

*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, December 14, 2021 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 attendance in the Pledge of Allegiance.

### **PRESENT:**

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

### **VISITORS:**

Brent Orton  
Robb Macdonald  
Carol Mitchell

### **APPROVAL OF AGENDA:**

Secretary/Clerk Watkins reported that the agenda was posted on Friday, December 10, 2021 at 1:20 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 November 9, 2021, regular meeting minutes 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 November 10, 2021, through December 14, 2021, were \$273,971.73 and payroll for the same period was \$60,491.21 for a total of \$334,462.94. **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:**

Brent Orton, Rob Macdonald, and Carol Mitchell with the City of Caldwell gave summary of the City's proposal to work with Notus Parma Highway District with their Urban Renewal

Allocation Area. The District has options to either opt in, opt out, or opt in with stipulations. Commissioners will wait to hear from the City of Caldwell on the next steps.

Attorney Jay Kiiha stated that he would watch the deadlines closely to make sure that the District does not miss any.

## **OLD BUSINESS:**

### ➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel summarized the attached report. Stafford Road bridge project is almost done, paving the bridge deck will have to wait until the plant is back open for product. Bridge will remain closed until they can complete that step.

Director Troxel is still waiting on report from engineer regarding Hexon Bridge. Options for fixing the bridge were discussed. Director Troxel, at the recommendation of Idaho Transportation Department, posted the bridge maximum weight to 3 tons. Engineer Tim Blair stated that the areas of the bridge that need repair are extensive and difficult, and replacement is the more likely option.

Director Troxel stated that project on French Road will likely have to be postponed as that is a route that would include detoured traffic if Hexon Road will have to be closed.

### ➤ APPLICATION TO WAIVE OR VARY SETBACK – LUCAS HANSEN

Requested information for this application has not been received. **Motion made by Commissioner Tom Sells to table Lucas Hansen's application to waive or vary setback, seconded by Commissioner Gary Hickman.** Motion passed unanimously. Application to waive or vary setback will be tabled until January 11, 2022 meeting.

### ➤ APPLICATION TO WAIVE OR VARY SETBACK – FORAGE COMPLETE

Requested information for this application has not been received. **Motion made by Commissioner Tom Sells to table Forage Completes application to waive or vary setback, seconded by Commissioner Gary Hickman.** Motion passed unanimously. Application to waive or vary setback will be tabled until January 11, 2022 meeting.

## **NEW BUSINESS:**

### ➤ ACCEPT AND APPROVE FCO - APPLICATION FOR VARIANCE 2021-05 – J.A.P.S. OF IDAHO, LLC

Attorney Jay Kiiha summarized the Findings of Fact/Conclusions of Law and Order of Decision Granting Variance Subject to Conditions. This was drafted at the request of the Board from their findings at the November 9, 2021 meeting. **Motion made by Commissioner Tom Sells approve Findings of Fact/Conclusions of Law and Order**

**of Decision Granting Variance Subject to Conditions for J.A.P.S. of Idaho, LLC, seconded by Commissioner Gary Hickman. Motion passed unanimously.**

➤ **APPROVE & AUTHORIZE FY2021 ROAD & STREET FINANCIAL REPORT & PUBLICATION**

Secretary/Treasurer Genia Watkins provided the board with copy of FY2021 Road and Street Financial Report and Publication. Financial figures for this document are pulled directly from the financials that have been reviewed before. Once report is authorized, report will be electronically submitted. Legal notice will run on January 6 & 7, 2022. **Motion made by Commissioner Tom Sells approve & authorize FY2021 Road & Street Financial Report & publication, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **DISCUSS, AUTHORIZE, APPROVE APA BENEFITS (BUYDOWN) FOR FY2021**

Secretary/Treasurer Genia Watkins stated that the District's current health reimbursement agent, MBA, is closing their business as of December 31, 2021. APA Benefits, Inc. is the recommended option for handling the District's HRA. Once documentation is received, APA Benefits will get the account set up and as of January 1, 2022 and will administer any reimbursements submitted. **Motion made by Commissioner Tom Sells approve agreement with APA Benefits, Inc. to administer the District's HRA, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

**ACCHD/IAHD REPORT:**

Director Troxel stated that Canyon County Development Services has changed their policy regarding Administrative Land Divisions. Instead of an acknowledgment form that is signed by the Highway District and a reasonable fee collected, Canyon County Development Services will now be notifying the Highway District electronically and solicit comments.

Canyon Highway District has been working on updated the ACCHD fee schedule.

**MOJO REPORT:**

None

**CORRESPONDENCE:**

Engineer Tim Blair summarized any projects that he has been working on behalf of the District.

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

None

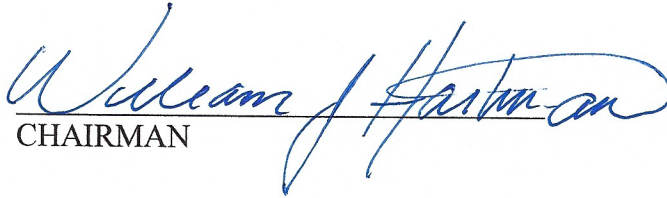
*These minutes have been approved by the Board of Commissioners and are the official record relating to the conduct or administration of the District's business, as reflected herein.*

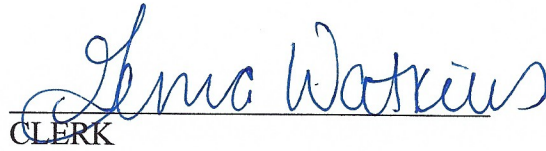
**NEXT BOARD MEETING:**

Next regular board meeting is scheduled for January 11, 2022 at 9:00 a.m.

**ADJOURNMENT:**

With no further business to come before the Commissioners, meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn at 10:50 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
CHAIRMAN

  
CLERK