

*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, May 14, 2024, at 9:00 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, Gary Hickman, and Tom Sells, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, Attorney Jay Kiiha, and Engineer Tim Blair

### **VISITORS:**

None

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Thursday, May 9, 2024, and the revised agenda on Monday, May 13, at 8:30 a.m. **Motion made by Commissioner Tom Sells to approve revised agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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

District Secretary Watkins provided copies of regular meeting minutes for April 9, 2024, 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:**

District Secretary Watkins provided copies of financial reports for discussion. Expenses for April 10, 2024, through May 14, 2024, were \$345,645.86 and payroll for the same period was \$71,483.97 for a total of \$417,129.83. **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 the attached report.

**NEW BUSINESS:**

- AUTHORIZE CHAIRMAN TO SIGN MYLAR FOR KIMBER RIDGE SUB-DIVISION #3

Short Plat for Kimber Ridge Subdivision #2 has been previously reviewed by Director Troxel as well as Engineer Blair. There are no concerns with approval of plat. **Motion made by Commissioner Tom Sells to approve and authorize Chairman Signature for Kimber Ridge Subdivision #2, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- APPROVE FINDINGS OF FACTS/CONCLUSIONS OF LAW & ORDER FOR VARIANCE 2024-02 BASE LAYER CALDWELL, LLC; FARMWAY ROAD

District Secretary Watkins stated that Attorney Jay Kiiha drafted Findings of Facts/Conclusions of Law & Order for Variance 2024-02 for Base Layer Caldwell, LLC. Documents state that the variance was approved by the Board with conditions of approval that will need to be followed.

**Motion made by Commissioner Tom Sells to approve Findings of Fact/Conclusions of Law-and-Order Granting Variance subject to condition for Variance 2024-02 Base Layer Caldwell, LLC, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- AUTHORIZE CHAIRMAN TO SIGN ENGAGEMENT LETTER ZWYGART JOHN & ASSOCIATES CPAS, PLLC

District Secretary/Clerk Watkins stated that this is the annual engagement letter from our auditor for the FY2024 audit. **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.

- I.C.C.U. CERTIFICATE OF DEPOSIT MATURITY & INVESTMENTS

District Secretary/Clerk gave information to the board regarding investments at Idaho Central Credit Union. **Motion made by Commissioner Gary Hickman to certify \$3,000,000 as investment from capital reserves and to purchase a 12 month certificate of deposit with ICCU for that amount, seconded by Commissioner Tom Sells.** Motion passed unanimously.

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➤ **SURPLUS 2017 MACK TRUCK**

Discussion was held regarding the benefits of keeping the 2017 Mack truck. After weighing the options, the board believes holding onto that truck for a while would be a good idea. Director Troxel will work to figure out the best option for the configuration of designated sanders and shop trucks. No motion needed.

**ACCHD/IAHD REPORT:**

IAHD Regional Meeting will be held on May 20, 2024, at 10:00 a.m. at the Holiday Inn in Nampa.

**MOJO REPORT:**

None

**ENGINEERS REPORT:**

Mr. Blair discussed current projects that he has been working on.

**CORRESPONDENCE:**

District Secretary/Clerk Watkins stated that employee Steve Uriguen's daughter, Winnie Uriguen received the IAHD Scholarship.

**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 10:02 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

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**Motion made by Commissioner Tom Sells to end executive section at 10:27 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously. No action was taken.

**NEXT BOARD MEETING:**

Next regular board meeting is scheduled for June 11, 2024, at 9:00 a.m.

**ADJOURNMENT:**

With no further business to come before the Commissioners, the meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn at 10:28 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
CHAIRMAN

  
CLERK