

A group of business professionals in a meeting. A woman in a grey blazer is pointing at a tablet held by another person. There are coffee cups on the table. The background is a bright office with windows.

# Administering an Effective Board/Committee

By Susan Buxton and Jennifer Novak

# MEETING AGENDAS

- Highway commissioners shall designate a day, hour and place at which regular meetings shall be held.
- The meeting shall be within the district or at the county seat of the county in which the district is located.
- Regular meetings shall be held at least quarterly.
- A majority of the highway commissioners may exercise all of the powers of the board of highway district commissioners.
  - NOTE: Pursuant to 40-1306(2). 40-206 addresses notice for override, bond, budget (40-1326) and hearings and penalties, and comply with Title 74, ch. 2

# NAMPA HIGHWAY DISTRICT NO. 1

Commissioners: Dick Smith, Randy Noble, Bryce D. Millar

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## NAMPA HIGHWAY DISTRICT NO. 1

### SPECIAL MEETING

July 26, 2022

9:00 a.m.

**LOCATION:** Nampa Highway District Commissioner's Room  
4507 12<sup>th</sup> Ave Rd  
Nampa, Idaho 83686

- **BUSINESS:**
  - 9:00 a.m. – ACTION ITEM: Presentation and Adoption of the FY2023 Tentative Budget, Authorization to Publish to the Idaho Press Tribune for Budget Hearing on August 11, 2022

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PAIGE RHOADES  
DISTRICT CLERK

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POSTED DATE



**NAMPA HIGHWAY DISTRICT NO. 1  
SPECIAL MEETING**

- PRESENT:** Commissioners Dick Smith, Commissioner Randy Noble, & Bryce Millar, Attorney Jay Kiha, Director Devin Muchow, District Engineer Nick Lehman, District Clerk Paige Rhoades, ROW Agent Eddy Thiel
- GUEST:** Tom Points, Victor Rodriguez, & Mark Steuer, City of Nampa

Chairman Dick Smith called the meeting to order at 9:00 a.m.

Chairman Smith stated this meeting was held for presentation and adoption of the Tentative FY2023 Budget.

District Clerk Paige Rhoades presented the Board with the draft FY 2023 Budget. District Clerk Rhoades answered questions about revenues and questions from Tom Points on where NHD receives funding.

After all questions were answered and discussion was over, Commissioner Millar made a MOTION to adopt the FY2023 Tentative Budget and authorize the Clerk to publish to the Idaho Press Tribune. Commissioner Noble SECONDED the motion. MOTION CARRIED.

District Clerk Paige Rhoades advised the Board that the Public Hearing for the Budget will be held on August 11, 2022, at 9:00 a.m.

Commissioner Noble made a MOTION to adjourn at 9:58 a.m. Commissioner Millar SECONDED the motion. MOTION CARRIED.

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Chairman, Dick Smith

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Vice Chairman, Randy Noble



**LAKES HIGHWAY DISTRICT  
NOTICE OF SPECIAL MEETING**

The Chairman of the Board of Commissioners of the Lakes Highway District has called a special meeting to be held on September 27, 2022 at the hour of 2:00 p.m. at 11341 N. Ramsey Road, Hayden, Idaho 83835, for the purpose of:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Approve September 27, 2022 Special Meeting Agenda *(Action Item)*
4. Public Comment - this section is reserved for citizens wishing to address the Board regarding a District related issue. Comments are limited to two (2) minutes per person. Idaho Law prohibits Board action on items brought under this section.
5. Guardrail Improvements, Key No. 22397 *(Action Item)*
6. Executive Session
  - a. Idaho Code §74-206 (1) (b) District Employees
7. Adjourn

**BOARD OF COMMISSIONERS  
THE LAKES HIGHWAY DISTRICT**  
  
**Rodney A. Twete, Chairman**

**Any person needing special accommodations to participate in the above noticed meeting should contact Lakes Highway District two (2) business days prior to the meeting at (208)772-7527.**

# Pursuant to 40-1326

- Notice of Budget Hearing. Notice of the budget hearing meeting shall be posted at least ten full days prior to the date of the meeting in at least one conspicuous place in each highway district and a copy of the notice shall also be published in accordance with the provisions of section 40-206, Idaho Code. The place, hour and day of the hearing shall be specified in the notice, as well as the place where the budget may be examined prior to the hearing.



