

NAMPA HIGHWAY DISTRICT NO. 1 REGULAR MEETING

PRESENT: Commissioners, Dick Smith, Randy Noble and Bryce Millar, Attorney David Wynkoop, District Engineer Eric Shannon, Road Foreman (Interim Director) Devin Muchow and District Clerk Paige Rhoades

GUESTS: Jeff Barnes & Don Barr, City of Nampa; Right-of-Way Agent, Eddy Thiel;

ABSENT: Director Casey Bequeath

Chairman Dick Smith called the meeting to order at 8:00 a.m. and all present said the Pledge of Allegiance.

Commissioner Millar made a MOTION to approve the regular minutes from February 28th, 2017. Commissioner Noble SECONDED the motion. MOTION CARRIED.

Chairman Smith advised the Board that there were a few amendments to the agenda. Chairman Smith advised the Board that it had come to his attention after the agenda was posted that the Board needed to discuss irrigation water shares and employee's donation of accrued time. Commissioner Noble made a MOTION to approve the agenda with the changes as stated. Commissioner Millar SECONDED the motion. MOTION CARRIED.

Don Barr with the City of Nampa advised the Board that his crews have been working on cleaning up sand throughout the City. Mr. Barr stated that his crews will begin crack sealing next week as weather permits. The City has ordered their paints & beads and will be ordering thermal plastic soon. Mr. Barr stated that his crews are doing a lot of maintenance work at this time.

Jeff Barnes with the City of Nampa advised the Board that the City is currently working a study for the one-way traffic design at 39th and Garrity around the new Winco grocery store. Mr. Barnes advised the Board that this summer will be busy with a lot of construction projects within the City of Nampa. The main projects consist of:

- The I-84 rebuild project was added to the agenda
- Karcher Rd and I-84 intersection rebuild
- SH55 there will be signal projects installed at Midway Rd and Lake Ave
- The Library Square around 11th and 12th Ave will be redesigned
- SH45 - ITD will be micro-surfacing
- The I-84 B project – ITD will be doing this project from I-84 all the way down 12th Ave in Nampa

ROW Agent Eddy Thiel addressed the Board regarding the Dodd Investments license agreement. ROW Agent Thiel stated this matter had been previously presented to the Board and he requested to have the Board authorize the Chairman to sign the license agreement at this time.

Commissioner Millar made a MOTION authorizing the Chairman to sign the Dodd Investments license agreement. Commissioner Noble SECONDED the motion. MOTION CARRIED.

Engineer Shannon advised the Board that he has prepared the Joint Application Permit Package for the Laster Ln. Culvert at Indian Creek. The Package will be delivered to U.S. Army Corps of Engineers, Idaho Department of Water Resources, and the Idaho Department of Lands. Engineer Shannon will submit to these parties after March 17th when the Corp starts a new nation-wide permit period.

Engineer Shannon advised the Board that he has a meeting today, March 9th, 2017, with Six Mile Engineering to review the draft Concept Report for the Robinson Rd & Victory Rd roundabout.

Engineer Shannon stated that he had received a call from a citizen requesting that the all-way-stop at Happy Valley & Victory be removed. Engineer Shannon advised the citizen regarding the situation and the plans for the roundabout in the near future.

Executive Session: Commissioner Noble made a MOTION to go in to Executive Session Pursuant to Idaho Code 74-206 (1) (c) at 8:19 a.m. Commissioner Millar SECONDED the motion. MOTION CARRIED. Upon roll call, Commissioner Smith voted aye, Commissioner Millar voted aye, Commissioner Noble voted aye. MOTION CARRIED. No action taken. The Board concluded Executive Session at 8:53 a.m.

Commissioner Millar made a MOTION to authorize Staff to make an offer regarding land acquisition for the Robinson & Amity roundabout project. Commissioner Noble SECONDED the motion. MOTION CARRIED.

ROW Agent Eddy Thiel addressed the Board regarding the Colman license agreement. ROW Agent Eddy Thiel stated that this matter had previously been presented to the Board and he requested to have the Board authorize the Chairman to sign the license agreement at this time. Commissioner Noble made a MOTION to authorize the Chairman to sign the Colman license agreement. Commissioner Millar SECONDED the motion. MOTION CARRIED.

