

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, July 11, 2023, at 9:02 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

**Vice Chairman Tom Sells proceeded to lead all in the Pledge of Allegiance.*

PRESENT:

Commissioners Tom Sells and Gary Hickman, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, and Engineer Tim Blair

VISITORS:

Mica Merritt

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Thursday, July 6, 2023, at 3:30 p.m. **Motion made by Commissioner Gary Hickman to approve agenda, seconded by Commissioner Tom Sells.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

District Secretary Watkins provided copies of regular minutes for June 13, 2023, for approval. **Motion made by Commissioner Gary Hickman to approve minutes of June meeting, 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 June 14, 2023, through July 11, 2023, were \$412,935.40 and payroll for the same period was \$48,234.30 for a total of \$461,169.70. **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 attached report.

- FY2024 BUDGET DISCUSSIONS

District Secretary/Clerk Watkins discussed the few changes that were made since the last meeting. Director Troxel explained the road projects that are planned to happen for FY2024.

NEW BUSINESS:

- APPLICATION TO WAIVE OR VARY SETBACK – MICA MERRITT – FARMWAY ROAD

Director Troxel reviewed Mica Merritt's Application to Waive or Vary Setback off Farmway Road. Mr. Merritt purchased a property and is remodeling the home that is currently there, the addition to the home is within the District's setback. **Motion made by Commissioner Gary Hickman to approve Application to Waive or Vary Setback for Mica Merritt, seconded by Commissioner Tom Sells.** Motion passed unanimously.

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

Secretary/Clerk Watkins provided resolution to authorize Commissioner Gary Hickman to act as temporary employee when assistance is needed during chip seal campaign. **Motion made by Commissioner Gary Hickman to table Resolution 2023-03 until the next meeting, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- APPROVE RESOLUTION 2023-04 – AUTHORIZING AMENDMENT TO PUBLIC RECORDS PC 5.7.5.5

Secretary/Clerk Watkins stated that amendments to the District's Policy Code were needed to update after legislative session. **Motion made by Commissioner Gary Hickman to Approve Resolution 2023-04 Amending Public Records, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- APPROVE RESOLUTION 2023-05 – AUTHORIZING AMENDMENT TO PROFESSIONAL SERVICE FEE PC 10.5

Motion made by Commissioner Gary Hickman to Approve Resolution 2023-05 Amending Professional Service Fees, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE RESOLUTION 2023-06 – AUTHORIZING AMENDMENT TO CONTRACT AUTHORITY PC 10.4.3.1

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Motion made by Commissioner Gary Hickman to Approve Resolution 2023-06 Amending Contract Authority, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE RESOLUTION 2023-07 – AUTHORIZING AMENDMENT TO OPEN MEETING LAW PC 3.2.4.2

Motion made by Commissioner Gary Hickman to Approve Resolution 2023-07 Amending Open Meeting Law, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE RESOLUTION 2023-08 – AUTHORIZING ADDITION OF CHAPTER 11 TO PROCUREMENT TITLE 10 OF PC

Motion made by Commissioner Gary Hickman to Approve Resolution 2023-08 Procurement Title 10 – Contract Qualifications, seconded by Commissioner Tom Sells. Motion passed unanimously.

- CONSIDER VALLEY REGIONAL TRANSIT FY2024 FUNDING REQUEST

Secretary/Clerk Watkins stated that the District received the FY2024 funding request from Valley Regional Transit. Valley Regional Transit still has no routes within the District's boundaries. **Motion made by Commissioner Gary Hickman to Deny Funding Request from Valley Regional Transit for FY2024, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- APPROVE FY2024 COLA

Motion made by Commissioner Gary Hickman to Approve 5% COLA for FY2024 be Effective October 1, 2023, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE FY2024 BUDGET HEARING PUBLICATION

District Secretary/Clerk Watkins provided legal notice of FY2024 Budget Hearing Publication to be run on August 10 & 11, 2023. **Motion made by Commissioner Gary Hickman to Approve FY2024 Budget Hearing Publication, seconded by Commissioner Tom Sells.** Motion passed unanimously.

ACCHD/IAHD REPORT:

Next ACCHD meeting will be held at Golden Gate Highway District's office on July 20, 2023 at 1:30 p.m.

MOJO REPORT:

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Next MOJO meeting will be held at Golden Gate Highway District's office on July 20, 2023 at 2:30 p.m.

ENGINEERS REPORT:

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

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:

Next regular board meeting is scheduled for August 8, 2023, at 9:00 a.m.

ADJOURNMENT:

With no further business to come before the Commissioners, meeting is adjourned. **Motion made by Commissioner Gary Hickman to adjourn at 9:37 a.m., seconded by Commissioner Tom Sells.** Motion passed unanimously.



VICE CHAIRMAN



CLERK