

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.

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, December 10, 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:

None

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Friday, December 6, 2024, at 1:10 p.m. **Motion made by Commissioner Tom Sells to approve the agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

District Secretary Watkins provided copies of regular meeting minutes for November 7, 2024, and special meeting minutes for November 21, 2024, for approval. **Motion made by Commissioner Tom Sells to approve meeting minutes, 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 November 8, 2024, through December 10, 2024, were \$304,330.41 and payroll for the same period was \$50,378.98 for a total of \$354,709.39. **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:

- **APPROVE & AUTHORIZE FY2024 ROAD & STREET FINANCIAL REPORT & PUBLICATION**

District Secretary/Clerk Watkins completed new State Controller Office reporting requirements. This is the new Transparent Idaho website. District Secretary/Clerk Watkins also reviewed the FY2024 Road & Street Financial Report. The information is derived directly from the financials that were sent to the auditor. This information will be entered into ITD's portal. The publication will be posted in Idaho Press Tribune on January 3, 2025. **Motion made by Commissioner Gary Hickman to approve & authorize signatures for FY2024 Road & Street Financial Report and authorize publication of report, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- **AUTHORIZE NOTUS ROAD INTERSECTION BID DOCUMENTS & PUBLICATION**

Director Troxel stated that bid documents were prepared by J-U-B Engineers, Inc., they have been reviewed by our office, and attorney Jay Kiiha. Publication is set to be advertised on December 20 & 27, 2024. Bid opening is set for January 13, 2024, at 9:00 a.m. **Motion made by Commissioner Tom Sells to approve & authorize Notus Road Intersection Project Bid & authorize publication for such, and to authorize Director of Highways Lynn Troxel to sign where needed, seconded by Commissioner William Hartman.** Motion passed unanimously.

- **AUTHORIZE SUPPORT OF STBG RURAL FUNDS GRANT APPLICATION – MARKET ROAD**

Motion made by Commissioner Tom Sells to authorize support for STBG Rural Funds Grant Application for Market Road, seconded by Commissioner Gary Hickman. Motion passed unanimously.

- **APPROVE RESOLUTION 2024-02 MARKET ROAD CONSTRUCTION**

District Secretary/Clerk Watkins stated that resolution was needed to declare support for Market Road STBG Rural Funds Grant Application. **Motion made by Commissioner Tom Sells to approve Resolution 2024-02 Market Road Construction, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD/IAHD REPORT:

None

MOJO REPORT:

Director Troxel gave an update on the crushing project.

ENGINEERS REPORT:

Mr. Blair discussed the attached report.

CORRESPONDENCE:

Hexon Road Bridge groundbreaking ceremony will happen on Wednesday, December 11, 2024. District Secretary/Clerk Watkins stated that she sent letter to surrounding property owners letting them know of the event if they would like to attend.

GENERAL MATTERS:

None

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

None

NEXT BOARD MEETING:

The next regular meeting will be January 14, 2025, 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 9:45 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.


CHAIRMAN


CLERK