

MINUTES OF THE REGULAR MEETING OF THE NOTUS-PARMA HIGHWAY DISTRICT NO. 2

A regular meeting of the Commissioners of the Notus-Parma Highway District #2 was held Tuesday, October 13, 2020 at 9:00 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

PRESENT:

Commissioners William Hartman, Tom Sells, and Gary Hickman, Director of Highways Lynn Troxel, Secretary/Clerk Genia Watkins, Attorney Carlie Foster, and JUB Engineer Tim Blair.

*Chairman William Hartman proceeded to lead all in attendance in the Pledge of Allegiance.

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the original agenda was posted on Thursday, October 8, 2020 at 8:00 a.m. **Motion made by Commissioner Tom Sells to approve agenda as posted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

Secretary/Clerk Watkins provided copies of September 15, 2020 regular meeting minutes for approval. **Motion made by Commissioner Tom Sells to approve minutes as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

Secretary/Clerk Watkins provided copies of financial reports for discussion. Expenses for September 16, 2020 through October 13, 2020 were \$95,231.37 and payroll for the same period was \$35,762.58 for a total of \$130,993.95. **Motion made by Commissioner Gary Hickman to approve accounts payable and financial statements as drafted, seconded by Commissioner Tom Sells.** Motion passed unanimously.

PUBLIC INPUT:

None at this time.

OLD BUSINESS:

➤ ROAD & BRIDGE REPAIR MAINTENANCE:

Director Troxel discussed attached report. Director Troxel stated that Chaney Stotts has decided to build two (2) commercial approaches per ACCHD standards. They will not be re-applying for variance. New website is live.

NEW BUSINESS:

➤ **APPOINT CHAIRMAN OF THE BOARD**

Discussion was held regarding responsibilities as Chairman of the Board. **Motion made by Commissioner Tom Sells to appoint William Hartman as FY2021 Chairman of the Board, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **APPOINT VICE - CHAIRMAN OF THE BOARD**

Vice Chairman would play the role of Chairman in the event Chairman had to recuse himself from duties. **Motion made by Commissioner Gary Hickman to appoint Tom Sells as FY2021 Vice Chairman of the Board, seconded by Commissioner William Hartman.** Motion passed unanimously.

➤ **DISCUSS USED DUMP TRUCK ACQUISITION/TRADE**

Director Lynn Troxel made the Board aware of the possibility of trading 2010 Mack truck for Kenworth truck. There are a lot of factors in the benefit of having a Kenworth over the Mack. Possibilities of selling the Mack outright are an option. Costs of repairing the Mack are high and finding repairman that will fix Mack trucks in this area are minimal. Purchase of a new dump truck is not in the budget until FY2022. **Motion made by Commissioner Tom Sells to approve purchase of CHD used Kenworth T800 truck not to exceed \$60,000, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **APPROVE RESOLUTION 2020-03 RIGHT-OF-WAY DEPOSIT FORFEITURE**

Secretary/Clerk Genia Watkins provided the Board with Resolution 2020-03. Resolution lists all old right of way deposits that have been abandoned. Some date back to 2007. Secretary Watkins would like to table approval of this Resolution to ask the auditor about the proper reporting procedures. **Motion made by Commissioner Tom Sells to table approval of Resolution 2020-03, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **DISCUSS MOJO JOINT CRUSHING PROJECT 2020**

Director Lynn Troxel stated that MOJO crushing project was set to go out to bid for contract with Canyon Highway District and Golden Gate Highway District. Director Troxel had to reduce amounts to be crushed for Notus Parma Highway District to fit into our FY2021 budget figures.

➤ APPROVE & AUTHORIZE MOU WITH CHD & GGHD

Motion made by Commissioner Tom Sells to approve chairman to sign MOU with CHD and GGHD and authorize advertisement to go out to bid, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ DISCUSS DRAFT DISTRICT POLICY CODE

Secretary/Clerk Genia Watkins stated that she was able to obtain a word format of another highway district's policy code. The policy code is very thorough. Director Troxel and Secretary Watkins will work together to incorporate Notus Parma Highway District's policies already in place, and then will work with Attorney Carlie Foster to make sure everything is covered. Updating the District's policy will allow us to participate in our insurance company's discount program in the spring.

ACCHD REPORT:

There might be a meeting in November. Will update Board at next meeting.

MOJO REPORT:

Nothing at this time.

CORRESPONDENCE:

Nothing at this time.

EXECUTIVE SESSION UNDER IDAHO CODE § 74-206 (1) (a), (b), (c), (d), (e), (f), or (i):

None

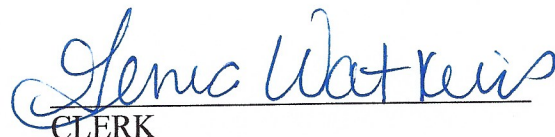
NEXT BOARD MEETING:

Next Board meeting is scheduled for November 10, 2020 at 9:00 a.m. Attorney Carlie Foster will have to have January – March meetings later in the day to accommodate her schedule around the legislative session.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned 10:38 a.m.


CHAIRMAN


CLERK