

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, January 11, 2022, at 9:07 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

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

PRESENT:

Commissioners William Hartman, Tom Sells, Gary Hickman, Director of Highways Lynn Troxel, Secretary/Clerk Genia Watkins, Engineer Tim Blair, and Attorney Jay Kiiha.

VISITORS:

None

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the agenda was posted on Friday, January 7, 2022, at 9:15 a.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 December 14, 2021, regular meeting minutes for approval. Secretary/Clerk stated that one section had been revised regarding Canyon County Administrative Land Divisions. **Motion made by Commissioner Tom Sells to approve minutes with revisions, 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 December 15, 2021, through January 11, 2022, were \$94,436.00 and payroll for the same period was \$38,898.06 for a total of \$133,334.06. Secretary/Clerk Watkins stated that the District's audit will be completed soon, it can't be finalized until MOJO is finalized. **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 summarized the attached report. Director Troxel stated that he would like to build a construction foreman spot within the crew. Discussion was held regarding new shop/facilities in the future.

➤ APPLICATION TO WAIVE OR VARY SETBACK – LUCAS HANSEN

Requested information for this application has not been received. **Motion made by Commissioner Tom Sells to table Lucas Hansen's application to waive or vary setback until information is received, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPLICATION TO WAIVE OR VARY SETBACK – FORAGE COMPLETE

Requested information for this application has not been received. **Motion made by Commissioner Tom Sells to table Forage Completes application to waive or vary setback until information is received, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

NEW BUSINESS:

➤ POLICY CODE DRAFT

Director Troxel stated that Attorney William Gigray sent draft policy code over for review. The draft policy is 240 pages and is his standard highway district policy code. Mr. Gigray incorporated the district's current employment policy in this draft.

Secretary/Clerk Watkins stated that Juneteenth was listed as an observed holiday. This was added as a federal holiday in 2021.

Director Troxel requested that one section he would like to see changed is the process for variance hearings. Attorney Jay Kiiha stated that he could help to change that to fit the preference of the board and Mr. Troxel.

Secretary/Clerk discussed the vacation/sick time accrual rates. The annual maximum accrual for sick time is 240 hours. Commissioners requested that Mr. Troxel and Mrs. Watkins look into an appropriate amount and bring it to the next meeting.

ACCHD/IAHD REPORT:

Next meeting will be held at Nampa Highway District #1 on January 20, 2022, at 1:30 p.m.

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MOJO REPORT:

Director Troxel stated that Canyon Highway District #4 is working on pushing up pit run that they can access due to water table level. Mr. Troxel will be having the crew start hauling material from MOJO to the yard for stock piling.

CORRESPONDENCE:

Tim Blair stated that he has reviewed correspondence from Canyon County regarding an administrative land division on Wagner Road. Director Troxel had previously responded that this particular split needed to access Galloway Road. Mr. Blair sent a response to Canyon County requesting more information. Mr. Blair received a TIS from J.A.P.S. of Idaho, LLC, for Stadium Development and updated the conditions of approval.

Secretary/Clerk Watkins stated that she responded to two public records requests.

Secretary/Clerk Watkins reported that she had a meeting with Idaho State Insurance Fund local representative last week. Due to claims in year 2020, the district's modification factor is high this year.

Winston Goss with Shandro Group is planning to come and give a health insurance benefit workshop to employees on Thursday.

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

None

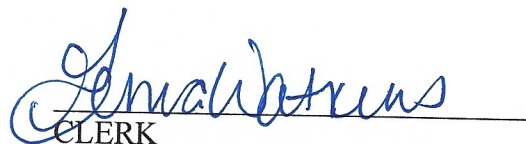
NEXT BOARD MEETING:

Next regular board meeting is scheduled for February 8, 2022, 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 10:57 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.


CHAIRMAN


CLERK