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Murtaugh Highway District
Monday, August 14, 2023
Regular Meeting Minutes

Called to order: The meeting was called to order at 6:13 P.M.

Present: Trevor Arnold-District 2 Commissioner, Adam Stanger-District 3 Commissioner, Chancey Perkins-Director of Highways, Lorri Belloli-District Clerk, Tracy Stewart-Crew Operator 3, Stephen Freiburger-District Engineer

Consideration of Amendments to Agenda:

Stephen submitted a list of the following to add to the agenda:

SIGP Application Approval (action item)
STP-R 1500W 800S to 975S State Local Agreement Approval (action item)
Freight Route Rocal Agreement 4900E, 2900N to US-30 (action item)

Lorri requested that Authorized Administrator for Vital Functions (action item) be added to the agenda.

Trevor Arnold made a motion to amend the agenda to include the above listed items and Commissioner Executive Session to consider/evaluate personnel per Idaho Code 74-206(1)(a) to the meeting agenda. Motion seconded by Adam Stanger. Motion passed.

Commissioners' Business:

Surplus Equipment Hearing: The hearing was opened by Trevor Arnold at 6:18 PM and the proposal to declare surplus a 2007 Peterbuilt Tractor Truck and a 2015 GMC 4-Wheel-Drive Crew Cab Sierra Pickup was reviewed. The meeting was opened for public comment. No public was in attendance to comment. Trevor closed public comment. Commissioner discussion followed.

- **Trevor Arnold made a motion to declare surplus equipment as listed in Resolution No 202305. Motion seconded by Adam Stanger. Resolution passed by unanimous vote of quoram in attendance, Trevor Arnold and Adam Stanger.**

FY2023 Budget Reopening and Amendment Hearing: The hearing was opened by Trevor Arnold at 6:22 PM and the FY2023 Budget Amendment Proposal was reviewed. Trevor opened the meeting for public comment. No public was in attendance to comment. Trevor closed public comment. This was followed by a brief commissioner discussion.

- **Trevor Arnold made a motion to adopt the proposed FY2023 Budget Amendment per Resolution No 202306. The motion was seconded by Adam Stanger. Resolution passed by unanimous vote of quoram present, Trevor Arnold and Adam Stanger.**

FY2024 Budget Hearing: Trevor Arnold opened the public hearing at 6:27 PM and the proposed FY2024 Budget was reviewed. Trevor opened the meeting for public comment. No public was in attendance for comment. The meeting was closed to public comment by Trevor. Commissioner discussion followed.

- **Trevor Arnold made a motion to approve Resolution No 202307 Annual Appropriations Ordinance for FY2024. Adam Stanger seconded the motion. Resolution passed by unanimous vote of quoram in attendance, Trevor Arnold and Adam Stanger.**

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Previous Meeting Minutes:

- Adam Stanger moved to approve the regular monthly meeting minutes dated July 10, 2023. The motion was seconded by Trevor Arnold. Motion passed.

Authorized Administrator for Vital Office Functions: Lorri requested that Chancey Perkins be appointed Authorized Administrator for insurance, banking, and any other needed office and HR functions in the absence of a District Clerk, until a Clerk is appointed.

- Trevor Arnold motioned to so approve. Adam Stanger seconded the motion. Motion passed.

The Budget Report, Financial Reports, Bills Paid and to be Paid: The budget report for July 2023, and bills paid and to be paid were reviewed. Times News bills for legal notices totalling $1,039.52 were also presented for payment. It was noted that Bryce's bill still needs to be received for payment in this fiscal year.

- Trevor Arnold moved to approve the bills paid and bills to be paid, and the budget report as presented. Motion seconded by Adam Stanger. Motion passed.

Consideration of the following Engineering Items:

Golden Valley Curve Project: Stephen reported that test results need to be sent to LHTAC. Progress by Western was discussed. The rock being put down will be looked at after the meeting, and Stephen will call Ramsey to do additional testing. Chancey reported traffic control issues with the project and noted that accomodations will need to be made for spud harvest. A detour should only be needed for one to two weeks. The biggest issue will be getting trucks into the cellars during paving. The landowners have agreed to build a road in on the easement if Western will help with dust abatement. Future contract time stipulations were discussed. The original paving dates were scheduled for 9/13 to 9/26. An updated schedule is needed.

