

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, June 13, 2023, at 9:02 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, and attorney Jay Kiiha

VISITORS:

None

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Thursday, June 8, 2023, at 10:00 a.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 minutes for May 9, 2023, for approval. **Motion made by Commissioner Tom Sells to approve minutes of May meeting, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

District Secretary Watkins provided copies of financial reports for discussion. Expenses for May 10, 2023, through June 13, 2023, were \$359,380.97 and payroll for the same period was \$68,186.79 for a total of \$427,567.76. **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 discussed attached report.

➤ APPROVE STATE/LOCAL AGREEMENT WITH UPRR DEB LANE RRX CLOSURE

Director Troxel, Engineer Tim Blair, and Attorney Jay Kiiha are all in agreement that all conditions are met and that it is ready to sign. **Motion made by Commissioner Tom Sells to Approve and Authorize Chairman to Sign State/Local Agreement with UPRR for Deb Lane RRX Closure, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ FY2024 BUDGET DISCUSSIONS

District Secretary/Clerk Watkins stated changes that were made since the last meeting. Preliminary figures from Canyon County Assessor have been received and input into the draft budget.

NEW BUSINESS:

• APPROVE RESOLUTION 2023-02 ADOPTION OF REVISED OFFICIAL MAP

Director Troxel stated that he and Engineer Tim Blair updated a few things on the map that were left off. All major collectors and arterials are now highlighted. **Motion made by Commissioner Gary Hickman to Approve Resolution 2023-02 Adoption of Revised Official Map, seconded by Commissioner Tom Sells.** Motion passed unanimously.

• REVIEW AND APPROVE ZWYGART JOHN & ASSOCIATES CPAS, PLLC ENGAGEMENT LETTER FOR FY2023 AUDIT

District Secretary/Clerk Watkins stated that this is the annual engagement letter from our auditor. **Motion made by Commissioner Tom Sells to Approve Engagement Letter for Zwygart John & Associates CPAS, PLLC and Authorize Chairman to Sign, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD/IAHD REPORT:

None

MOJO REPORT:

None

ENGINEERS REPORT:

Engineer Tim Blair was not present. Director Troxel stated that Mr. Blair has been working on cost estimates for a few projects throughout the District.

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CORRESPONDENCE:

None

GENERAL MATTERS:

None

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

Motion made by Commissioner Tom Sells to go into executive section per I.C. §§ 74.206 (1) (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public entity at 9:31 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.

Roll call vote was taken by District Secretary/Clerk Watkins:

William Hartman – Aye
Tom Sells – Aye
Gary Hickman – Aye
Lynn Troxel – Aye
Jay Kiiha – Aye
Genia Watkins – Aye

Motion made by Commissioner Tom Sells to end executive section at 9:51 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously. No action was taken.

NEXT BOARD MEETING:

Next regular board meeting is scheduled for July 11, 2023, 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 9:53 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.**



VICE CHAIRMAN



CLERK