

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

A special meeting of the Commissioners of the Notus-Parma Highway District #2 was held Wednesday, November 18, 2020 at 4:30 p.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, and Attorney Carlie Foster.

APPROVAL OF AGENDA:

Secretary/Clerk Genia Watkins reported that the original agenda was posted on Monday, November 16, 2020 at 11:40 a.m. **Motion made by Commissioner Tom Sells to approve agenda as posted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

*Chairman William Hartman led in the Pledge of Allegiance.

SPECIAL BUSINESS:

➤ DISCUSS OPENING FOR HEAVY EQUIPMENT OPERATOR

Director Troxel notified the board that employee Douglas Moats submitted his resignation on November 16, 2020 effective immediately. Secretary Genia Watkins issued him his last paycheck as well as any vacation that was payable. Director Troxel and Secretary Watkins read through the last job description for heavy equipment operator and made some grammar errors, as well as updating some job duties.

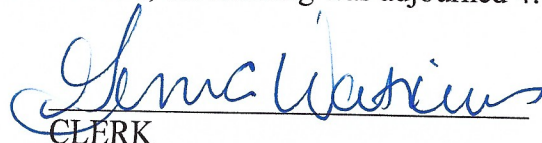
➤ APPROVE & AUTHORIZE JOB POSTING FOR HEAVY EQUIPMENT OPERATOR AND JOB DESCRIPTION

Discussion was held regarding starting wage range for job posting purposes. **Motion made by Commissioner Tom Sells to approve job posting for heavy equipment operator at the rate discussed, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned 4:44 9.m.


CHAIRMAN


CLERK