3200N Safety Project: No report.

Twin Falls Transportation Plan Update: Stephen's review is not finished.

SIGP Application Approval: Stephen presented the next big project of focus, 2 miles of 2900N Rehab from 4700E to 4900E, costing $2,000,000. $111,700 out of budget will include construction engineering. He will design four miles, but plans will show two miles. Estimated success rate of receiving funding is 70-85%. He needs five letters of approval by September 1st. Stephen requested that the Board move forward and authorize Trevor to sign the agreement.

- Adam Stanger made a motion to move forward with the SIGP Application for 2 miles of 2900N Rehab from 4700E to 4900E and authorize Trevor Arnold to sign the agreement. Motion seconded by Trevor Arnold. Motion passed.

Freight Route Request for State Local Agreement 4900E, 2900N to US-30: Stephen requested authorization for a letter to Kevin Kuther to move forward with a State Local Agreement for the Freight Program between 2900N and US-30(3300N) and authorization to send required related funds.

- Adam Stanger so motioned. Trevor Arnold seconded the motion. Motion passed.

STP-R 1500W 800S TO 975S State Local Agreement Approval: Stephen requested that the Board authorize and sign State/Local Agreement (Project Development) Project No A024(352) 1500W Road Rehab 800S to 975S, noting that $9,000 needs to be paid now.

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- Trevor Arnold so motioned. Adam Stanger seconded the motion. Motion passed.

Consideration of the following Director of Highway's Items:

Road Work Status Report: Chancey reported that one more load of hotmix is needed. Mag reimburseables were discussed. Several have been billed out, and two payments have been received at this time.

Equipment Status Report: Chancey reported that a 289-D3 Skid Steer should be here this month. The new road grader is scheduled for September. The order for a new snow-wing for the new grader can be cancelled, as a trade between districts has been arranged, for a savings of $17,000.

Employee Status Report: Lorri Belloli's last day will be August 16th.

Commissioner Discussion:

Trevor Arnold made a motion to go to Executive Session to consider personnel matters as defined by Idaho Code 74-206(1)(a). Adam seconded the motion. Roll call vote: Trevor Arnold-yes, Adam Stanger-yes.

Trevor Arnold called the Executive Session to Order at 7:19 PM.

Present: Trevor Arnold, Adam Stanger, Chancey Perkins

District Clerk personnel matters were discussed.

Executive session ended at 7:30 PM

Adjourned: The meeting adjourned at 7:30 PM.

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Lorri Belloli, District Clerk

Murtaugh Highway District | Days Past | 0 | 10/1/2023

Budget Status Report | Status Date | 10/1/2023 | Days Left | 365

Income	Proposed Budget	Adjustments	Approved Budget	FYTD	October	September	August	Left to Receive	Total Anticipated	Total $ over/ (under)	Remarks	
Property Tax	$ 253,295.00		$ 253,295.00					$ 253,295.00	$ 253,295.00			TRUE
Interest Income	$ 30,000.00		$ 30,000.00					$ 30,000.00	$ 30,000.00	$ -		TRUE
Ag & Homeowners Replacement	$ 12,944.00		$ 12,944.00					$ 12,944.00	$ 12,944.00	$ -		TRUE
City Maintenance Agreement	$ 2,500.00		$ 2,500.00					$ 2,500.00	$ 2,500.00	$ -		TRUE
Permit Fees	$ 10,000.00		$ 10,000.00					$ 10,000.00	$ 10,000.00	$ -		TRUE
Engineering Reimbursements												
Highway (HUR)	$ 560,100.00		$ 560,100.00					$ 560,100.00	$ 560,100.00	$ -		TRUE
HB772	$ 301,835.00		$ 301,835.00					$ 301,835.00	$ 301,835.00	$ -		TRUE
Sales Tax	$ 26,380.00		$ 26,380.00					$ 26,380.00	$ 26,380.00	$ -		TRUE
HB362 (Sales Tax)	$ 89,361.00	$ -	$ 89,361.00					$ 89,361.00	$ 89,361.00	$ -		TRUE
Forest Reserve Revenue (SRS)	$ 7,730.00		$ 7,730.00					$ 7,730.00	$ 7,730.00	$ -		TRUE
Misc Revenue	$ 170,000.00	$ -	$ 170,000.00	$ -	$ -	$ -	$ -	$ 170,000.00	$ 170,000.00	$ -		TRUE
Equipment Sales	$ 170,000.00	$ -	$ 170,000.00					$ 170,000.00	$ 170,000.00			TRUE
Scrap Sales		$ -	$ -	$ -					$ -	$ -		TRUE
Grant Funds, Reimbursements	$ 25,000.00		$ 25,000.00					$ 25,000.00	$ 25,000.00	$ -	Itemized below projects	TRUE
Total Income	**$ 1,489,145.00**	**$ -**	**$ 1,489,145.00**	$ -	$ -	$ -	$ -	**$ 1,489,145.00**	**$ 1,489,145.00**	**$ -**		TRUE
Total Income Plus Carry-Over	**$ 1,489,145.00**	**$ -**	**$ 1,489,145.00**						**$ 1,489,145.00**			

