

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, April 9, 2024, at 9:00 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

PRESENT:

Commissioners William Hartman and Tom Sells, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, Attorney Jay Kiiha, and Engineer Tim Blair

VISITORS:

Joe Pachner – KM Engineering, LLP

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Thursday, April 4, 2024, at 1:00 p.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner William Hartman.** Motion passed unanimously.

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

APPROVAL OF BOARD MEETING MINUTES:

District Secretary Watkins provided copies of regular meeting minutes for March 12, 2024, and special meeting minutes for March 26, 2024, for approval. **Motion made by Commissioner Tom Sells to approve minutes, seconded by Commissioner William Hartman.** Motion passed unanimously.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

District Secretary Watkins provided copies of financial reports for discussion. Expenses for March 13, 2024, through April 9, 2024, were \$49,681.02 and payroll for the same period was \$48,424.19 for a total of \$98,105.21. **Motion made by Commissioner Tom Sells to approve accounts payable and financial statements as drafted, seconded by Commissioner William Hartman.** Motion passed unanimously.

PUBLIC INPUT:

Director Troxel stated that he has been in communication with a resident on Gray Sage regarding a speeding problem. Patron has requested lower speed limit signs. After researching the area, Director Troxel agreed to post 15 mph speed limit sign. Patron was advised that the Highway District can't enforce speed limit infractions, and to be in contact with the sheriff's office.

OLD BUSINESS:

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report. Crew is assisting the City of Parma in rebuilding a section of Bates Avenue.

NEW BUSINESS:

➤ APPROVE FINDINGS OF FACTS/CONCLUSIONS OF LAW & ORDER FOR VARIANCE 2024-01 MOUNTAIN COMPANIES, LLC; FARMWAY ROAD

District Secretary Watkins stated that Attorney Jay Kiiha drafted Findings of Facts/Conclusions of Law & Order for Variance 2024-01 for Mountain Companies, LLC. Documents state that the variance was approved by the Board with conditions of approval that will need to be followed.

Motion made by Commissioner Tom Sells to Approve Findings of Fact/Conclusions of Law-and-Order Granting Variance Subject to Condition for Variance 2024-01 Mountain Companies LLC, seconded by Commissioner William Hartman. Motion passed unanimously.

➤ VARIANCE 2024-02 BASE LAYER CALDWELL, LLC; FARMWAY ROAD

Engineer Tim Blair discussed his staff report he prepared for Base Layer Caldwell, LLC's Application for Variance.

Mr. Pachner stated that he agreed with Mr. Blair's staff report.

Mr. Blair's recommendation is to allow Application for Variance with the conditions of approval stated in his staff report.

Motion made by Commissioner Tom Sells to Approve Variance 2024-02 Base Layer Caldwell LLC, and Direct Attorney to Draft Finding of Fact/Conclusions of Law-and-Order Granting Variance Subject to Conditions, seconded by Commissioner William Hartman. Motion passed unanimously.

➤ SET FY2025 BUDGET PUBLIC HEARING DATE

District Secretary Watkins asked that we set the FY2025 Budget Public Hearing date for August 27, 2024, at 9:00 a.m. **Motion made by Commissioner Set FY2025 Public Hearing Date for August 27, 2024, at 9:00 a.m., seconded by Commissioner William Hartman.** Motion passed unanimously.

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ACCHD/IAHD REPORT:

NPHD is hosting the next ACCHD and MOJO meeting on April 18, 2024.

MOJO REPORT:

None

ENGINEERS REPORT:

Mr. Blair discussed current projects that he has been working on.

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:

Next regular board meeting is scheduled for May 14, 2024, at 9:00 a.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn at 9:27 a.m., seconded by Commissioner William Hartman.** Motion passed unanimously.


CHAIRMAN


CLERK