

## **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, April 13, 2021 at 3:01 p.m. at the office of the District, 106<sup>th</sup> S. 4th Street, Parma, Idaho.

### **PRESENT:**

Commissioners William Hartman, Tom Sells, Gary Hickman, Director of Highways Lynn Troxel, Secretary/Clerk Genia Watkins, Attorney Carlie Foster, and JUB Engineer Tim Blair.

### **VISITORS:**

Jordan Zwycart, Zwycart John & Associates

\*Chairman William Hartman proceeded to lead all in attendance in the Pledge of Allegiance.

### **APPROVAL OF AGENDA:**

Secretary/Clerk Watkins reported that the agenda was posted on Thursday, April 8, 2021 at 12:00 p.m. **Motion made by Commissioner Tom Sells to approve agenda as posted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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

Secretary/Clerk Watkins provided copies of March 9, 2021 regular meeting for approval. **Motion made by Commissioner Tom Sells to approve minutes as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### **TREASURER'S REPORT & BOARD APPROVAL OF BILLS:**

Secretary/Clerk Watkins provided copies of financial reports for discussion. Expenses for March 11, 2021 through April 13, 2021 were \$74,043.17 and payroll for the same period was \$36,432.10 for a total of \$110,475.27. **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. Patron owing property near Market Road and Lon Davis Road is questioning his neighbors right to use easement near property in question. Director Troxel is in the process of getting historical documents to clear up any questions or concerns.

### ➤ DRAFT POLICY CODE

Secretary/Clerk Genia Watkins stated that Director and Attorney are still reviewing the draft policy code. Item will be tabled until May 2021 meeting.

### ➤ FY2020 AUDIT REPORT – ZWYGART JOHN & ASSOCIATES

Jordan Zwygart with Zwygart John & Associates provided copies of final FY2020 audit report. Mr. Zwygart reviewed outstanding income and debts at end of year and discussed schedules affecting revenue. There were no areas of concern, and no compliance issues. District records show an excess of revenue that will be rolled into the general fund for FY2021. **Motion made by Commissioner Tom Sells to accept FY2020 Audit Report and approve payment to Zwygart John & Associates, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

## **NEW BUSINESS:**

### ➤ JANIEJO CLAMPITT APPLICATION TO WAIVE OR VARY A SETBACK

Director Troxel showed map of 25379 Wagner Road in Caldwell Idaho. JanieJo Clampitt is requesting the District to Vary a Setback for their property. They are replacing/remodeling residence and would like to get permission to add six (6) feet to their residence. Director Troxel does not have any objections to this request. **Motion made by Commissioner Tom Sells to approve JanieJo Clampitt's request to Waive or Vary a Setback, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### ➤ SET FY2022 BUDGET HEARING DATE

Secretary/Clerk Watkins stated that FY2022 budget hearing date needed to be set. **Motion made by Commissioner Tom Sells to set FY2022 Budget Hearing date for August 24, 2021 at 8:00 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### ➤ APPROVE PUG MILLING & ASPHALT MAT LAYING CONTRACT

Director Troxel discussed attached estimate from Winn & Company, Inc. for the District's 2021 summer projects. Estimate includes prices for cold mix, Marker Road



mat laying, and intersection of Stafford & Mink Road mat laying. **Motion made by Commissioner Gary Hickman to approve Winn & Company, Inc.'s 2021 Summer Projects Estimate, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ **AUTHORIZE DIRECTOR TO SIGN NOTUS ROAD BRIDGE AGREEMENT**

Agreement is with property owners that use the District's ROW to access their property under the Notus Road bridge. Agreement will need to be signed by both property owners and then the District will install gates to limit access to the bridge. **Motion made by Commissioner Gary Hickman to approve and authorize Director to sign Notus Road Bridge Agreement, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ **RESOLUTION 2021-01 & 2021-02 DECLARATION OF ELECTION OF COMMISSIONERS**

Secretary/Clerk Genia Watkins stated that no other candidates filed to run for commissioner positions in sub districts #1 and #3. Therefore, William Hartman will be declared elected for Commissioner of sub district #1 for four (4) more years and Gary Hickman declared elected for Commissioner of sub district #3 for four (4) more years. **Motion made by Commissioner Tom Sells to approve Resolutions 2021-01 & 2021-02 Declaration of Election of Commissioners, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **APPROVE TEMPORARY LICENSE AGREEMENT – APPLE VALLEY ROAD**

Director Lynn Troxel showed map Apple Valley Road in question. Patron is requesting use of the District's public ROW on Apple Valley Road that is not maintained by the district. Temporary License Agreement is used to grant access to patron who is wishing to build residence with the understanding the District will not be maintaining the driveway access. **Motion made by Commissioner Tom Sells to accept temporary license agreement with Marc Phelps, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

**ACCHD REPORT:**

Next meeting will be hosted by Notus Parma Highway District No. 2 on April 15, 2021 at Anderson Hall in Parma, Idaho.