Operations	Proposed Budget	Adjustments	Approved Budget	FYTD	October	September	August	Left to Spend	Total Anticipated	Total $ over/ (under)	Comments	
Building/Repair												TRUE
Office & Shop Contract Services	$ 7,867.00		$ 7,867.00					$ 7,867.00	$ 7,867.00			TRUE
Building and Maintenance Repair	$ 5,133.00		$ 5,133.00					$ 5,133.00	$ 5,133.00	$ -		TRUE
Total Building/Repair	$ 13,000.00	$ -	$ 13,000.00	$ -	$ -	$ -	$ -	$ 13,000.00	$ 13,000.00	$ -		TRUE
Equipment Fuel & Tires												TRUE
Fuel	$ 63,000.00		$ 63,000.00					$ 63,000.00	$ 63,000.00	$ -		TRUE
Tires	$ 12,500.00		$ 12,500.00					$ 12,500.00	$ 12,500.00	$ -		TRUE
Total Fuel & Tires	$ 75,500.00	$ -	$ 75,500.00	$ -	$ -	$ -	$ -	$ 75,500.00	$ 75,500.00	$ -		TRUE
Equipment Repairs & Maintenance												TRUE
Repairs & Maintenance	$ 19,000.00		$ 19,000.00					$ 19,000.00	$ 19,000.00	$ -		TRUE
Parts	$ 26,700.00		$ 26,700.00					$ 26,700.00	$ 26,700.00	$ -		TRUE
Shop Supplies	$ 8,800.00		$ 8,800.00					$ 8,800.00	$ 8,800.00	$ -		TRUE
Winter Equipment Maintenance	$ 5,500.00		$ 5,500.00					$ 5,500.00	$ 5,500.00	$ -		TRUE
Total Repairs & Maintenance	$ 60,000.00	$ -	$ 60,000.00	$ -	$ -	$ -	$ -	$ 60,000.00	$ 60,000.00	$ -		
Total Equipment Expenses & Maintenance	$ 148,500.00	$ -	$ 148,500.00	$ -	$ -	$ -	$ -	$ 148,500.00	$ 148,500.00	$ -		
Professional Services												TRUE
Accountant	$ 4,000.00		$ 4,000.00					$ 4,000.00	$ 4,000.00	$ -		TRUE
Code Enforcement	$ 5,750.00		$ 5,750.00					$ 5,750.00	$ 5,750.00	$ -		TRUE
Legal	$ 1,000.00		$ 1,000.00					$ 1,000.00	$ 1,000.00	$ -		TRUE
Total Accounting and Legal Services	$ 10,750.00	$ -	$ 10,750.00	$ -	$ -	$ -	$ -	$ 10,750.00	$ 10,750.00	$ -		
Engineering	$ 24,000.00		$ 24,000.00					$ 24,000.00	$ 24,000.00	$ -		TRUE
Permitting costs	$ 10,000.00		$ 10,000.00					$ 10,000.00	$ 10,000.00	$ -		TRUE
Total Engineering Services	$ 34,000.00	$ -	$ 34,000.00	$ -	$ -	$ -	$ -	$ 34,000.00	$ 34,000.00	$ -		
Total Professional Services	$ 44,750.00	$ -	$ 44,750.00	$ -	$ -	$ -	$ -	$ 44,750.00	$ 44,750.00	$ -		TRUE

