

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, December 13, 2022, at 9:00 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, Engineer Tim Blair, and attorney Jay Kiiha

District Secretary/Clerk Genia Watkins will be absent, Director of Highways Lynn Troxel will fill in as Secretary for meeting purposes.

VISITORS:

Billy Shippy

APPROVAL OF AGENDA:

Director Troxel reported that the original agenda was posted on Thursday, December 7, 2022, at 2:30 p.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

Director Troxel provided copies of regular minutes for November 8, 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:

Director Troxel provided copies of financial reports for discussion. Expenses for November 9, 2022, through December 13, 2022, were \$100,489.72 and payroll for the same period was \$67,688.39 for a total of \$168,178.11. **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 attached report.

Director Troxel announced that the District's upgrade schedule for trucks will need to be realigned due to manufacturing of Kenworth T800 no longer being made. Director Troxel stated that the closest to what we would need would be with Peterbilt. Build times are still 18-24 months out, so he recommends getting on the list. Discussion will come when Director Troxel has more information.

Director Troxel stated that the crew has been working hard to get the pipe cleaned out on Stafford Road so that they can slip line it soon.

NEW BUSINESS:

➤ APPLICATION FOR VARIANCE 2022-03 BILLY SHIPPY

Director Troxel summarized Mr. Shippy's request for an approach on Lon Davis Road.

Engineer Tim Blair summarized the staff report that he prepared. Mr. Blair stated his recommendation is to approve the variance for new approach to be built for Mr. Shippy's parcel access.

Mr. Shippy stated where he would be building his access on the recorded easement for his parcel. Mr. Shippy discussed his drainage issues for his proposed driveway, Mr. Troxel stated that the District does not have any responsibility to assist in his driveway build. Mr. Shippy will need to get an approach permit for his parcel from the District once he intends to build his driveway.

Motion made by Commissioner Tom Sells to approve Variance 2022-03 and direct attorney to prepare draft Findings of Fact/Conclusions of Law and Order for Variance 2022-03 for Billy Shippy, seconded by Commissioner Gary Hickman.

Motion passed unanimously.

➤ APPROVE & AUTHORIZE FY2022 ROAD & STREET FINANCIAL REPORT & PUBLICATION

Director Troxel provided the board with copies of the FY2022 Road and Street Report. Report is prepared based on the financials of the District. Publication is figures pulled directly from the report. **Motion made by Commissioner Gary Hickman to approve FY2022 Road and Street Financial Report and authorize publication of annual report, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPROVE TEMPORARY LICENSE AGREEMENT JAYME RUSSELL

Director Troxel presented a temporary license agreement for Jayme Russell to use public right of way off Apple Valley Road. **Motion made by Commissioner Tom Sells to approve temporary license agreement with Jayme Russell, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE TEMPORARY LICENSE AGREEMENT DAVID WALDO

Director Troxel presented a temporary license agreement for David Waldo to use public right of way off Apple Valley Road. **Motion made by Commissioner Tom Sells to approve temporary license agreement with David Waldo, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD/IAHD REPORT:

None

MOJO REPORT:

Plans are in play to rent excavator in the month of February to excavate the next cell to extract pit run.

ENGINEERS REPORT

Engineer Tim Blair discussed the attached report. Mr. Blair summarized the Hexon Road bridge kickoff meeting that happened on December 12, 2022. Next step is to work with a contractor to do lidar imaging to determine characteristics around the site.

CORRESPONDENCE:

Director Troxel stated the IAHD has announced their Day at the Capitol dates for February 1 – 3, 2023.

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

None

NEXT BOARD MEETING:

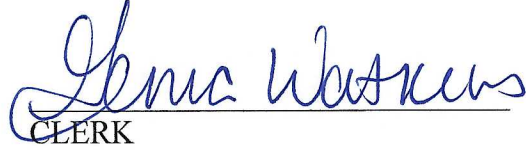
Next regular board meeting is scheduled for January 10, 2023, at 9:00 a.m.

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.

ADJOURNMENT:

With no further business to come before the Commissioners, meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn, seconded by Commissioner Gary Hickman.** Motion passed unanimously.


CHAIRMAN


CLERK