Engineer Shannon advised the Board that NHD should be able to get an exemption from further permitting on the MS4 Stormwater Permit. He advised that the EPA will consider an exemption if outfalls drain a population of 1,000 or less. Currently NHD outfalls drain an estimated population of 180 and CHD #4 is in a similar situation with an estimated population of 500. Engineer Shannon advised the Board that NHD and CHD will approach EPA together for the next step.

Interim Director Devin Muchow advised the Board that the Shop Department has been servicing trucks. The Shop installed new cutting edges on the loader. The new doors for the generator van have been ordered.

The Crusher shut down all operations on March 1st, 2017, as of February, they had completed 12,600 yards of 1 inch material. They will spend a few days doing some maintenance work to have it ready to go when they start crushing again later in the year.

The Bridge Crew installed a pipe on Butte Road in the low drainage area where there should have been a pipe installed and was not done in the past. The Bridge Crew is working on box culverts on McElroy. They have the base set and will set the box on Monday.

The Road Crew has been working on setting the grade on Butte Road. They have it set everywhere except the second hill. They ran into lava rock trying to take out the hill, they took the CAT out to try and remove the lava rock but that attempt was not successful. The Road Crew will have to rent a hammer to break out the rock in order to set the grade. In the meantime, crews will work on shouldering on Butte Road until the hammer arrives to finish removing the hill.

Commissioner Noble addressed the Board regarding the power poles that are in the clear zone on Powerline Road that was discussed at the last meeting. Engineer Shannon was directed to contact Idaho Power's engineer to discuss matters.

Commissioner Noble made a MOTION to approve the accounts payable for the month for February. Commissioner Millar SECONDED the motion. MOTION CARRIED.

The Board discussed the Nampa Highway District's Irrigation water shares. After discussions, Engineer Shannon advised the Board that he will look into this matter further and get back with the Board at a later date.

It was brought to the Board's attention that a few employees would like to donate vacation time to others who are in difficult positions regarding personal leave for unforeseen reasons. The Board discussed the policy and procedures on how they would like to handle requests for donations of accrued time to other employees. Commissioner Noble made a MOTION authorizing employees to donate vacation time only to an individual employee who has exhausted his or her vacation and sick time to continue that certain individual employee a paycheck at the donor's hourly rate. Commissioner Millar SECONDED the motion. MOTION CARRIED.

The Board and Assistant District Clerk Nicole Riley discussed with the Board an employee's choice to use COBRA insurance and the details of the employee's wishes. After discussions, the Board advised that they would allow the employee to utilize his accrued sick time at the dollar value equal to 10% toward his spouse's COBRA insurance. The Board further amended the policy manual as well with the following text: When an employee resigns, or retires from NHD in good standing, the employee is eligible to receive either the dollar value equal to ten percent of accumulated sick leave with his final pay check or apply the dollar value equal to ten percent of accumulated sick leave value toward the continuation of health insurance (COBRA) for up to eighteen months. Commissioner Noble made a motion to authorize an employee or spouse to use sick leave as stated above. Commissioner Millar SECONDED the motion. MOTION CARRIED.

The Board continued discussion regarding the following changes to the Personnel Policy Manual:

Leaves of Absence: Up to thirty (30) days of unpaid leave of absence can be granted by the **NHD Board of Commissioners** for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days will require written approval of the NHD Board of

Commissioners. During leave without pay the employee will not accrue (vacation & sick) benefits.

Military Leave: An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §46-407 and 409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA). The employee can choose to be compensated the same as for Jury Duty for up to two weeks of active duty.

Commissioner Noble made a MOTION to approve the policy manual as present by Staff including the changes made as stated. Commissioner Millar SECONDED the motion. MOTION CARRIED.

Assistant District Clerk Nicole Riley presented the Board with the new Vehicle Use Policy Manual. Commissioner Noble made a MOTION approving the Vehicle Use Policy Manual. Commissioner Millar SECONDED the motion. MOTION CARRIED.

Commissioner Millar made a MOTION to adjourn at 11:04 p.m. Commissioner Noble SECONDED the motion. MOTION CARRIED.

Chairman, Dick Smith

Vice Chairman, Randy Noble