Operations	Proposed Budget	Adjustments	Approved Budget	FYTD	October	September	August	Left to Spend	Total Anticipated	Total $ over/ (under)	Comments	
Office Expense												TRUE
Office/General Expenses (Admin)	$ 2,700.00		$ 2,700.00					$ 2,700.00	$ 2,700.00	$ -		TRUE
Drug Testing	$ 360.00		$ 360.00					$ 360.00	$ 360.00	$ -		TRUE
Dues	$ 2,700.00		$ 2,700.00					$ 2,700.00	$ 2,700.00	$ -		TRUE
Insurance (ICRMP)	$ 15,000.00		$ 15,000.00					$ 15,000.00	$ 15,000.00	$ -		TRUE
Office Supplies	$ 4,500.00		$ 4,500.00					$ 4,500.00	$ 4,500.00	$ -		TRUE
Misc (Caps, Jackets, Uniform Allowance, other)	$ 1,500.00		$ 1,500.00					$ 1,500.00	$ 1,500.00	$ -		TRUE
Total Office Expense	$ 26,760.00	$ -	$ 26,760.00	$ -	$ -	$ -	$ -	$ 26,760.00	$ 26,760.00	$ -		TRUE
Wages & Overhead												TRUE
Employee benefits (Air St Lukes)	$ 232.00		$ 232.00					$ 232.00	$ 232.00	$ -		TRUE
Health Insurance (Medical, Dental, Vision)	$ 34,806.00		$ 34,806.00					$ 34,806.00	$ 34,806.00	$ -		TRUE
Life Insurance	$ 827.00		$ 827.00					$ 827.00	$ 827.00	$ -		TRUE
Retirement Contribution (regular)	$ 33,562.00		$ 33,562.00					$ 33,562.00	$ 33,562.00	$ -		TRUE
Commissioners Retirement Contribution	$ 716.40		$ 716.40					$ 716.40	$ 716.40	$ -		TRUE
Company Contributions	$ 70,143.40	$ -	$ 70,143.40	$ -	$ -	$ -	$ -	$ 70,143.40	$ 70,143.40	$ -		
Payroll tax (regular)	$ 20,851.00		$ 20,851.00					$ 20,851.00	$ 20,851.00	$ -		TRUE
Commissioners Payroll Tax	$ 413.03		$ 413.03					$ 413.03	$ 413.03	$ -		TRUE
Unemployment Payment			$ -						$ -	$ -		TRUE
Workers comp	$ 15,000.00		$ 15,000.00					$ 15,000.00	$ 15,000.00	$ -		TRUE
Commissioners Salary	$ 6,000.12		$ 6,000.12					$ 6,000.12	$ 6,000.12	$ -		TRUE
Clerk Wages	$ 24,165.00		$ 24,165.00					$ 24,165.00	$ 24,165.00	$ -		TRUE
Crew Regular Wages	$ 228,586.57		$ 228,586.57					$ 228,586.57	$ 228,586.57	$ -		TRUE
