

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, August 9, 2022, at 9:01 a.m. at the office of the District, 106th 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, Secretary/Clerk Genia Watkins, Engineer Tim Blair, and attorney Jay Kiiha.

VISITORS:

Bennett Snyder, TPA Group

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the original agenda was posted on Thursday, August 4, 2022, at 10:30 a.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

Secretary/Clerk Watkins provided copies of regular minutes for July 12, 2022, for approval. **Motion made by Commissioner Tom Sells to approve minutes, 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 July 13, through August 9, 2022, were \$271,599.29 and payroll for the same period was \$44,342.50 for a total of \$315,941.73. **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 Lynn Troxel discussed attached report.

➤ GOODSON ROAD IMPROVEMENTS

Tabled until September 13, 2022, meeting.

NEW BUSINESS:

➤ APPLICATION FOR VARIANCE 2022-01 GREG PAYNE @ 9:30 A.M.

Mr. Bennett Snyder with TPA Group, appearing as agent for applicant Greg Payne, gave summary of project located at HWY 44 and Farmway Road. Application for Variance is requesting new access onto both HWY 44 and Farmway Road to facilitate a warehouse distribution center.

Engineer Tim Blair summarized the staff report that he prepared. Mr. Blair provided different options to TPA Group for access. Mr. Snyder agrees with Mr. Blair's recommendations for the addition of turn lanes, and to reduce accesses from four to two, traffic impact study will need to be reviewed.

Motion made by Commissioner Tom Sells to accept evidence for Variance 2022-01 for Greg Payne, seconded by Commissioner Gary Hickman. Motion passed unanimously.

- Application for Variance
- Staff Report

Motion made by Commissioner Tom Sells to close evidence, seconded by Commissioner Gary Hickman. Motion passed unanimously.

Motion made by Commissioner Tom Sells to accept staff report for Variance 2022-01 for Greg Payne, seconded by Commissioner Gary Hickman. Motion passed unanimously.

Motion made by Commissioner Tom Sells to direct attorney to prepare Findings of Fact/Conclusions of Law and Order for Variance 2022-01 for Greg Payne, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ APPROVE RESOLUTION 2022-04 ADOPTION OF FORMS BOOK AND OPERATION MANUAL

Secretary/Clerk Watkins stated that these forms accompany the NPHD Policy Code that was adopted in April, 2022. **Motion made by Commissioner Tom Sells to adopt Resolution 2022-04 Forms Book and Operation Manual, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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➤ APPROVE RESOLUTION 2022-05 ADOPTION OF OFFICIAL NPHD MAP

Attorney Jay Kiiha stated that he still needed to do some additional research before this resolution can be finalized. Mr. Kiiha suggests tabling this item until the September 13, 2022 meeting. **Motion made by Commissioner Gary Hickman to table Resolution 2022-05, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ DISCUSS NO SPRAY ZONE

Mr. Troxel stated that with the update of the NPHD Policy Code and adoption of new forms, we are going to be updating the District's process of No Spray Zone. Currently, there is a list of patrons who have asked to be No Spray Zone, we will send letters and applications to all of them to update our records. Mr. Troxel is also working with J-U-B Engineering to update the District's GIS to include properties that are within the No Spray Zone.

➤ APPROVE LIFE FLIGHT MEMBERSHIP FOR 2023

Secretary/Clerk Watkins requested approval for employee membership for FY2023 LifeFlight membership. **Motion made by Commissioner Gary Hickman to approve FY2023 LifeFlight membership, seconded by Commissioner Tom Sells.** Motion passed unanimously

ACCHD/IAHD REPORT:

None

MOJO REPORT:

Director Troxel stated that overburden will be removed soon at the pit and pit run will be stockpiled.

CORRESPONDENCE:

Engineer Tim Blair gave summary of all the correspondence and tasks that he worked on over the last month. Mr. Blair also gave updates on federal aid grant applications that will be available soon.

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

None

NEXT BOARD MEETING:

District Secretary/Clerk Genia Watkins presented the board with Resolution 2022-06, 2022-2023 Fiscal Year Annual Appropriation. Figures from the resolution are what was published in the paper for public input. **Motion made by Commissioner Tom Sells to approve Resolution 2022-06 FY 2022-2023 Annual Appropriation, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- APPROVE & AUTHORIZE SIGNATURE FOR 2022 DOLLAR CERTIFICATION OF BUDGET REQUEST TO BOARD OF COUNTY COMMISSIONERS L-2

District Secretary/Clerk Genia Watkins provided the board with 2022 Dollar Certification of Budget Request to Board of County Commissioners L-2. This report summarizes all of the budget information that was approved, and what property tax revenue the District will be able to levy to receive. **Motion made by Commissioner Tom Sells to approve 2022 Dollar Certification of Budget Request to Board of County Commissioners L-2 and authorize chairman to sign, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- CONSIDER CLOSURE OF HEXON ROAD BRIDGE KEY 27415

Director Troxel stated that even with the postings of weight limit restrictions, the public is not adhering to the signs. Fully loaded agricultural trucks have been regularly observed traveling over Hexon Road Bridge. Due to concern for public safety, Director Troxel believes that closing the bridge permanently until replacement would be the best thing to do. Commissioner Hickman stated that he has heard from patrons about their concerns with closing the bridge, and the inconvenience it will cause them. Options were discussed about the appropriate materials that should be used to close the bridge.

Motion made by Commissioner Gary Hickam to close Hexon Road Bridge when appropriate signage is received, seconded by Commissioner Tom Sells. Motion passed unanimously.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned 8:55 a.m.


CHAIRMAN


CLERK