

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, May 12, 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, JUB Engineer Tim Blair, and Attorney Carlie Foster joined the meeting via teleconference.

VISITORS:

Abigail Troxel

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

APPROVAL OF AGENDA:

Secretary/Clerk Genia Watkins reported that the original agenda was posted on Thursday, May 7, 2020 at 8:30 a.m. **Motion made by Commissioner Gary Hickman to approve agenda as posted, seconded by Commissioner Tom Sells.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

Secretary/Clerk Genia Watkins provided copies of April 14, 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 Genia Watkins provided copies of financial reports for discussion. Expenses for April 15, 2020 through May 12, 2020 were \$106,095.93 and payroll for the same period was \$35,762.64 for a total of \$141,858.57. **Motion made by Commissioner Tom Sells to approve accounts payable and financial statements as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

OLD BUSINESS:

➤ ROAD & BRIDGE REPAIR MAINTENANCE:

Director Lynn Troxel discussed the attached report. Drain under Shelton Road will need to be repaired/replaced in the future to avoid losing the road due to washout. Director

Troxel has been in contact with property owners that would be affected by upgrades and all offered approval to do whatever the District needs to replace pipe. Mr. Troxel will look for contractor that will be able to do the project. Engineer Tim Blair will also stay in contact with Director Troxel on a solution.

➤ **MARKER ROAD ALIGNMENT:**

Engineer Tim Blair stated that surveyors have been working to get correct and accurate survey done. Results are expected within the week. Mr. Blair will let Director Lynn Troxel what the next steps are to get right-of-way deeded to the District.

➤ **STAFFORD ROAD BRIDGE UPDATE:**

Engineer Tim Blair stated that J-U-B has completed the base TOPO and are continuing with work to get project plans completed. They should be completed and ready for approval by mid-summer.

NEW BUSINESS:

➤ **PRESENT ABIGAIL TROXEL WITH IAHD SCHOLARSHIP AWARD:**

Chairman William Hartman presented Abigail Troxel with IAHD Scholarship Certificate. Ms. Troxel plans to attend Lewis and Clark State College to pursue an accounting degree.

➤ **DISCUSS FY2021 BUDGET:**

Discussion was held regarding first draft of FY2021 budget. Canyon County will have tax values in July for final figures for income purposes. Direction from Commissioners was given over lease/purchase options for grader and excavator. Director Lynn Troxel and Secretary/Clerk Genia Watkins will work with CAT and John Deere representatives to get final figures for budget as well as Commissioner approval on leases.

➤ **DISCUSS OPTIONS FOR DRAFTING A POLICY CODE:**

Secretary/Clerk Genia Watkins stated that Notus Parma Highway District No. 2 does not currently have an approved policy code. The District does have a personnel policy and it is currently being updated. Mrs. Watkins would feel better if the District could create and adopt some form of policy code that can be used as a guide to follow. She will work with Attorney Carlie Foster and Director Lynn Troxel over the next few months on drafting something.

MOJO REPORT:

None

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.

CORRESPONDENCE:

Engineer Tim Blair stated that they received a proposal for new 129K route on Old Fort Boise Road submitted by Idaho Milk Transport. Old Boise Road is currently designated as a local road; therefore Mr. Blair suggests a few conditions of approval that are up for discussion.

CITIZENS INPUT & ACTION:

None

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

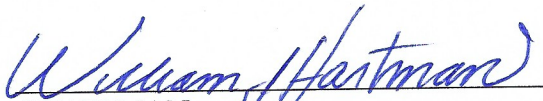
None


NEXT BOARD MEETING:

Next board meeting will be held at 9:00 a.m. on June 9, 2020.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned 10:35 a.m.


CHAIRMAN


CLERK