

## CHAPTER 3 BOARD SECRETARY

*[Amended by Resolution 2014-05, by the addition of Section 7.3.2.7.4, Approved June 5, 2014]*

### Board Secretary Duties

- 7.3.2.1 Maintain Records:** The Secretary is the **official record keeper and custodian** of the Highway District's ordinances, resolutions, warranty deeds, deeds of easement, records and policy and contracts and all other legal documents. The Secretary is to maintain the Highway District's:
- 7.3.2.1.1 Minute book** of the meetings of the Board of Commissioners which must record all orders and decisions of the Commissioners and the proceedings at regular and special meetings. It is the duty of the Secretary to take, prepare and keep the official minutes of the Board; and
  - 7.3.2.1.1 Road book**, which contains all proceedings and adjudications relating to the validation and abandonment and/or realignment of highways, public streets and public rights-of-way within the highway District's system; and
  - 7.3.2.1.1 Ordinance book** which shall contain all ordinances indexed by date enacted and in sequential numerical order; and
  - 7.3.2.1.1 Resolution book** which shall contain all resolutions indexed by date enacted and in sequential numerical order.
- 7.3.2.2 Bills/Checks:** The Secretary is to make a list of all bills presented, showing to whom payable, for what service or material, when and where used, amount claimed, allowed or disallowed and to countersign all drafts and warrants on the highway district treasury [I.C. § 40-1001(1)].
- 7.3.2.3 Fixed Capital Assets:** The Secretary prepares the list of all Fixed Capital Assets including personal, infrastructure and real property in accordance with the Highway District's GASB 34 policy.
- 7.3.2.4 Report to the Board of Commissioners:** The Secretary reports directly to the Board Chairman; receives and advises the Board of all communications to the Board of Commissioners; and exercises such other authority as expressly authorized by the Board.
- 7.3.2.5 Agenda and Notices:** The Secretary prepares the agenda, assures that all notice of Board meetings are posted and published as required by law.
- 7.3.2.6 Work with other Highway District Officers:** The Secretary provides administrative assistance to the Director of Highways and works in coordination with the other officers herein these policies provided for and

appointed by the Board.

**7.3.2.7 Receive and Process Highway District Business:** The Secretary of the Highway District receives and processes as established by policy or by law:

**7.3.2.7.1 Public Records Requests:** The Secretary receives and responds to Public Records Requests.

**7.3.2.7.2 Tort Claims:** The Secretary receives service of tort claims and provides notice of the same to Highway District commissioners, officers and insurance carrier in accordance with the provisions of Title 11 “Golden Gate HD Policy Code” Tort Claim Policy.

**7.3.2.7.3 Applications and Permits:** The Secretary verifies the completeness of applications or permits to be approved either by the Director of Highways and/or the Board of Commissioners.

**7.3.2.7.4 Reporting Requirements:** To timely report and update District administrative and financial information, as required by Idaho Code Section 67-450 E, to the online central registry and reporting portal of the Legislative Services Office website in accordance with the format provided; and,

**7.3.2.7.4.1** Reporting to commence March 15, 2015 and reporting follows on December 1<sup>st</sup> of each year.

**7.3.2.7.4.2** Update reporting of any changes in the reported information within 30 days of such change.

**7.3.2.8 Other:** The Secretary performs such other duties herein this Policy Code provided for and or otherwise required by law of the Secretary of this Highway District.

**7.3.3 Compensation of Secretary:** The Secretary may receive a reasonable compensation as established by separate action of the Board for secretarial services in the event the Secretary is not a Commissioner.

**7.3.4 Recording Secretary:** In the event the Secretary is a member of the Board of Commissioners, the Board may determine to retain the services of a Recording Secretary as an independent contractor to perform some or all of the functions and duties of the Secretary as determined by the board, except the execution of official documents, as the Secretary's designee and under the Secretary's direction. In such event, the Board shall determine the amount and terms of reasonable compensation for said services by resolution and contract.

## **CHAPTER 4 BOARD TREASURER**

- 7.4.1 Election by Board:** The Board shall at its first meeting in October of each year nominate and elect a Treasurer for a term of one year, unless a shorter term is designated, and the office of Secretary and Treasurer may be filled by the same person, and certified copy of the appointment under the hand of each of the Commissioners, shall be forthwith filed by the Secretary with the Clerk of the Board of County Commissioner Canyon County.
- 7.4.2 Board Treasurer Duties:** The duties of the Board Treasurer are to:
- 7.4.2.1** Have charge and custody of and be responsible for all funds of the District and oversee all funds drawn only upon voucher and by check bearing the signature of the treasurer and countersigned by the Chairman or upon resolution of the Board by other designate Board member who has been bonded; and
  - 7.4.2.2** Exercise such other authority as expressly authorized by the Board; and
  - 7.4.2.3** Receive and give receipts for monies due and payable to the District and deposit all such monies in the name of the District in such bank, or other depository as shall be selected by the Board and in accordance with the manner prescribed by the state depository law; and
  - 7.4.2.4** Maintain necessary records for accounts payable, accounts receivable, payroll, and other standard bookkeeping functions and as recommended by the auditor and approved by the Board; and
  - 7.4.2.5** Prepare a monthly treasurer report to the Board and any other special financial report as requested by the Board - See **Treasurer Report** [Forms Book]; and
  - 7.4.2.6** Perform the duties required of the Treasure in the Highway District's GASB 34 policy regarding the preparation of the list of all Fixed Capital Assets including personal, infrastructure and real property; and
  - 7.4.2.7** Coordinate and provide necessary information to auditor; and
  - 7.4.2.8** Work in coordination with the other officers herein these policies provided for and appointed by the Board; and
  - 7.4.2.9** Prepare the final fiscal year budget resolution and file a certified copy of the same with the appropriate government agencies; and
  - 7.4.2.10** Perform such other duties herein this Policy Code provided for and or otherwise required by law of the Treasurer of this Highway District.
- 7.4.3 Compensation of Board Treasurer:** The Treasurer may receive a reasonable compensation as established by separate action of the Board for Treasurer for services in

the event the Treasurer is not a Commissioner.

**7.4.4 Bookkeeper:** In the event the Treasurer is a member of the Board of Commissioners, the Board may determine to retain the services of a Bookkeeper as an independent contractor to perform some or all of the functions and duties of the Treasurer, as determined by the Board, except the execution of official documents, as a the Treasurer's designee and under the Treasurer's direction. In such event, the Board shall determine the amount and terms of reasonable compensation for said services by resolution and contract.