

## **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, January 14, 2025, 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, Tom Sells, and Gary Hickman, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, Attorney Jay Kiiha and Engineer Tim Blair

### **VISITORS:**

Destry Olsen

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Friday, January 10, 2025, at 1:00 p.m. **Motion made by Commissioner Gary Hickman to approve the agenda, seconded by Commissioner Tom Sells.** Motion passed unanimously.

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

District Secretary Watkins provided copies of regular meeting minutes for December 10, 2024, for approval. **Motion made by Commissioner Tom Sells to approve meeting 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 December 11, 2024, through January 14, 2025, were \$1,232,973.38 and payroll for the same period was \$52,478.97 for a total of \$1,285,452.35. **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:**

➤ **APPLICATION TO WAIVE/VARY SETBACK – DESTRY OLSEN – GRANDVIEW ROAD**

Destry Olsen of 28094 Grandview Road would like to ask the Board to vary the setback from 70' to 50' to put a shop building on his property. Mr. Olsen's property presents issues with flooding so the placement of his proposed building is necessary to prevent future property damage. Director Troxel does not see any issues with granting application to vary setback. **Motion made by Commissioner Tom Sells to approve Destry Olsen's Application to Vary Setback from 70' to 50', seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **APPROVE NOTICE OF AWARD TO SUCCESSFUL BIDDER AND AUTHORIZE SIGNATURES FOR NOTUS ROAD INTERSECTION PROJECT**

Bid opening for Notus Road Intersection Project was held on January 13, 2025 here at our office. The successful low bidder was Thueson Construction, Inc. from Nampa, Idaho. Director Troxel and Engineer Matthew Sipple are reviewing bid documents to make sure that all documents are completed and correct. After approval from the Board, District Clerk/Secretary Watkins will send them the Notice of Award. **Motion made by Commissioner Tom Sells to approve Notice of Award to Thueson Construction, Inc. and authorize signatures for Agreement for Notus Road Intersection Project, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **DISCUSS DISTRICT'S PLAN FOR TITLE VI COMPLIANCE**

District Secretary/Clerk Watkins stated that the District needs to adopt a policy to be in compliance with Title VI Compliance. This has come about due to applying for federal funds for Market Road. Attorney Jay Kiiha stated that he had access to template from another District that he would share with us. District Secretary/Clerk and Director of Highways will work on that over the next few months.

➤ **DISCUSS SEPARATE CHECKING ACCOUNT FOR PROPERTY RELOCATION**

District Secretary/Clerk Watkins presented the idea of having a separate District checking account to store property rent income. These funds will be separate from our operating account and could be used for any improvements on the property. **Motion made by Commissioner Tom Sells to approve opening of new checking account, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

## **ACCHD/IAHD REPORT:**

Next meeting will be January 16, 2025 at Nampa Highway District #1 at 1:30 p.m.

**MOJO REPORT:**

Director Troxel gave an update on the crushing project. Rock Contractors, Inc., has expressed interest in purchasing reject material, Director Troxel will work with them on a change order.

Next meeting will be January 16, 2025 at Nampa Highway District #1 at 2:00 p.m.

**ENGINEERS REPORT:**

Mr. Blair discussed the attached report.

**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:**

The next regular meeting will be February 11, 2025, at 9:00 a.m.

**ADJOURNMENT:**

With no further business to come before the Commissioners, the meeting was adjourned.

**Motion made by Commissioner Tom Sells to adjourn at 10:00 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
CHAIRMAN

  
CLERK