

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 Thursday, November 7, 2024, at 9:00 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

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

PRESENT:

Commissioners William Hartman, Tom Sells, and Gary Hickman, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, Attorney Jay Kiiha and Engineer Tim Blair

VISITORS:

Angie Lee, City of Parma
Brett Laird, City of Parma
Skip Smyser
David Ferdinand

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Tuesday, November 5, 2024, at 9:00 a.m. and revised agenda was posted on Tuesday, November 5 at 1:00 p.m.

Motion made by Commissioner Tom Sells to approve the revised agenda, seconded by Commissioner Gary Hickman. Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

District Secretary Watkins provided copies of regular meeting minutes for October 8, 2024, and special meeting minutes for October 15, 2024, for approval. **Motion made by Commissioner Gary Hickman to approve meeting minutes with one correction, seconded by Commissioner Tom Sells.** Motion passed unanimously.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

District Secretary Watkins provided copies of financial reports for discussion. Expenses for October 9, 2024, through September 7, 2024, were \$101,843.58 and payroll for the same period was \$52,478.97 for a total of \$154,322.55. **Motion made by Commissioner Tom Sells to approve accounts payable and financial statements as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

PUBLIC INPUT:

None

OLD BUSINESS:

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report.

NEW BUSINESS:

➤ CITY OF PARMA ANNEXATION APPROVAL LETTER

Patron Skip Smyser summarized his request for the Highway District to support his plan to annex a parcel into the City of Parma. Mayor Angie Lee stated that per the City's recommendation, a letter of support from the Highway District would be appreciated. The parcel in question does not have city services at this time. Discussion was held regarding if the parcel was annexed, who would maintain the portion of Wamstad Road and Hexon Road. **Motion made by Commissioner Tom Sells to offer support letter for Skip Smyser to annex parcel R387370000 for the City of Parma, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE TEMPORARY LICENSE AGREEMENT WITH BRANDON PARENT

Brandon Parent is requesting a temporary license agreement to use an unmaintained right of way off of Apple Valley Road. **Motion made by Commissioner Tom Sells to approve a temporary license agreement for Brandon Parent, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE FY24 MOJO CERTIFICATE OF VALUE

Director Troxel stated that this MOJO Certificate of Value was prepared and reviewed at the last MOJO meeting. **Motion made by Commissioner Gary Hickman to approve MOJO Certificate of Value FY24, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ DISCUSS MOJO DIRECTOR ROTATION/RESPONSIBILITIES

Discussion was held regarding the possibility of the director of MOJO position be a rotational position between Notus Parma Highway District, Golden Gate Highway District, and Highway District #4. The idea of hiring an outside person to oversee the director position was discussed, and that would be the recommendation of the director and board.

➤ LILB APPLICATION – IVERSON ROAD BRIDGE

Director Troxel provided a summary of LILB application for Iverson Road bridge replacement. This project fits the criteria to apply for funding through the LILB grant

program. **Motion made by Commissioner Tom Sells to approve LILB application for Iverson Road and authorize signatures once completed, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- REVIEW & APPROVE J-U-B ENGINEERS, INC.'S AGREEMENT FOR PROFESSIONAL SERVICES FOR MOJO BORROW SOURCE MAPPING PROJECT

J-U-B Engineer's, Inc., prepared agreement for MOJO borrow source mapping project. This is needed to record stock piles at MOJO and to measure how much is extracted during MOJO crushing project. The cost will be shared with Golden Gate Highway District #3. **Motion made by Commissioner Tom Sells to approve J-U-B Engineers, Inc.'s agreement for professional services for MOJO borrow source mapping project, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- REVIEW & APPROVE J-U-B ENGINEERS, INC.'S AGREEMENT FOR PROFESSIONAL SERVICES FOR STBG RURAL FUNDS FOR MARKET ROAD

Engineer Blair stated that to apply for Market Road federal aid funding, they would need to do some extensive work on the application. **Motion made by Commissioner Tom Sells to approve J-U-B Engineers, Inc.'s agreement for professional services for STBG rural funds for Market Road, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- APPROVE REGULAR MEETING SCHEDULE

Motion made by Commissioner Gary Hickman to approve 2025 regular meeting schedule, seconded by Commissioner Tom Sells. Motion passed unanimously.

- 2024 HOLIDAY COMPENSATION

Motion made by Commissioner Tom Sells to approve 2024 holiday compensation, seconded by Commissioner Gary Hickman. Motion passed unanimously.

ACCHD/IAHD REPORT:

IAHD Convention will be held November 12-14, 2024.

MOJO REPORT:

None

ENGINEERS REPORT:

Mr. Blair discussed the attached report.

CORRESPONDENCE:

None

GENERAL MATTERS:

None

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

Motion made by Commissioner Tom Sells to go into executive section per I.C. § 74.206 (1) (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public entity at 10:29 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.

Roll call vote was taken by District Secretary/Clerk Watkins:

William Hartman – Aye
Tom Sells – Aye
Gary Hickman - Aye
Lynn Troxel – Aye
Jay Kiiha – Aye
Tim Blair - Aye
Genia Watkins – Aye

Motion made by Commissioner Tom Sells to end the executive section at 11:01 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ **TO ACQUIRE INTEREST IN REAL PROPERTY (CRAWFORTH PROPERTY)**

Motion made by Commissioner Tom Sells to approve acquisition of real property (Crawforth Property) and authorize chairman to sign documents, seconded by Commissioner Gary Hickman. Motion passed unanimously.

NEW BUSINESS – CONTINUED

➤ **DISCUSS & APPROVE 2025 EMPLOYEE BENEFIT OPTIONS**

Winston Goss with Shandro Group provided the district with health insurance renewal options. Increases for medical and dental will be happening on January 1, vision and life rates will remain the same. **Motion made by Commissioner Gary Hickman to approve suggested 2025 employee benefit options, seconded by Commissioner Tom Sells. Motion passed unanimously.**

These minutes have been approved by the Board of Commissioners and are the official record relating to the conduct or administration of the District's business, as reflected herein.

NEXT BOARD MEETING:

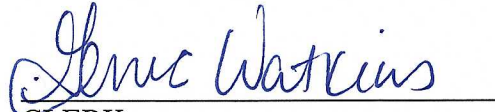
The next regular meeting will be December 10, 2024 at 9:00 a.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned.

Motion made by Commissioner Tom Sells to adjourn at 11:08 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.


CHAIRMAN


CLERK