would make tracking comp time and payroll flow easier. **Motion made by Commissioner Tom Sells to approve pay date to Thursdays following pay period ended previous Sunday, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ DISCUSS FY2020 AMENDED BUDGET:

Secretary/Clerk Genia Watkins stated that after speaking with Mr. Zwuygart about adjustments to the budget, she does not feel like the District needs to go through the process of amending the budget. The overall income and expenses will not vary drastically.

➤ **SET FY2021 BUDGET HEARING DATE:**

Secretary/Clerk Genia Watkins stated that she needed confirmation from the Board for the FY2021 Budget Hearing Date. Secretary stated that holding in before the August 2020 regular meeting should work. **Motion made by Commissioner Tom Sells to hold FY2021 budget hearing date on Tuesday, August 11, 2020 at 8:30 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously. Director informed Commissioner's that he and clerk would be working on preliminary budget figures for the May meeting to present to the Board. Leases will be up on 2 CAT motor graders so information on options for purchase vs. leases will be drafted as well.

MOJO REPORT:

None

CORRESPONDENCE:

None

CITIZENS INPUT & ACTION:

None

EXECUTIVE SESSION UNDER IDAHO CODE § 74-206 (1) (a), (b), (c), (d), (e), (f), or (i):

None

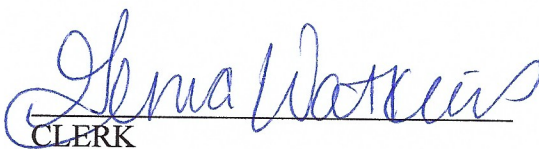
NEXT BOARD MEETING:

Next board meeting will be held at 9:00 a.m. on May 12, 2020.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned 10:23 a.m.


CHAIRMAN


CLERK