

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, October 10, 2023, 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 the Pledge of Allegiance.*

PRESENT:

Commissioners William Hartman, Tom Sells and Gary Hickman, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, Attorney William Gigray (via telephone), and Engineer Tim Blair

VISITORS:

None

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Thursday, October 5, 2023, at 12:00 p.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

District Secretary Watkins provided copies of regular minutes for September 12, 2023 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 September 13, 2023, through October 10, 2023, were \$161,817.82 and payroll for the same period was \$45,175.85 for a total of \$206,993.67. **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:

- APPOINT CHAIRMAN OF THE BOARD

Motion made by Commissioner Tom Sells to appoint William Hartman as Chairman of the Board, seconded by Commissioner Gary Hickman. Motion passed unanimously.

- APPOINT VICE-CHAIRMAN OF THE BOARD

Motion made by Commissioner Gary Hickman to appoint Tom Sells as Vice-Chairman of the Board, seconded by Commissioner William Hartman. Motion passed unanimously.

- APPLICATION TO WAIVE OR VARY SETBACK – CRISOFORO CARRILLO

Director of Highways Lynn Troxel summarized the application for Crisoforo Carrillo. Mr. Carrillo would like to put a porch on the existing structure. Mr. Troxel sees no issues with varying the setback. **Motion made by Commissioner Tom Sells to approve Application to Waive or Vary Setback for Crisoforo Carrillo, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- RESOLUTION 2023-10 RESERVE FORGONE AMOUNT FY23-24

District Secretary/Clerk Watkins stated that this Resolution is the formal document to approve the Forgone amount of \$7,175 for FY23-24. **Motion made by Commissioner Tom Sells to approve Resolution 2023-10 Reserve Forgone Amount FY23-24, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- PET LANE

Director Troxel stated that he had nothing new. Engineer Tim Blair stated that J-U-B Engineers did finish their field survey and are currently working on putting together their findings.

ACCHD/IAHD REPORT:

Next ACCHD meeting will be held on October 19, 2023 at 1:30 p.m. and Canyon Highway District #4.

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MOJO REPORT:

Next MOJO meeting will be held on October 19, 2023 at 2:30 p.m. and Canyon Highway District #4.

ENGINEERS REPORT:

Engineer Tim Blair discussed current projects that he has been working on.

CORRESPONDENCE:

IAHD Convention will be held October 31 through November 2, 2023.

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 November 14, 2023, at 9:00 a.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting is adjourned. **Motion made by Commissioner Gary Hickman to adjourn at 9:50 a.m., seconded by Commissioner Tom Sells.** Motion passed unanimously.

Vice- Tom Sells
CHAIRMAN

Gene Waters
CLERK