

*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 12, 2022, at 9:01 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, Secretary/Clerk Genia Watkins, Engineer Tim Blair, and Attorney William Gigray (via telephone).

### **VISITORS:**

None

### **APPROVAL OF AGENDA:**

Secretary/Clerk Watkins reported that the original agenda was posted on Thursday, July 7<sup>th</sup>, 2022, at 1:00 p.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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

Secretary/Clerk Watkins provided copies of regular minutes for June 14, 2022, 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:**

Secretary/Clerk Watkins provided copies of financial reports for discussion. Expenses for June 15, through July 12, 2022, were \$401,883.23 and payroll for the same period was \$41,996.99 for a total of \$443,880.22. **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 Lynn Troxel discussed attached report. Crew was working on clean up after the chip seal campaign.

### ➤ GOODSON ROAD IMPROVEMENTS

Director Lynn Troxel stated he had been in contact with Stadium Development's engineer, and they are in the process of completing the requested speed & safety studies.

### ➤ FY2023 BUDGET WORKSHOP

Discussion was held regarding FY2023 budget. Figures from the previous budget workshop have been updated. Some supplies and services line items have been increased to keep up with inflation.

## **NEW BUSINESS:**

### ➤ REVIEW AND APPROVE ZWYGART JOHN & ASSOCIATES CPAS, PLLC ENGAGEMENT LETTER FOR FY2022 AUDIT

District Secretary/Clerk provided the Board with Engagement Letter from Zwygart John & Associates CPAs, PLLC. This is the formal first step in the audit process of the District's records for FY2022. **Motion made by Commissioner Tom Sells to approve FY2022 Engagement Letter from Zwygart John & Associates CPAs, PLLC and authorize Chairman to sign, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### ➤ CONSIDER VALLEY REGIONAL TRANSIT FY2023 FUNDING REQUEST

District Secretary/Clerk provided the Board with Valley Regional Transit's FY2023 funding request in the amount of \$1,000. **Motion made by Commissioner Tom Sells to reject Valley Regional Transit's FY2023 Funding Request, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### ➤ APPROVE FY2023 COLA

Discussion was held regarding what the COLA for fiscal year 2023 should be. **Motion made by Commissioner Tom Sells to approve crew set rate COLA and Commissioners \$700 monthly salary, effective October 1, 2022, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### ➤ APPROVE FY2023 BUDGET HEARING PUBLICATION

District Secretary/Clerk provided the board with copy of budget hearing publication for Idaho Press Tribune. Information in the publication is pulled from the budget figures that have been previously discussed, changes to commissioner salary and corresponding taxes will be calculated and updated before published. **Motion made by Commissioner Tom Sells to approve FY2023 Budget Hearing Publication with changes requested, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

**ACCHD/IAHD REPORT:**

Director Troxel stated that MOJO's engineer (Tim Richard with Canyon Highway District) will be leaving at the end of July. More pit-run needs excavated from the current cell, updates to the pump will be needed to accommodate pumping water. Director Troxel stated that calculations for  $\frac{3}{4}$  gravel was underestimated when crushing happened, and arrangements will need to be made to get some gravel stockpiled in the yard.

District Secretary/Clerk stated that next ACCHD meeting will be July 21, 2022 at 1:30 p.m. at Golden Gate Highway District No. 3.

**MOJO REPORT:**

MOJO meeting will be held at 2:00 p.m. at Golden Gate Highway District No. 3

**CORRESPONDENCE:**

District Secretary/Clerk gave convention update. Everyone has been registered and rooms have been reserved.

Engineer Tim Blair gave summary of all the correspondence and tasks that he worked on over the last month.

Attorney William Gigray discussed ordinance amendments from Canyon County for land divisions. He is assisting Chris Hopper with Canyon Highway District in making sure that these changes allow highway districts to have input on these decisions.

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

None

**NEXT BOARD MEETING:**

Commissioner road tour will be on July 21, 2022 to begin at 9:00 a.m. Next regular board meeting is scheduled for August 9, 2022, at 9:00 a.m.

**ADJOURNMENT:**

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With no further business to come before the Commissioners, meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn at 10:21 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
CHAIRMAN

  
CLERK