

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 and Ryan Henggeler, Director of Highways Tim Hinson and Clerk Wendy Adamsen; also present was Highway District auditor Jared Zwygart. 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 14, 2021 Regular Board meeting; the minutes were approved as written.

The Clerk gave the financial report. The balance at First Interstate checking will be \$1,469.38 after the transfer from the LGIP and the January 11, 2022 bills are paid; the January 11, 2022 bills totaled \$23,105.14. The balance at the LGIP will be \$559,132.99 after the transfer to the First Interstate checking in the amount of \$23,950.00. The balance at Idaho Central Credit Union savings is \$25.00 and the CD balance is \$111,349.31. The total road and bridge fund balance is \$671,976.68.

New Business:

- 1) Resolution 2022-3 regarding private signs within the District was read in full and adopted.
- 2) The Clerk presented Resolution 2022-4 regarding the District adopting the Juneteenth Federal holiday; after some discussion it was the decision of the Board not to adopt this Federal holiday.
- 3) The District auditor, Jared Zwygart, went through the F2021 audit with the Board; overall he didn't find any signs of fraud and also stated that the District is in a good financial position. We no questions from the Board, the audit was accepted.

Old Business:

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

Clerks Report:

- 1) The Clerk informed the Board that QuickBooks has probably increased the price for our payroll service however, she can't find anyone to tell her how much they will be charging us this year; she estimates about \$700.00 this year. The Clerk went on to say that she will be required to upgrade to the 2022 software by May of this year to keep everything running smoothly which isn't surprising however, QuickBooks is now going strictly subscription based so this year it will cost \$374.00; therefore, she will have to increase the technology budget for this yearly cost. The Clerk did state that she is looking into other options; Ryan suggested asking our auditor if he knows of other accounting software that could work for us.
- 2) The Clerk stated that she would like to amend the infectious disease policy. Currently, it states that if you test positive for COVID the employee is required to stay home for a minimum of two weeks, she would like to change the wording of that to the CDC recommendations. After some discussion, Kathy motioned to change the wording of the policy, Ryan seconded the motion and it was carried.

Director of Highways Report:

- 1) Tim informed the Board that the crew has been doing a lot of maintenance on the equipment in between keeping the roads free of snow, ice and slush. Ryan stated that they did a good job on the roads.
- 2) Tim stated that Farm USA won't be able to get the road built this winter but that they have put down pit run so that they don't lose the base.
- 3) Tim stated that he has the new weight limit signs posted on the bridge on 3rd 1/2 as required by the State.