Crew Overtime Wages	$ 26,548.00		$ 26,548.00					$ 26,548.00	$ 26,548.00	$ -		
Vacation payout	$ 6,500.00		$ 6,500.00					$ 6,500.00	$ 6,500.00	$ -		TRUE
Bonuses	$ 6,020.00		$ 6,020.00					$ 6,020.00	$ 6,020.00	$ -		TRUE
Part Time/Temp Help	$ 2,575.00		$ 2,575.00					$ 2,575.00	$ 2,575.00	$ -		TRUE
Total Commission Payroll	$ 7,129.55		$ 7,129.55	$ -	$ -	$ -	$ -	$ 7,129.55	$ 7,129.55	$ -		
Total Regular Payroll	$ 399,672.57	$ -	$ 399,672.57	$ -	$ -	$ -	$ -	$ 399,672.57	$ 399,672.57	$ -		TRUE
Total Payroll Expense	$ 406,802.12	$ -	$ 406,802.12	$ -	$ -	$ -	$ -	$ 406,802.12	$ 406,802.12	$ -		
Travel/Education												TRUE
Education	$ 1,000.00		$ 1,000.00					$ 1,000.00	$ 1,000.00	$ -		TRUE
Travel	$ 4,000.00		$ 4,000.00					$ 4,000.00	$ 4,000.00	$ -		TRUE
Total Travel/Education	$ 5,000.00	$ -	$ 5,000.00	$ -	$ -	$ -	$ -	$ 5,000.00	$ 5,000.00	$ -		TRUE
Utilities												TRUE
911 System SIRCOMM	$ 612.00	$ -	$ 612.00					$ 612.00	$ 612.00	$ -		TRUE
Cellular Telephone	$ 1,116.00	$ -	$ 1,116.00					$ 1,116.00	$ 1,116.00			TRUE
Electricity	$ 6,550.00	$ -	$ 6,550.00					$ 6,550.00	$ 6,550.00	$ -		TRUE
Garbage	$ 886.00	$ -	$ 886.00					$ 886.00	$ 886.00	$ -		TRUE
Gas/Heat	$ 4,537.00	$ -	$ 4,537.00					$ 4,537.00	$ 4,537.00	$ -		TRUE
All Wireless/Radios	$ 660.00	$ -	$ 660.00					$ 660.00	$ 660.00	$ -		TRUE
Telephone/Internet	$ 1,650.00	$ -	$ 1,650.00					$ 1,650.00	$ 1,650.00	$ -		TRUE
Water & Sewer	$ 948.00	$ -	$ 948.00					$ 948.00	$ 948.00	$ -		TRUE
Tax - Property Tax	$ 13.00	$ -	$ 13.00					$ 13.00	$ 13.00	$ -		TRUE
Tax - Water Assessment (Canal)	$ 28.00	$ -	$ 28.00					$ 28.00	$ 28.00	$ -		TRUE
Total Utilities	$ 17,000.00	$ -	$ 17,000.00	$ -	$ -	$ -	$ -	$ 17,000.00	$ 17,000.00	$ -		TRUE
Total Operations	**$ 661,812.12**	**$ -**	**$ 661,812.12**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 661,812.12**	**$ 661,812.12**	**$ -**	**Percent Operations Budget Expended= 0%**	TRUE

