

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 8, 2022, at 8:59 a.m. at the office of the District, 106th 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:

None

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the agenda was posted on Wednesday, February 2, 2022, at 1:00 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 January 11, 2022, regular meeting minutes for approval. **Motion made by Commissioner Tom Sells to approve minutes, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

OLD BUSINESS:

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel summarized the attached report. Discussion was held regarding upcoming Boise River Road rebuild.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

Secretary/Clerk Watkins provided copies of financial reports for discussion. Expenses for January 12, 2022, through February 8, 2022, were \$53,554.95 and payroll for the same period was \$40,792.00 for a total of \$94,346.95. **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: Continued -

➤ APPLICATION TO WAIVE OR VARY SETBACK – FORAGE COMPLETE

Director Troxel stated that he believed that the information needed would be supplied in order to continue the application for Forage Complete, but it was not. **Motion made by Commissioner Tom Sells to table Forage Completes application to waive or vary setback until information is received, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ POLICY CODE DRAFT

Director Troxel stated that he had reviewed and made suggested edits to the draft policy code. Secretary/Clerk Watkins will review one more time and then the draft will be sent to Attorney William Gigray.

Discussion was held regarding changes that Director Troxel and Secretary/Clerk Watkins would like to see on the draft. Changes include eliminating duplicate information, modifying the variance hearing section, and changing the appointed positions. Other items discussed were maximum sick leave accrual and the addition of the Juneteenth holiday on the District's holiday schedule.

NEW BUSINESS:

➤ ADDITION OF CONSTRUCTION FOREMAN POSITION WITHIN CREW

Director Troxel stated that he would like to appoint employee Turk Doty as the construction foreman for operations. Discussion was held last meeting regarding the need for the position. Director Troxel will draft the job description for the position, and it will be added to the policy code. **Motion made by Commissioner Tom Sells to approve Turk Doty to the position of Construction Foreman at the rate of \$28.01 per hour effective February 14, 2022, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ REVIEW & APPROVAL OF SUPPORT LETTER TO CANYON COUNTY COMMISSIONERS

Canyon Highway District has drafted a letter to Canyon County Commissioners regarding their new policy for administrative land divisions. Discussion was held at the January A.C.C.H.D. meeting the highway districts struggles with their new process. **Motion made by Commissioner Tom Sells authorize Chairman William Hartman to sign letter to Canyon County Commissioners regarding Amendment to**

Canyon County Code 07-18-01, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ **ADOPT HIGHWAY STANDARDS & DEVELOPMENT PROCEDURES FOR ACCHD 2022 EDITION**

Changes to the previous A.C.C.H.D. Highway Standards & Development Procedures have been reviewed in previous A.C.C.H.D.'s meetings. Director Troxel and Engineer Tim Blair have reviewed these changes agree with any changes. Resolution adopting these standards will be on the March 8, 2022, agenda. **Motion made by Commissioner Tom Sells to table adoption of Highway Standards & Development Procedures for A.C.C.H.D. until March 8, 2022, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **REVIEW & APPROVE 2022 CAPITAL IMPROVEMENT PLAN**

Director Troxel discussed draft Capital Improvement Plan what was prepared with Engineer Tim Blair's assistance. This plan is a five (5) year plan. Changes to plan include cost for Boise River Road project for FY22 and a year for the French Rd., Roswell to Stephen project. **Motion made by Commissioner Tom Sells approve 2022 Capital Improvement Plan with changes discussed, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD/IAHD REPORT:

Director Troxel briefed the Board about the Day at the Capital that he attended, and he felt it was successful.

MOJO REPORT:

None

CORRESPONDENCE:

Engineer Tim Blair stated he was still working on land division on Galloway Road.

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 8, 2022, at 9:00 a.m.

ADJOURNMENT:

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.

With no further business to come before the Commissioners, meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn at 10:34 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.


CHAIRMAN

CLERK