

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, February 11, 2025, at 8:57 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 Thursday, February 6, 2025, at 11:00 a.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 January 14, 2025, 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 January 15, 2024, through February 11, 2025, were \$52,521.65 and payroll for the same period was \$52,574.46 for a total of \$105,096.11. District Secretary Watkins stated that the FY24 audit with no concerns and will present the audit report to the Board in the month of March. **Motion made by Commissioner Gary Hickman to approve accounts payable and financial statements as drafted, seconded by Commissioner Tom Sells.** Motion passed unanimously.

PUBLIC INPUT:

None

OLD BUSINESS:

- ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report. Director Troxel stated that Hexon Road bridge construction is progressing. There will be change orders coming soon due to lack of participation from property owner.

NEW BUSINESS:

- APPROVE MOJO RATE SCHEDULE FOR JANUARY 1, 2025

Highway District 4 has prepared the MOJO rate schedule for review and approval. **Motion made by Commissioner Tom Sells to approve MOJO rate schedule for January 1, 2025 and authorize Chairman signature, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- APPROVE FY2025 MOJO EXTRACTION RATE

Extraction rate for MOJO will continue at \$1.00 a yard. **Motion made by Commissioner Gary Hickman to approve FY2025 MOJO extraction rate at \$1.00 and authorize Chairman signature, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- APPROVE AMENDED MOJO CERTIFICATE OF VALUE FISCAL YEAR 2022/2023

Motion made by Commissioner Tom Sells to approve Amended FY23 MOJO Certificate of Value and authorize Chairman signature, seconded by Commissioner Gary Hickman. Motion passed unanimously.

- APPROVE AMENDED MOJO CERTIFICATE OF VALUE FISCAL YEAR 2023/2024

Motion made by Commissioner Gary Hickman to approve FY24 MOJO Certificate of Value and authorize Chairman signature, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPOINT PROXY FOR FARMERS CO-OPERATIVE DITCH CO.

Annual Meeting documents for Farmers Co-Operative Ditch Co. were reviewed. The District can appoint a proxy to speak on the District's behalf in any instances where changes to bylaws happen. **Motion made by Commissioner William Hartman to appoint Tom Sells as the District's proxy to vote if needed, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- DISCUSS ELTON LANE RE-ALIGNMENT

Director Troxel worked with Engineer Tim Blair to work up an estimate of what the re-alignment of Elton Road would look like. Details about the cost of the scope of work for J-U-B Engineers, Inc. for this project were reviewed. After discussion, the District will put this project on the updated Capital Improvement Plan to budget for in the next 5

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.

years. **Motion made by Commissioner Tom Sells to table the re-alignment of Elton Lane, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ DISCUSS FLOATING HOLIDAY

The District adopted Juneteenth as a holiday. This date always falls on the days that Idaho Asphalt can schedule our District to chip seal. The last 3 years has been hard to get our chip seal campaign completed in our time frame. Director Troxel would like to make Juneteenth a floating holiday for employees to use at the Director's discretion. District Secretary Watkins will work with Attorney Jay Kiiha to update the Policy Code to reflect stipulations for the floating holiday. **Motion made by Commissioner Tom Sells to approve Juneteenth as a floating holiday, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ DISCUSS CITY OF PARMA ANNEXATION PLANS

Director Troxel stated that with the City of Parma planning on annexing property at the corner of Hexon Road and Wamstad Road, an agreement will need to be drawn up to establish who is responsible for maintenance. Director Troxel will direct the City of Parma to create the agreement and Attorney Jay Kiiha will review. **Motion made by Commissioner Tom Sells to work with City of Parma on mutual agreement, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD/IAHD REPORT:

None

MOJO REPORT:

Rock Contractors, Inc. has started crushing ½" material.

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):

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.

NEXT BOARD MEETING:

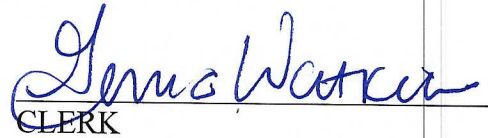
The next regular meeting will be March 11, 2025, at 9:00 a.m.

ADJOURNMENT:

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

Motion made by Commissioner Tom Sells to adjourn at 10:24 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.


CHAIRMAN


CLERK