

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, December 8, 2020 at 9:00 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

PRESENT:

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

VISITORS:

Winston Goss – Compass Benefits Advisors

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

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the original agenda was posted on Friday, December 4, 2020 at 8:00 a.m. **Motion made by Commissioner Tom Sells to approve agenda as posted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

Secretary/Clerk Watkins provided copies of November 10, 2020 regular meeting 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 Watkins provided copies of financial reports for discussion. Expenses for November 11, 2020 through December 8, 2020 were \$77,019.43 and payroll for the same period was \$35,955.04 for a total of \$112,974.47. **Motion made by Commissioner Tom Sells to approve accounts payable and financial statements as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

PUBLIC INPUT:

None

OLD BUSINESS:

➤ ROAD & BRIDGE REPAIR MAINTENANCE:

Director Troxel discussed the attached report. Discussion was held regarding quote to replace windows in shop, currently they are plexiglass and do not open. Repairs would come out of facility improvements.

NEW BUSINESS:

➤ DISCUSS, AUTHORIZE, APPROVE INSURANCE COVERAGE OPTIONS

Winston Goss from Compass Benefits Advisors presented the board with insurance options that are up for renewal on January 1, 2021. Health insurance rates will be going up, but dental, vision, and life will remain unchanged. Options were presented to board with different insurance companies for health, ultimately Select Health offers the best choice, and employees will not have change benefit providers. **Motion made by Commissioner Tom Sells to approve insurance coverage for FY2021 as directed by Mr. Goss, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

Documents from MBA for the health insurance reimbursement program for employees will be coming soon as well. **Motion made by Commissioner Tom Sells to authorize Chairman to sign documents to renew health insurance reimbursement program, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ DISCUSS & AWARD MOJO CRUSHING PROJECT

Director Lynn Troxel discussed the details of the bid opening that happened on December 2, 2020. Lowest bidder was Thueson Construction, coming in well under the estimated amount. Crushing for NPHD's portion should be completed in the spring. **Motion made by Commissioner Gary Hickman to authorize Canyon Highway District No. 4's Chairman to sign the agreement for the FY2021 Joint Aggregate Crushing Project Bid Award with Thueson Construction, Inc., seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ DISCUSS & AWARD STAFFORD ROAD BRIDGE STRUCTURE

Director Lynn Troxel discussed attached Contract & Proposal from Oldcastle Infrastructure. Quote in the amount of \$169,548 includes engineered bridge structure and crane services for Stafford Road Bridge replacement. Delivery date is estimated for early February, and Director Troxel estimates that the crew should have the project completed before water is in the canal. **Motion made by Commissioner Tom Sells to accept Contract & Proposal from Oldcastle**

Infrastructure and authorize Chairman to sign documents, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ **APPROVE & AUTHORIZE FY2020 ROAD & STREET FINANCIAL REPORT**

Secretary Genia Watkins discussed prepared FY2020 Road & Street Financial Report. Actual report is filed through online portal and is due by December 31, 2020. Once completed, Secretary Watkins will publish the report in the form of a legal notice that will run in the Idaho Press Tribune in January, 2021 as per required. Director Troxel assisted in estimated figure for future projects, and deferred maintenance for the last five years amount. **Motion made by Commissioner Tom Sells to approve prepared FY2020 Road & Street Financial Report as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **DISCUSS HOLIDAY COMPENSATION**

Director Lynn Troxel stated that historically the District has compensated employees for the holidays. Due to the employee Christmas party being cancelled, Director Troxel suggested an additional incentive to make up for it. Holiday Compensation amounts are included in the budget figures. **Motion made by Commissioner Tom Sells to approve holiday compensation with additional incentive, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **APPROVE 2021 MEETING SCHEDULE**

Secretary Genia Watkins presented board with notice of meeting schedule for 2021. This satisfies the District's requirement for regular meeting posting requirements. **Motion made by Commissioner Gary Hickman to approve 2021 Notice of Regular Commissioner Meeting Schedule, seconded by Commissioner Tom Sells.** Motion passed unanimously.

ACCHD REPORT:

None

MOJO REPORT:

None

CORRESPONDENCE:

None

These minutes have been approved by the Board of Commissioners and are the official record relating to the conduct or administration of the District's business, as reflected herein.

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

None

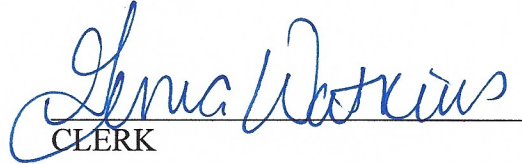
NEXT BOARD MEETING:

Next Board meeting is scheduled for January 12, 2021 at 3:00 p.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned at 10:05 a.m.


CHAIRMAN


CLERK