

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 13, 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:

John Russell – Zwycart John & Associates

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Thursday, February 8, 2024, at 2:00 p.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 January 9, 2024, for approval. **Motion made by Commissioner Tom Sells to approve minutes, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

PUBLIC INPUT:

None

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

District Secretary Watkins provided copies of financial reports for discussion. Expenses for January 10, 2024, through February 13, 2024, were \$97,421.00 and payroll for the same period was \$48,458.30 for a total of \$145,879.30. **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 the attached report.

NEW BUSINESS:

➤ REVIEW & APPROVE FY2023 AUDIT REPORT

Auditor John Russell reported the FY2023 Audit Report. Mr. Russell stated that all numbers were favorable and there were no concerns regarding the data. **Motion made by Commissioner Tom Sells to approve and accept FY2023 Audit Report, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ DISCUSS & AUTHORIZE CONTRACT WITH NEGOTIATION SERVICES, INC.

Discussion was held regarding another viable option for purchase. Director Troxel stated that agreement is needed with Negotiation Services, L.L.C. to inquire about land purchase. **Motion made by Commissioner Gary Hickman to approve & authorize Chairman to sign Professional Service Contract with Negotiation Services, L.L.C., seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ DISCUSS SUPPORT LETTER FOR CITY OF NOTUS GRANT REQUEST

Secretary/Clerk Watkins stated that the City of Notus has asked the District for a letter of support for a grant that they will be applying for in order to reconstruct roads within the city. **Motion made by Commissioner Gary Hickman to approve letter of support for City of Notus grant application, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ MCCONNELL DITCH COMPANY DIVERSION

Director Troxel stated that pipe under Roswell Road near the diversion will need to be fixed soon. The best options were discussed, and Director Troxel will meet with the appropriate parties to coordinate the best solution to repair area. **Motion made by Commissioner Tom Sells to authorize Director to proceed with construction repairs as deemed necessary, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ DISCUSS EMPLOYEE BENEFITS

Secretary/Clerk Watkins requested vacation increase to the max accrual rate. **Motion made by Commissioner Tom Sells to Approve vacation request, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD/IAHD REPORT:

None

MOJO REPORT:

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ENGINEERS REPORT:

Engineer Tim Blair discussed current projects that he has been working on. Next open house for Hexon Road bridge will be held on February 29, 2024, from 5-6:00 p.m.

CORRESPONDENCE:

A letter was sent by Attorney Jay Kiiha to patron Destiny Platt outlining the District's findings on requested access to Goodson Road.

Engineer Tim Blair shared City of Nampa's GoBond information with the board.

GENERAL MATTERS:

Director Troxel will attend Canyon County Local Option Registration Fee Discussion Meeting on March 8 if any Commissioners would like to attend with him.

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 March 12, 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 10:38 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.


CHAIRMAN


CLERK