## Pursuant to 40-206

- The publication of notice for an override or bond election shall be published as provided for in section 34-1406, Idaho Code.
- The publication of notice for a hearing shall be published at least one time in a weekly newspaper or at least two consecutive times in a daily newspaper and remain the responsibility of the political subdivision proposing such hearing. The last notice shall be published not less than five days prior to the hearing, except as otherwise specifically provided.

# Purchasing Equipment at a Public Auction

- Prior to the public auction, the highway district commissioners shall, at a regular meeting of the district or at a special hearing, notice of which is published in accordance with the provisions of section 40-206, Idaho Code, review any documentation available as to the items to be auctioned at the public sale and determine which items the district may bid on, and establish a maximum amount the district will bid for such item.

- Pursuant to 40-1310(10)



A circular clock face with a white background and a black border. The clock has tick marks around the perimeter, with longer ones every hour and shorter ones every minute. A single black hand is positioned vertically, pointing to the 12 o'clock position. The text "MINUTES NOT HOURS" is overlaid in white, sans-serif font across the center of the clock face.

MINUTES NOT HOURS

Minutes should be prepared in summary fashion and should include at least the following information:

All members of the governing body present;

All motions, resolutions, orders, or ordinances proposed and their disposition; and

The results of all votes, and upon the request of a member, the vote of each member by name.

Also  
include.....

Time meeting is called to order and adjourned

Description of each item discussed

Names of persons testifying

A summary of the discussion held on each item discussed

Action taken by the board/committee

Copy of pertinent handouts that are presented (as attachments)

Be accurate, but also be concise!

# Important things to remember

Minutes are a **summary** of the meeting

The minutes should match the agenda

- Everything that appears on the agenda should be in the minutes, and in the same order.

# Conflict of Interest- Disclose, Disclose, Disclose Pursuant to 67-6506.

- A governing board creating a planning, zoning, or planning and zoning commission, or joint commission shall provide that the area and interest within its jurisdiction are broadly represented on the commission. A member or employee of a governing board, commission, or joint commission shall not participate in any proceeding or action when the member or employee or his employer, business partner, business associate, or any person related to him by affinity or consanguinity within the second degree has an economic interest in the procedure or action. Any actual or potential interest in any proceeding shall be disclosed at or before any meeting at which the action is being heard or considered.....

CONSANGUINITY CHART

				4 Great Great Grandparent
			4 Great Grand Uncle/Aunt	3 Great Grandparent
	3 Child of Great Uncle/Aunt	3 Great Uncle/Aunt		2 Grandparent
3 Second Cousin	2 Cousin	2 Uncle/Aunt		1 Parent
3 Cousin's Child	2 Nephew/Niece	1 Sibling		1 Person 'A'
3 Grand Nephew/Niece				1 Child
				2 Grandchild
				3 Great Grandchild

Any person related by affinity or consanguinity within the second degree has an economic interest... disclose.

# Transparent and Ethical Government

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- Public Records Act, Title 74, chapter 1
  - Right to Examine, Requests, Response Deadlines, Records Exempt from Disclosure
- Open Meetings Act, Title 74, chapter 2
  - Decision, Deliberation, Agenda/Notices, Executive Session
- Ethics in Government Title 74, chapter 4
  - Conflict of interest, Disclosure, Civil Penalty
- Prohibitions Against Contracts with Officers, Title 74, chapter 5



## Relationship Between Board and Director





Board Members provide foresight, oversight, and insight for managing day-to-day operations.

# Red Flags for Board Member Performance

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1. Not attending meetings regularly
2. Not reading the information in the Board meeting package
3. Not participating in the meeting discussions
4. Not being available between meetings
5. Failure to show respect for other Board members or management
6. Not listening to or understanding the agency's needs
7. Too much involvement in operating detail
8. Being overbearing or showing disruptive behavior during Board meetings

Source: "Game-Changing Advisory Boards" by Hawfield and Zaepfel

# How a Director Increases the Commission's Effectiveness

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1. Provide material well ahead of the meeting
2. Focus on strategy
3. Involve Board members
4. Keep the entire Board informed between meetings without violating the Open Meeting Act
5. Challenge your Board members by engaging their interests and skills
6. Annual business plans

# Thank You

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For additional information or if you have questions:

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**DISCLAIMER:** This written power point and oral discussion are not official opinions of either the Idaho State Senate or the Idaho Department of Parks & Recreation, nor are they offered as legal advice. Please consult your entity's legal counsel.