

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 13, 2021 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 attendance in the Pledge of Allegiance.

PRESENT:

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

VISITORS:

None

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the agenda was posted on Thursday, July 8, 2021 at 10:20 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 June 8, 2021 regular meeting minutes and June 22, 2021 special meeting minutes for approval. **Motion made by Commissioner Tom Sells to approve minutes as drafted, 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 9, 2021, through July 13, 2021, were \$162,143.64 and payroll for the same period was \$55,502.65 for a total of \$217,646.29. Discussion was held regarding drafting a policy to create guidelines on financial reserve balances. This topic be researched and brought up at next meeting. **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 summarized the attached report. Crew is finishing up chip seal operations for the year.

➤ FY2022 BUDGET WORKSHOP – CONTINUED

District Secretary/Clerk Genia Watkins updated the Commissioners on adjusted income and expense figures related to FY2022 draft budget. Discussion was held regarding adding a few projects into the budget, preliminary figures are estimated. More accurate figures will be reflected at the next meeting. Director Troxel also mentioned that he would like to get some figures together to improve some miles of gravel lanes.

NEW BUSINESS:

➤ APPROVAL TO PURCHASE 12' MONROE SNOW PLOW

Director Troxel provided information on 12' Monroe Snow Plow that will need to be purchased to put on one of the 07 Kenworth trucks. **Motion made by Commissioner Tom Sells to approve purchase of 12' Monroe Snow Plow and authorize Chairman to sign proposal, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVAL TO PURCHASE 2022 WILLIAMSEN 3 AXLE PUP TRAILER

Director Troxel provided information on 2022 Williamsen 3 axle pup trailer for purchase. He received three (3) quotes, with the lowest being from Kenworth Truck Sales. This purchase would be to replace and improve a pup trailer that was wrecked and scrapped from 2020. **Motion made by Commissioner Gary Hickman to approve purchase of 2022 Williamsen pup trailer and authorize Chairman to sign proposal, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ REVIEW AND APPROVE ZWYGART JOHN & ASSOCIATES CPAS, PLLC ENGAGEMENT LETTER FOR FY2021 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 FY2021. **Motion made by Commissioner Tom Sells to approve FY2021 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 FY2022 FUNDING REQUEST

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.

District Secretary/Clerk Genia Watkins provided the Board with Valley Regional Transit's FY2022 funding request in the amount of \$965. As of this time, there are no routes in the District's area. **Motion made by Commissioner Gary Hickman to deny Valley Regional Transit's FY2022 Funding Request, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ **APPROVE FY2022 COLA**

Discussion was held regarding Notus Parma Highway District's FY2022 COLA. **Motion made by Commissioner Tom Sells to approve Director and crew 12% COLA and Assistant Director and District Clerk/Secretary salary increase, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD REPORT:

Next ACCHD meeting will be held at Golden Gate Highway District on July 15, 2021 at 1:30 p.m. Commissioners will meet for a road tour beforehand.

MOJO REPORT:

Next MOJO meeting will be held at Golden Gate Highway District on July 15, 2021 following the ACCHD meeting.

CORRESPONDENCE:

District Secretary/Clerk notified commissioners of an unhappy patron's complaints over the gates constructed to limit vehicle access under the Notus Road bridge. Also, Mrs. Watkins provided the commissioners with a copy of email sent from patrons voicing concerns over placement of 5G antennas. Director Troxel responded providing them with contact at Canyon County Board of Commissioners.

Tim Blair with JUB gave updates on all plat reviews he is working on as well conditional use permits.

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 10, 2021 at 9:00 a.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned at 10:07 a.m.

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.

William J. Hartman
CHAIRMAN

Imo Watkins
CLERK