**MOJO REPORT:**

Crushing is in process.



## **CORRESPONDENCE:**

Secretary/Clerk Genia Watkins stated that IAHD will be having a regional meeting at The Caldwell Airport on May 11, 2021 at 12:00 p.m.

IAHD has set Convention dates for November 9 – 11, 2021 in Coeur d'Alene, Idaho. The schedule has not been released yet.

## **EXECUTIVE SESSION UNDER IDAHO CODE § 74-206 (1) (a), (b), (c), (d), (e), (f), or (i):**

**Motion made by Commissioner Tom Sells at 3:56 p.m. to go into executive session under Idaho Code §74-201 (1) (b) *To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student, seconded by Commissioner Gary Hickman.* Motion passed unanimously.**

### **Roll Call:**

- Chairman William Hartman – Here
- Commissioner Gary Hickman – Here
- Commissioner Tom Sells – Here
- Secretary/Treasurer Genia Watkins – Here

**Motion made by Commissioner Tom Sells at 4:15 p.m. to come out of executive session, seconded by Commissioner Gary Hickman.** Motion passed unanimously. No action was taken during Executive Session. Commissioners presented Director Lynn Troxel with his performance evaluation.

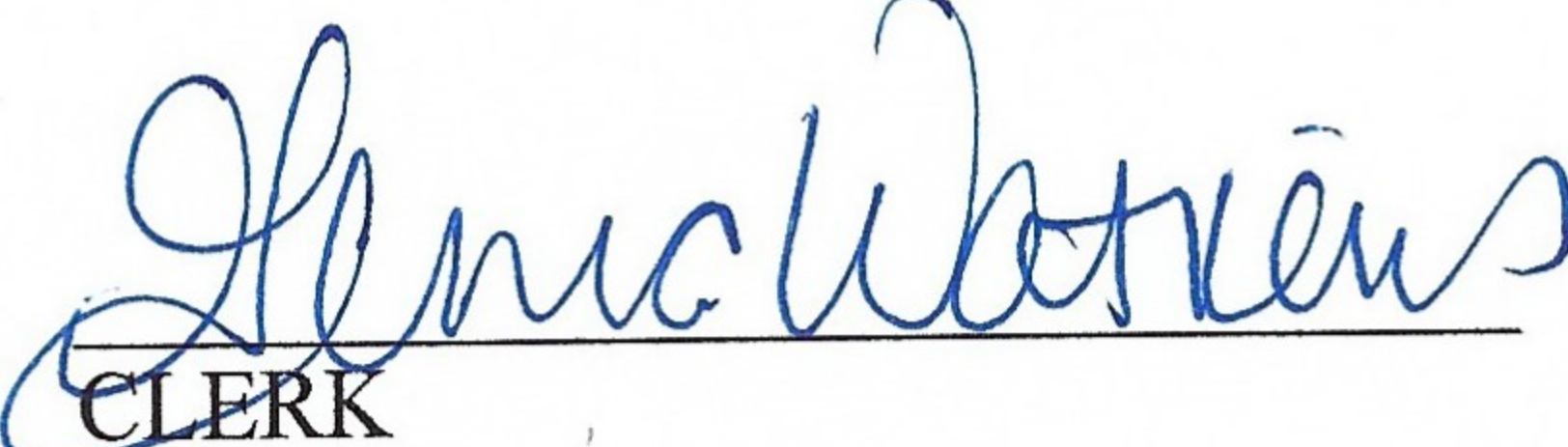
## **NEXT BOARD MEETING:**

Next Board meeting is scheduled for May 11, 2021 at 9:00 a.m.

## **ADJOURNMENT:**

With no further business to come before the Commissioners, the meeting was adjourned at 4:20 p.m.

  
CHAIRMAN

  
CLERK