

## **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, June 9, 2020 at 9:00 a.m. at the office of the District, 106<sup>th</sup> 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. Attorney Carlie Foster joined the meeting via teleconference.

### **VISITORS:**

Kevin Kuther - LHTAC

\*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, June 4, 2020 at 10:30 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 Genia Watkins provided copies of May 12, 2020 regular meeting minutes and May 13, 2020 special 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 May 13, 2020 through June 9, 2020 were \$43,260.71 and payroll for the same period was \$35,762.59 for a total of \$79,023.30. Secretary/Clerk Genia Watkins will be working with ICCU on getting the District new credit cards to be reviewed in July. **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 attached report. Chip seal campaign will begin on June 15, 2020. Schedule of roads to be sealed was reviewed.

JUB engineer Tim Blair discussed proposed 129K route for Old Fort Boise Road. Kevin Kuther with LHTAC discussed proposed options for denial/acceptance of route. Mr. Blair responded to request with a few conditions of approval and have not had response as of today's date. Options for engineering study assistance are available through LHTAC up to \$5,000. Within 150 days of receiving formal request, Commissioner's need to make formal resolution accepting or denying route. Mr. Blair will request information from ITD regarding bridge requirements on the proposed route and keep Director Lynn Troxel in the loop as to the progress of the application.

\*Chairman Bill Hartman signed previously approved contract with North American Construction, Inc.

➤ **MARKER ROAD ALIGNMENT:**

Nothing to report at this time.

➤ **STAFFORD ROAD BRIDGE UPDATE:**

JUB Engineering provided a detailed cost estimate for Stafford Road Bridge replacement. There are costs added into this estimate that are already budgeted for elsewhere, including wages, rental, and equipment costs. Project is scheduled for FY2021, starting in October or November.

➤ **DISCUSS FY2021 BUDGET:**

Discussion was held regarding proposed budget. Property tax values will not be provided to the Districts until July. Preliminary figures are very conservative for income which is reflective of the uncertainty regarding income in future year. COLA was discussed for FY2021. Secretary/Treasurer Genia Watkins will review health insurance benefit options. Director Lynn Troxel discussed project costs for chip sealing, pipe projects, road rebuilds, and other miscellaneous construction costs. Further discussion will be held at next meeting.

**NEW BUSINESS:**

➤ **SIGN ENGAGEMENT LETTER FROM ZWYGART JOHN CPAS FOR FY2020 AUDIT:**

Standard engagement letter from Zwygart John CPAs, PLLC outlining procedures and agreement for them to audit and prepare the District's FY2020 audit. **Motion made by Commissioner Gary Hickman to approve and authorize Zwygart John CPA's engagement letter, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ DISCUSS VALLEY REGIONAL TRANSIT FY2021 FUNDING REQUEST:

The District received transportation funding request for Valley Regional Transit in the amount of \$945. Currently, no services are available to our area. **Motion made by Commissioner Tom Sells to decline Valley Regional Transit FY2021 funding request, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ WINTER WORK SCHEDULE:

Director Lynn Troxel discussed topic of changing winter work schedule hours. Currently, the District changes during daylight savings time to Monday – Friday, 7:00 – 4:30. Mr. Troxel would like to only make these changes for the months of December and January. Commissioners expressed that they are open to changing times and seeing how it works out if all employees are keeping busy and snow plowing is not affected. **Motion made by Commissioner Tom Sells to approve winter work schedule change, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE TEMPORARY LICENSE AGREEMENT WITH KENNY NELSON:

Patron Kenny Nelson needs temporary license agreement with the District to approve usage of public right of way to enter his proposed property. Agreement allows Mr. Nelson to use the ROW, but also states the District does and will not maintain that ROW. **Motion made by Commissioner Tom Sells to authorize Chairman to sign Temporary License Agreement with Kenny Nelson, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

**MOJO REPORT:**

None

**CORRESPONDENCE:**

None

**CITIZENS INPUT & ACTION:**

Chairman Bill Hartman would like to see this section renamed Public Input.

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

**Motion made by Commissioner Gary Hickman at 11:25 a.m. to go into executive session under Idaho Code §74-201 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

Roll Call:

*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.*

- Chairman William Hartman – Here
- Commissioner Gary Hickman – Here
- Commissioner Tom Sells – Here
- Director Lynn Troxel – Here
- Secretary/Treasurer Genia Watkins – Here
- Attorney Carlie Foster - Here

**Motion made by Commissioner Tom Sells at 11:36 p.m. to come out of executive session, seconded by Commissioner Gary Hickman. Motion passed unanimously. No action was taken during executive session.**

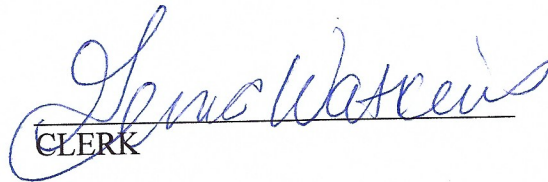
**NEXT BOARD MEETING:**

Next board meeting will be held at 9:00 a.m. on July 14, 2020.

**ADJOURNMENT:**

With no further business to come before the Commissioners, the meeting was adjourned 11:37 a.m.

  
CHAIRMAN

  
CLERK