Projects	Proposed Budget	Adjustments	Approved Budget	FYTD	July	% Budget Spent	% Complete	Left to Spend	Total Anticipated	Total $ over/(under)	Comments	
Capital Expense	**$ 395,243.00**	**$ -**	**$ 395,243.00**	$ -	$ -	**0.0%**		**$ 395,243.00**	**$ 395,243.00**	**$ -**		
Equipment Purchase	$ 257,000.00	$ -	$ 257,000.00	$ -	$ -	0		$ 257,000.00	$ 257,000.00	$ -		TRUE
Grader	$ 250,000.00		$ 250,000.00			0.0%		$ 250,000.00	$ 250,000.00	$ -		
Pickup Down	$ 7,000.00		$ 7,000.00			0.0%		$ 7,000.00	$ 7,000.00	$ -		
Lease Expense	$ 138,243.00	$ -	$ 138,243.00	$ -	$ -	0.0%		$ 138,243.00	$ 138,243.00	$ -		TRUE
Grader	$ 53,500.00		$ 53,500.00			0.0%		$ 53,500.00	$ 53,500.00	$ -		
Water Truck	$ 14,043.00		$ 14,043.00			0.0%		$ 14,043.00	$ 14,043.00	$ -		
Pickup	$ 15,700.00		$ 15,700.00			0.0%		$ 15,700.00	$ 15,700.00	$ -		
Loader Rebuild	$ 30,000.00		$ 30,000.00			0.0%		$ 30,000.00	$ 30,000.00	$ -		
Skid Steer	$ 25,000.00		$ 25,000.00			0.0%		$ 25,000.00	$ 25,000.00	$ -		
Capital Tools	$ -	$ -	$ -	$ -	$ -			$ -	$ -	$ -		TRUE
								$ -	$ -	$ -		
Road Maintenance	**$ 320,000.00**	**$ -**	**$ 320,000.00**	$ -	$ -	**0.0%**		**$ 320,000.00**	**$ 320,000.00**	**$ -**		TRUE
Bridge Repair												
Chemicals/Weed Spraying	$ 1,000.00		$ 1,000.00			0.0%		$ 1,000.00	$ 1,000.00	$ -		TRUE
City of Murtaugh Road Maintenance	$ -		$ -					$ -	$ -	$ -		
Culverts	$ 5,000.00		$ 5,000.00			0.0%		$ 5,000.00	$ 5,000.00	$ -		TRUE
DuraPatch/Crack Sealing	$ 33,000.00		$ 33,000.00			0.0%		$ 33,000.00	$ 33,000.00	$ -		TRUE
Gravel Crushing/Purchase	$ 50,000.00		$ 50,000.00			0.0%		$ 50,000.00	$ 50,000.00			TRUE
Mag Chloride	$ 44,000.00		$ 44,000.00			0.0%		$ 44,000.00	$ 44,000.00	$ -		TRUE
Paving Projects, Misc.	$ 25,000.00		$ 25,000.00			0.0%		$ 25,000.00	$ 25,000.00			
Railroad	$ -		$ -									TRUE
Road Repairs (minor), Signs & Striping	$ 2,000.00		$ 2,000.00			0.0%		$ 2,000.00	$ 2,000.00	$ -		TRUE
SALSA or Chip Seal	$ 160,000.00		$ 160,000.00			0.0%		$ 160,000.00	$ 160,000.00			
Unassigned Road Maintenance												
Project Engineering	$ 176,000.00	$ -	$ 176,000.00	$ -	$ -	**0.0%**		$ 176,000.00	$ 176,000.00	$ -		TRUE
LHSIP Grant 3200N - Engineering	$ 11,000.00		$ 11,000.00			0.0%		$ 11,000.00	$ 11,000.00	$ -		TRUE
3200 N Safety Match	$ 65,000.00		$ 65,000.00					$ 65,000.00	$ 65,000.00	$ -		
Surplus Eliminator	$ 100,000.00		$ 100,000.00					$ 100,000.00	$ 100,000.00			
Reimbursable expenses	$ -		$ -					$ -	$ -	$ -	Does not include Fees, Labor, Equip	
Grant Funds, Reimbursements	$ 25,000.00		$ 25,000.00	$ -	$ -	**0.0%**	0.0%	$ 25,000.00	$ 25,000.00	$ -		TRUE
Oil Reimbursement	$ 20,000.00		$ 20,000.00			0.0%		$ 20,000.00	$ 20,000.00	$ -	Includes Admin Fee $25 each	
Material Reimbursement	$ 5,000.00		$ 5,000.00			0.0%		$ 5,000.00	$ 5,000.00	$ -	Includes labor/equipment	
Total Projects	**$ 715,243.00**	**$ -**	**$ 715,243.00**	$ -	$ -	**0.0%**	**-28.1%**	**$ 916,243.00**	**$ 916,243.00**	**$ -**	Unassigned Road Maint. Budget Spent	TRUE
Sub-Total Expenditures	**$ 1,377,055.12**	**$ -**	**$ 1,377,055.12**	$ -	$ -	**0.0%**	**-14.6%**	**$ 1,578,055.12**	**$ 1,578,055.12**	**$ -**		TRUE
Net	**$ 112,089.88**		**$ 112,089.88**	$ -				**$ (88,910.12)**	**$ (88,910.12)**	$ -		TRUE
Carry-Over FY22 (included in Beg. Balance)	$ -	$ -	$ -									

Beginning Balance (1-Oct-21)	$ 958,884.79	Beginning Balance (1-Oct-22)	$ 958,884.79
Net Income (YTD)	$ -	*Net Income (Est 30-Sep-2023)*	$ *(88,910.12)*
Balance (YTD)	$ 958,884.79	Balance (Est. 30-Sep-23)	$ 869,974.67