

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 Wednesday, July 10, 2024, 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 the Pledge of Allegiance.*

PRESENT:

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

VISITORS:

Robert Shaw

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Monday, July 8, 2024, at 10:45 a.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

District Secretary Watkins provided copies of regular meeting minutes for June 11, 2024, for approval. **Motion made by Commissioner Tom Sells to approve meeting minutes, 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 June 11, 2024, through July 10, 2024, were \$380,707.02 and payroll for the same period was \$49,156.00 for a total of \$429,863.02. **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 the attached report. Director Troxel also discussed some additional chip seal operations for the remaining budget.

NEW BUSINESS:

**Chairman Hartman moved Application for Variance 2024-04 to the start of New Business.*

➤ **VARIANCE 2024-04 IDEAL PROPERTY OPTIONS, LLC – FARMWAY ROAD**

Director Troxel gave a summary of Ideal Property Options, LLC Application for Variance. Engineer Tim Blair prepared a staff report in response to the application and reviewed it with everyone. The applicant was using a shared driveway with neighbor, but neighbor has recently blocked off shared driveway. Without new access, applicants would have no access to property.

Mr. Shaw stated that he has reached out to neighbors on both sides of the property to inquire about getting an easement for his property, and they are not willing to assist him with that.

Mr. Blair's recommendation is to allow applicants to place a new driveway at 135' spacing located directly across from Farmway Village approach on the west side of Farmway Road. The new residential approach will be subject to less than 50 vehicle trips per day or five (5) trips in the peak hour (two-way total). **Motion made by Commissioner Tom Sells to approve Variance 2024-04 Ideal Property Options, LLC, subject to conditions of approval, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

Motion made by Commissioner Tom Sells to direct attorney to draft Finding of Fact/Conclusions of Law-and-Order Granting Variance Subject to Conditions for Variance 2024-04 Ideal Property Options, LLC, seconded by Commissioner Gary Hickman. Motion passed unanimously.

OLD BUSINESS: (CONTINUED)

➤ **FY2025 BUDGET WORKSHOP**

District Secretary Watkins reviewed the draft budget figures. There were only minor adjustments to the figures from the previous budget workshop. FY2025 Budget Hearing is August 27, 2024.

NEW BUSINESS: (CONTINUED)

➤ **APPROVE FINDINGS OF FACTS/CONCLUSIONS OF LAW & ORDER FOR VARIANCE 2024-03 GVVAG, LLC – MARKET ROAD**

Attorney Jay Kiiha drafted document based on Engineer Blair's recommendations to allow applicant to place new driveway at 330' spacing located north of Market Road directly across from the existing residential approach on the south side. The new residential approach will be subject to less than 50 vehicle trips per day or five (5) trips in the peak hour (two-way total). **Motion made by Commissioner Tom Sells to approve Findings of Fact/Conclusions of Law-and-Order Granting Variance subject to condition for Variance 2024-03 GVGAG, LLC, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ DISCUSS/APPROVE TRAIL KING TRAILER REPAIR/SALVAGE/REPLACE

The District's insurance carrier, ICRMP, has sent out an adjuster to evaluate damages to Trail King trailer. Their conclusion was that it was a total loss and would send the District check in the amount of the purchase price of trailer, less the deductible. Director Troxel provided an additional option of purchasing the trailer back at salvage value, the District would then be able to declare the trailer unnecessary for use and go through the surplus option to send it to auction. **Motion made by Commissioner Gary Hickman to let ICRMP handle the salvaged trailer, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ AUTHORIZE PURCHASE OF 2024 TRAIL KING TKT50LP

Options for replacement of Trail King trailer were provided to the Board. Director Troxel stated that trailer could be anywhere from 6-10 months out for delivery date. **Motion made by Commissioner Gary Hickman to approve purchase of 2024 Trail King TKT50LP per Sourcewell Contract ID#092922-TKI, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPROVE FY2025 COLA

Board reviewed proposed FY2025 COLA figures. **Motion made by Commissioner Tom Sells to approve 5% COLA for crew and set rates for Director, Assistant Director, and District Secretary/Clerk, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE FY2025 BUDGET HEARING PUBLICATION

District Secretary Watkins asked for approval for the FY2025 Budget Publication. **Motion made by Commissioner Gary Hickman to approve FY2025 Budget Hearing publication, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPLICATION TO WAIVE/VARY SETBACK – CASEY JENSEN – LON DAVIS ROAD

Applicant did not get paperwork back to the District. Agenda item will be tabled until August meeting.

ACCHD/IAHD REPORT:

Next ACCHD meeting will be on July 18, 2024, at Golden Gate Highway District No. 3.

MOJO REPORT:

Next MOJO meeting will be on July 18, 2024, at Golden Gate Highway District No. 3.

ENGINEERS REPORT:

Mr. Blair discussed current projects that he has been working on for the District including Hexon Road bridge update and Notus Road RR crossing repairs.

CORRESPONDENCE:

None

GENERAL MATTERS:

Discussion was held regarding conflicts with the November regular meeting date. IAHD Convention is the same week as our regular meeting, consensus is to have the meeting the Thursday prior, November 7, 2024.

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 August 13, 2024, at 9:00 a.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn at 10:04 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.


CHAIRMAN


CLERK