

## **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, February 14, 2023, at 8:59 a.m. at the office of the District, 106<sup>th</sup> S. 4th Street, Parma, Idaho.

### **PRESENT:**

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

### **VISITORS:**

Don & Janet Vos  
John Russell – Zwygart John & Associates

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Thursday, February 9, 2023, at 11:05 a.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner Gary Hickman.** 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 minutes for January 10, 2023, for approval. **Motion made by Commissioner Tom Sells to approve minutes of January meeting, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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

District Secretary Watkins provided copies of financial reports for discussion. Expenses for January 11, 2023, through February 14, 2023, were \$73,371.62 and payroll for the same period was \$46,157.84 for a total of \$119,529.46. **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:**

Don & Janet Vos wanted to discuss their displeasure with the Hexon Road bridge closure. They voiced their concerns with detour roads and their condition. Engineer Tim Blair gave summary of timeline of replacement of Hexon Road bridge.

**OLD BUSINESS:**

➤ ROAD/BRIDGE REPAIR & MAINTENANCE

Director Troxel discussed attached report.

➤ APPROVE STATE/LOCAL AGREEMENT WITH UPRR DEB LANE RRX CLOSURE

No progress has been made since the last meeting. **Motion made by Commissioner Tom Sells to table agreement until next meeting, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

**NEW BUSINESS:**

➤ DISCUSS & APPROVE LICENSE AGREEMENT W/CITY OF CALDWELL (WATER LINE)

Director Lynn Troxel and attorney Jay Kiiha have been working with City of Caldwell to agree on terms of license agreement for their city water line project near Farmway/20-26 and Purple Sage area. **Motion made by Commissioner Tom Sells to approve License Agreement with City of Caldwell for water line, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ REVIEW & APPROVE FY2022 AUDIT REPORT

John Russell reported the FY2022 Audit Report. Mr. Russell stated that all numbers were favorable and there were no concerns regarding the data. **Motion made by Commissioner Gary Hickman to approve and accept FY2022 Audit Report, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPROVE PIGGYBACK PURCHASE OF ASPHALT MATERIALS FOR 2023 CHIP SEAL CAMPAIGN

Director Lynn Troxel presented the board information about 2023 chip seal materials. He is requested to piggyback from 2023 Power County Road Oil Bid. **Motion made by Commissioner Tom Sells to approve piggyback purchase of 2023 chip seal materials from 2023 Power County Road Oil Bill, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE ACCHD 2022 SUPPLEMENTAL STANDARDS

Engineer Tim Blair stated that this supplemental standards addition is just to clarify a few changes to the 2022 ACCHD Standards. **Motion made by Commissioner Tom Sells to approve ACCHD Supplemental Standards, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **SET OPEN HOUSE FOR HEXON ROAD BRIDGE PROJECT**

Voicemail from concerned citizen that lives in the area that is impacted by the Hexon Road bridge closure was played. Discussion was held regarding the District holding an open house regarding information on the replacement of Hexon Road bridge. Engineer Tim Blair will work with his team on a date in March to hold the open house.

**Motion made by Commissioner Tom Sells to approve open house meeting for Hexon Road with date depending on engineering schedule, seconded by Commissioner Gary Hickman. Motion passed unanimously.**

**ACCHD/IAHD REPORT:**

None

**MOJO REPORT:**

Crew stockpiled pit run over the last few weeks.

**ENGINEERS REPORT:**

Engineer Tim Blair discussed the attached report.

**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:**

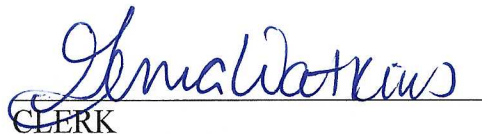
Next regular board meeting is scheduled for March 14, 2023, at 9:00 a.m.

*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 at 10:21 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
CHAIRMAN

  
CLERK