

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, November 14, 2023, at 9:00 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 (via telephone), District Secretary/Clerk Genia Watkins, Attorney Jay Kiiha, and Engineer Tim Blair

VISITORS:

Winston Goss – Shandro Group

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Thursday, November 8, 2023, at 3:45 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 and special meeting minutes for October 10, 2023 for approval. **Motion made by Commissioner Gary Hickman to approve minutes, 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 October 11, 2023, through November 14, 2023, were \$407,852.58 and payroll for the same period was \$70,412.71 for a total of \$478,265.29. **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 the attached report.

- PET LANE

Engineer Tim Blair recapped the information that has been found regarding Pet Lane. Surveys have been completed and they will be working on putting their findings together. Mr. Blair and Attorney Jay Kiiha will work with Director Lynn Troxel to send a letter to property owners letting them know what the survey results are.

NEW BUSINESS:

- APPROVE FY23 MOJO CERTIFICATE OF VALUE

MOJO Certificate of Value is just summary of for all members of MOJO for FY2022/2023. **Motion made by Commissioner Gary Hickman to approve FY23 MOJO Certificate of Value and authorize Chairman signature, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- REVIEW & APPROVE NOTUS ROAD & HWY 20-26 INTERSECTION SOW

Engineer Tim Blair has prepared a Scope of Work for Notus Road & HWY 20-26 Intersection project. This project will be sent out to bid and is projected to be completed this spring. **Motion made by Commissioner Gary Hickman to approve Notus Road & HWY 20-26 Intersection SOW, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- APPROVE REGULAR MEETING SCHEDULE

Same schedule as last year, regular meeting will be held the second Tuesday of each month at 9:00 a.m. **Motion made by Commissioner Gary Hickman to approve 2024 Regular Meeting Schedule, seconded by Commissioner Tom Sells.** Motion passed unanimously.

**Moved Holiday Compensation up in agenda order due to waiting on insurance agent.*

- 2023 HOLIDAY COMPENSATION

Director Lynn Troxel discussed what has been done over the last few years for employee holiday compensation. **Motion made by Commissioner Gary Hickman to approve holiday compensation, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- DISCUSS & APPROVE 2024 EMPLOYEE HEALTH BENEFITS

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.

Winston Goss with Shandro Group reviewed the District's health insurance benefit changes and options going into 2024. Health insurance costs will increase as well as dental, but vision and life insurance will stay the same. Options for health savings accounts were discussed and will be addressed at the next regular meeting. Mr. Goss suggests keeping all benefits with the same carriers. An option for employee health savings accounts is to have APA Benefits facilitate those since they already administer the deductible reimbursements. **Motion made by Commissioner Gary Hickman to approve renewal suggestions for health, dental, vision, life, and deductible buydown programs, seconded by Commissioner Tom Sells.** Motion passed unanimously.

ACCHD/IAHD REPORT:

Next ACCHD meeting will be held on January 18, 2024 at 1:30 p.m. and Nampa Highway District #1.

MOJO REPORT:

Next MOJO meeting will be held on January 18, 2024 at 2:30 p.m. at Nampa Highway District #1.

ENGINEERS REPORT:

Engineer Tim Blair discussed current projects that he has been working on. Mr. Blair also summarized Hexon Road updated timeline.

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 December 12, 2023, at 9:00 a.m.

ADJOURNMENT:

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.

With no further business to come before the Commissioners, the meeting is adjourned. **Motion made by Commissioner Gary Hickman to adjourn at 10:24 a.m., seconded by Commissioner Tom Sells.** Motion passed unanimously.



VICE-CHAIRMAN



CLERK