

The Board of Commissioners met at the District office located at 3890 NW 1st Avenue, New Plymouth Idaho for their Regular Board Meeting. Present were Commissioner's Dave Levanger, Kathy Boone, Ryan Henggeler, Director of Highways Tim Hinson and Clerk Wendy Adamsen; also present was District auditor John Russell with Zwygart John & Associates. At 4:00 P.M. the meeting was called to order by Chairman Dave Levanger.

The Commissioners received a copy of the minutes from the December 8, 2020 Regular Board meeting and the Special Board meeting December 29, 2020; the minutes were approved as written.

The Clerk gave the financial report. The balance at First Interstate checking will be \$853.10 after the transfer from the LGIP and the January 12, 2021 bills are paid; the January 12, 2021 bills totaled \$26,121.14. The balance at the LGIP will be \$215,116.34 after the transfer to First Interstate Bank checking in the amount of \$25,700.00. The balance at Idaho Central Credit Union savings is \$25.00 and the CD balance is \$108,633.47. The total road and bridge fund balance is \$324,627.91.

New Business:

- 1) Resolution 2021-3 for destruction of records was read in full by Clerk Wendy Adamsen; after some discussion it was adopted by the Board.
- 2) Auditor Mr. Russell presented the F2020 audit; he stated that the audit was a "clean audit" meaning that the financials that were presented were sufficient and appropriate and that there wasn't anything that stuck out the presented any concerns. Mr. Russell also went through the depreciable assets report and stated that this can be used to determine if new equipment could or should be purchased; he then went thru the budget vs. final and stated that we are in a good financial position.
- 3) The intersection of Holly and NW 2nd was discussed Dave stated that with the increased out-of-area traffic in that intersection he would like to see either a yield or stop sign put on Holly. Tim stated that if we were to put anything up it would be best to put a stop sign up; there was some additional discussion but it was decided that this be tabled until February which would give Ryan and Kathy time to drive the road.

Old Business:

- 1) There was no old business to discuss at this time.

Clerks Report:

- 1) The Clerk presented some changes that need to be changed in the personnel policy. The first change she made is to the drug policy that now requires, by Federal law, that any employees with CDL's have to have a limited query done by the Clearinghouse and potential employees are required to have a full query. The second change was that she added the infectious disease policy and lastly the PTO time given to new employees needs to be discussed. Currently the policy states that PTO time would be given to new employees 90 days after hire, after some discussion it was the decision of the Board to change the policy to 30 days. Ryan then motioned to accept the new personnel policy and Kathy seconded the motion and it was carried. Ryan also stated that he would like some minor changes to the director of highways job description, the Clerk stated that she would put it on the agenda for next month.

Director of Highways Report:

- 1) Tim stated that he will be interviewing for the 2 positions we currently have open for the road maintenance crew and that he would like some direction on what the top wage he could offer an applicant who has a lot of experience. After some discussion it was decided that the top wage should be \$24.00 but at the discretion of the Director.
- 2) Tim informed the Board that he has contacted Riverside to remove the trees on SW 3rd, it will cost about \$1,500.00 to \$1,700.00.
- 3) Tim informed the Board that there has been a ton of maintenance done of the equipment.

The following claims have been reviewed and approved: