

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 12, 2023, at 1:00 p.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, December 8, 2023, at 10:30 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 meeting minutes for November 14, 2023 and special meeting minutes for December 5, 2023 for approval. **Motion made by Commissioner Tom Sells to approve minutes, 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 November 15, 2023, through December 12, 2023, were \$98,268.26 and payroll for the same period was \$48,556.00 for a total of \$148,824.26. **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.

- PET LANE

Director Troxel will work with Attorney Jay Kiiha and Engineer Tim Blair to send survey documents to property owners that were inquiring about section of Pet Lane.

NEW BUSINESS:

- APPROVE & AUTHORIZE FY2023 ROAD & STREET FINANCIAL REPORT & PUBLICATION

District Secretary/Clerk Watkins reviewed the FY2023 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 5, 2024. **Motion made by Commissioner Tom Sells to approve & authorize signatures for FY2023 Road & Street Financial Report and authorize publication of report, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD/IAHD REPORT:

Next ACCHD meeting will be held on January 18, 2024 at 1:30 p.m. and Nampa Highway District #1. IAHD's Day at the Capitol will be held on January 30, 2024. Commissioner Hartman will attend.

MOJO REPORT:

Next MOJO meeting will be held on January 18, 2024 at 2:30 p.m. at Nampa Highway District #1.

ENGINEERS REPORT:

Engineer Tim Blair discussed current projects that he has been working on.

CORRESPONDENCE:

None

GENERAL MATTERS:

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District Secretary/Clerk Watkins stated that PERSI representatives and Winston Goss with Shandro Group will be at the office on December 14, 2023 to hold an employee workshop for anyone with questions about their benefits.

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

None

NEXT BOARD MEETING:

Next regular board meeting is scheduled for January 9, 2024, at 9:00 a.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn at 1:50 p.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.


CHAIRMAN


CLERK