

# NAMPA HIGHWAY DISTRICT NO. 1

Commissioners: Dick Smith, Randy Noble, Bryce Millar

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## NAMPA HIGHWAY DISTRICT NO. 1 REGULAR BOARD MEETING September 12, 2024

**LOCATION:** Nampa Highway District Office  
Main Conference Room  
4507 12<sup>th</sup> Avenue Road  
Nampa, ID 83686

**TIME:** 8:00 a.m.

- **CALL MEETING TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ADMINISTRATIVE ACTION ITEMS:**
  - Approve Regular Meeting Minutes from August 29, 2024
  - Review and Approve Agenda including Amendments.
  - Accounts Payable Review through September 12, 2024
- **8:15 A.M. – ACTION ITEM:** City of Nampa
- **9:00 A.M. – ACTION ITEM:**
- **DIRECTOR / ENGINEER’S REPORT**
  - **ACTION ITEM:** Sign COMPASS Rural Prioritization Work Group Recommendations
  - **ACTION ITEM:** Approve updated personnel policy manual
  - **ACTION ITEM:** Approve updated vehicle use policy
- **NEW BUSINESS:**
- **UNFINISHED BUSINESS:**
- **ACTION ITEM: PUBLIC DISCUSSION**
- **ACTION ITEM: EXECUTIVE SESSION – I.C. 74-206 (1) (a), (b), (c), (d), (e), (f), or (i)**
- **LEGAL COUNSEL REPORT**
- **ACTION ITEM: ADJOURNMENT**

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PAIGE RHOADES DISTRICT CLERK

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DATE & TIME POSTED



## **NAMPA HIGHWAY DISTRICT NO. 1 REGULAR MEETING**

**PRESENT:** Commissioner Dick Smith, Commissioner Bryce Millar, and Commissioner Randy Noble, District Director Nick Lehman; District Clerk Paige Rhoades; Attorney Jay Kiiha  
**GUESTS:** None

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

Commissioner Noble made a MOTION to approve the Regular Meeting Minutes from August 29, 2024. Commissioner Millar SECONDED the motion. MOTION CARRIED.

Commissioner Millar made a MOTION to approve the agenda as posted. Commissioner Noble SECONDED the motion. MOTION CARRIED.

Commissioner Noble made a MOTION to approve Accounts Payable through September 12, 2024. Commissioner Millar SECONDED the motion. MOTION CARRIED.

Director Nick Lehman began his Report.

For Robinson & Locust Roundabout, Director Lehman advised the Board that Staff is working on getting the legal descriptions prepared for the row dedication. Next step will be working on getting the bid documents together for the concrete and electrical work.

For Southside & Deer Flat Roundabout, Director Lehman advised the Board that Kittelson is finalizing the construction plans.

For the Northside & Cherry Roundabout, Director Lehman advised the Board that they are beginning to work on bid documents for when this project gets put out to bid in October.

For Lake Shore & Highway 45, Director Lehman advised the Board that he is still waiting to hear back from ITD about the next steps to move this project forward.

For the Robinson Road Railroad Overpass, Director Lehman advised the Board that City of Nampa is working on a grant application to get us through PS&E plans. Parametrix is estimating PS&E plans to be \$2.5 million to \$3 million. The grant will only cover 80% of the cost so we would be responsible for the remaining 20%. We would split the remaining cost with the city which is roughly \$532,450 so NHD share would be approximately \$267,000. Director Lehman displayed the 3 preliminary concepts with construction cost estimates.

For the Compass Rural Prioritization Workgroup Recommendation, Director Lehman advised the Board that he will need approval for signature. Commissioner Noble made a MOTION to approve the Compass Rural Prioritization Workgroup Recommendation. Commissioner Millar SECONDED the motion. MOTION CARRIED.

The Road Crew has finished with Baseline Road, and it was paved last week. Still need to shoulder this road but we are waiting for core results before moving forward. They have begun work on rebuilding Glendale Road. Staff have removed Locust Road rehab from this year's list due to scheduling conflicts. Part of the Road Crew has been out brushing around the district.

The Bridge Crew has been doing pavement markings. They have cleaned out the Quonset shed and made room to store salt for the winter.

The Crusher Crew has been crushing 1/2" chips but they will switch to 5/8" chips in the next week. MSHA did show up this week and caught 2 of our employees working on the crusher without fall protection on. We will receive a citation for this but everything else passed the inspection. Both employees were talked to about the incident. Director Lehman discussed scraping an old water tanker that is out at the Lola pit not being used. They have also staked the next 5 acres to be cleared and will be getting a quote to get that area scrapped.

Director Lehman provided the Board with the Shop Report.

Director Lehman requested a Motion to approve the updated Personnel Policy Manual.  
Commissioner Millar made a MOTION to approve the updated Personnel Policy Manual as presented.  
Commissioner Noble SECONDED the motion. MOTION CARRIED.

Director Lehman requested a Motion to approve the updated Vehicle Use Policy Manual.  
Commissioner Noble made a MOTION to approve the updated Vehicle Use Policy Manual as presented.  
Commissioner Millar SECONDED the motion. MOTION CARRIED.

Director Lehman and District Clerk Rhoades discussed with the Board the necessity to increase the credit card limits with Idaho Central Credit Union. District Clerk Rhoades advised the Board that more and more vendors NHD purchase with are requesting credit card payments and we have come into issues with not having enough funds. The Board advised District Clerk Rhoades to contact the bank to get the limits increased.

Director Lehman discussed with the commissioners the October 31, 2024 crew breakfast that the Board is planning.

Director Lehman advised the Board that he had discussed with the Crew the possibility of floating Columbus Day, October 14, 2024, to December 26, 2024. After discussion, the Crew has decided not to float Columbus Day and keep it as a scheduled holiday.

Director Lehman discussed with the Board a change in the Christmas gifts for this year. The Board had no objection to Director Lehman's gift idea.

District Clerk Rhoades discussed with the Board if they wanted to continue with paying a portion of employee Costco memberships. The Board advised they would like to continue the \$30 reimbursement for employee Costco memberships.

The Board advised Director Lehman to get the gift cards for the ham or turkey for Thanksgiving instead of Christmas this year.

Director Lehman advised the Board that the Road Crew position has been filled and Bryce Walker will start on September 16, 2024.

Director Lehman advised the Board that the Engineer in Training position has been filled and Rhonan Brownfield will start on September 30, 2024.

This completed the Director's work report.

Commissioner Millar made a MOTION to adjourn at 9:11 a.m. Commissioner Noble SECONDED the motion. MOTION CARRIED.

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Chairman, Dick Smith

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Vice Chairman, Randy Noble