

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, July 14, 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.

VISITORS:

Gene Brice – Idaho Milk Transport
Aaron Burton - Darigold

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

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the original agenda was posted on Thursday, July 9, 2020 at 12:30 p.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 Watkins provided copies of June 9, 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 Watkins provided copies of financial reports for discussion. Expenses for June 10, 2020 through July 14, 2020 were \$352,897.63 and payroll for the same period was \$55,564.95 for a total of \$408,462.58. **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 Troxel discussed attached report. Director Troxel notified the Commissioners that over the course of the last two weeks, two separate employees had injured

themselves on the job. The appropriate actions have been taken by both the District and the employees to seek medical help and report to the State Insurance Fund.

➤ DISCUSS FY2021 BUDGET:

Discussion was held regarding proposed budget. Figures were adjusted from last month's discussion in a few areas of income and expenses. New pickup will be on the schedule for replacement due to costly repairs on outdated vehicles.

NEW BUSINESS:

➤ APPROVE RESOLUTION 2020-01 REGARDING IDAHO MILK TRANSPORT 129K ROUTE

Engineer Tim Blair gave quick summary of Idaho Milk Transport request for 129K route for portion of Old Fort Boise Road. Gene Brice with Idaho Milk Transport expressed the positive benefits of road management with these routes. Aaron Burton provided supporting information to Mr. Brice's presentation.

Motion made by Commissioner Tom Sells to approve Resolution 2020-01 Old Fort Boise Road 129K Route, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ SPRAY VEHICLE UPGRADES

Director Lynn Troxel stated that the spray vehicle set up is in dire need of some modern upgrades. Director Troxel received quote from Big Valley Supply, Inc. to upgrade and improve the spray tank and integrate a flow meter. Improved tank would be moved to another District vehicle to be used as the spray rig, and the old one would be sent to auction. Funds for these repairs would be allocated from the weed control budget item, which is well within range for FY2020.

Motion made by Commissioner Tom Sells to approve spray vehicle upgrades, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ APPROVE & AUTHORIZE APPLICATION FOR GROUP INSURANCE – UNITED HERITAGE

Secretary/Clerk Watkins stated that new application was needed for United Heritage Life Insurance Co. for the District supported vision coverage that will take effect on October 1, 2020.

Motion made by Commissioner Gary Hickman to authorize Chairman signature for United Heritage group application, seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ **APPROVE & AUTHORIZE MUTUAL OF OMAHA LIFE INSURANCE POLICY**

Secretary/Clerk Watkins provided the paperwork to switch current life insurance policy from Sun Life to Mutual of Omaha. The District's benefit advisor has done all the leg work to facilitate this move effective August 1, 2020.

Motion made by Commissioner Tom Sells to approve and authorized Mutual of Omaha life insurance policy and terminate Sun Life coverage, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ **APPROVE SIGNORS FOR IDAHO CENTRAL CREDIT UNION**

Secretary/Clerk Watkins needs District approval to open Idaho Central Credit Union account for District credit cards. Signors would include Director Troxel and Secretary/Clerk Watkins.

Motion made by Commissioner Gary Hickman to approve Director Lynn Troxel and Secretary/Clerk Genia Watkins to be signors on the District's ICCU credit cards, seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ **AUTHORIZE & APPROVE SALES AGREEMENT WITH WESTERN STATES CAT FOR 2019 CATERPILLAR 140M3 MOTOR GRADER**

Motion made by Commissioner Tom Sells to authorize and approve sales agreement with Western States CAT for 2019 CAT 140M3 Motor Grader, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ **AUTHORIZE & APPROVE CUSTOMER PURCHASE ORDER WITH COASTLINE EQUIPMENT/JOHN DEERE FOR 2020 JOHN DEERE 160G EXCAVATOR**

Motion made by Commissioner Tom Sells to authorize and approve sales agreement with Coastline Equipment/John Deere for 2020 JD 160G Excavator, seconded by Commissioner Gary Hickman. Motion passed unanimously.

MOJO REPORT:

Director Troxel has estimated crushing estimates for next winter. Crushing will be in coordination with Canyon Highway District and Golden Gate Highway District. Next meeting is scheduled for Thursday, July 16, 2020 at 2:30 p.m. at Canyon Highway District's office.

CORRESPONDENCE:

None

PUBLIC INPUT:

None

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

Motion made by Chairman Bill Hartman at 10:29 a.m. to go into executive session under Idaho Code §74-201 (1) (c), seconded by Commissioner Gary Hickman. Motion passed unanimously.

Roll Call:

- 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 10:57 a.m. to come out of executive session, seconded by Commissioner Gary Hickman. Motion passed unanimously. No action was taken during executive session.

Motion made by Chairman Bill Hartman at 10:58 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:

- 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 11:06 a.m. to come out of executive session, seconded by Commissioner Gary Hickman. Motion passed unanimously. No action was taken during executive session.

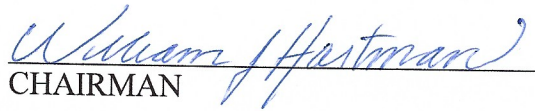
NEXT BOARD MEETING:

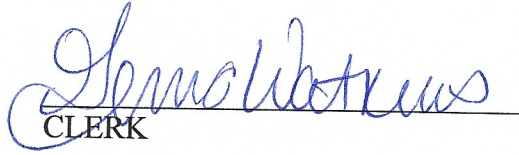
Public Hearing for FY2021 Budget will be at 8:30 a.m. on August 11, 2020. Next regular board meeting will be held at 9:00 a.m. on August 11, 2020.

ADJOURNMENT:

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.

With no further business to come before the Commissioners, the meeting was adjourned 11:07 a.m.


CHAIRMAN


CLERK