

## **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, August 8, 2023, at 9:04 a.m. at the office of the District, 106<sup>th</sup> 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 Kihha, and Engineer Tim Blair

### **VISITORS:**

Rich Echavarria

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Thursday, August 3, 2023, at 11:30 a.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### **APPROVAL OF BOARD MEETING MINUTES:**

District Secretary Watkins provided copies of regular minutes for July 11, 2023, for approval. **Motion made by Commissioner Tom Sells to approve minutes of June meeting, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### **TREASURER'S REPORT & BOARD APPROVAL OF BILLS:**

District Secretary Watkins provided copies of financial reports for discussion. Expenses for July 12, 2023, through August 8, 2023, were \$72,211.06 and payroll for the same period was \$43,715.34 for a total of \$115,926.40. **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.

- APPROVE RESOLUTION 2023-03 – AUTHORIZING COMMISSIONER GARY HICKMAN AS TEMP EMPLOYEE

Resolution was discussed from last meeting. Resolution authorizes Commissioner Hickman to work as needed as hourly employee during chip seal campaign due to short handedness. The pay rate is set at \$25 per hour. **Motion made by Commissioner Tom Sells to approve Resolution 2023-03 Authorizing Commissioner Gary Hickman as Temp Employee, seconded by Commissioner William Hartman.** Motion passed unanimously.

#### NEW BUSINESS:

- PETERBILT TRUCK

Director Troxel stated that he received word from salesman that another build slot would be opening for Peterbilt truck. **Motion made by Commissioner Gary Hickman to authorize Director to accept second build slots for Revised Peterbilt Dealer Quote/Invoice Template Contract # 060920 for cooperative purchase pursuant to Idaho Code Section 67-2807, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- APPLICATION TO WAIVE OR VARY SETBACK – CODY ECHAVARRIA

Director Troxel stated that he had no objections to approving this application. The section line in this case is too close to a structure making them non-compliant with Canyon County building department, the section line is the Snake River. **Motion made by Commissioner Tom Sells to approve Application to Waive or Vary Setback for Cody Echavarría, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- FY2024 MOJO BUDGET

Director Troxel gave a summary of MOJO budget expectations and reasons for raising extractions fees. **Motion made by Commissioner Tom Sells to authorize Chairman to Accept and Sign FY2024 Extraction Rate, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- APPROVE LIFE FLIGHT MEMBERSHIPS FOR 2024

District Secretary/Clerk Watkins stated that she would like authorized to sign and pay the FY2024 Life Flight Memberships for all employees. **Motion made by Commissioner Tom Sells to approve FY2024 Life Flight Memberships, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

*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.*

**ACCHD/IAHD REPORT:**

None

**MOJO REPORT:**

Special Meeting will be held at a date to be determined to sign documents.

**ENGINEERS REPORT:**

Engineer Tim Blair discussed current projects that he has been working on. Mr. Blair also summarized the meeting he attended on NPHD's behalf at COMPASS's Rural Prioritization planning meeting. Updates for Hexon Road bridge project were discussed.

**CORRESPONDENCE:**

None

**GENERAL MATTERS:**

None

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

None

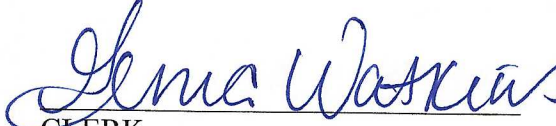
**NEXT BOARD MEETING:**

Special Meeting will be held for the FY24 Budget Hearing on August 22, 2023. Next regular board meeting is scheduled for September 12, 2023, at 9:00 a.m.

**ADJOURNMENT:**

With no further business to come before the Commissioners, meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn at 10:10 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
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VICE CHAIRMAN

  
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CLERK