

*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, June 11, 2024, at 9:01 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 the Pledge of Allegiance.*

### **PRESENT:**

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

### **VISITORS:**

Bridget Vanderwoude  
Billy Shippy

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Thursday, June 6, 2024, at 11:30 a.m. **Motion made by Commissioner Gary Hickman to approve revised agenda, seconded by Commissioner William Hartman.** Motion passed unanimously.

### **APPROVAL OF BOARD MEETING MINUTES:**

District Secretary Watkins provided copies of regular meeting minutes for May 14, 2024, for approval. **Motion made by Commissioner Gary Hickman to approve minutes, seconded by Commissioner William Hartman.** Motion passed unanimously.

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

District Secretary Watkins provided copies of financial reports for discussion. Expenses for May 15, 2024, through June 11, 2024, were \$173,991.79 and payroll for the same period was \$48,355.99 for a total of \$222,347.78. **Motion made by Commissioner Gary Hickman to approve accounts payable and financial statements as drafted, seconded by Commissioner William Hartman.** Motion passed unanimously.

### **PUBLIC INPUT:**

None

### **OLD BUSINESS:**

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report.

**NEW BUSINESS:**

➤ DISCUSS PURCHASE OF MOTOR GRADER FY25

Discussion was held regarding options for the 2019 CAT Motor Grader lease conclusion. Both Western States Equipment and Coastline Equipment provided Director Troxel with both purchase and lease options for the District's next grader purchase. Crew does not have an opinion on one or the other, they feel that they are comparable. Secretary/Clerk Watkins provided the board with lease options for each piece of equipment and information on how much interest would be paid in order to lease vs. purchasing.

**Motion made by Commissioner Gary Hickman to approve purchase of 2024 CAT 150AWD Motor Grader per Sourcewell Contract #110723 and authorize chairman to sign quote/order, seconded by Commissioner William Hartman.** Motion passed unanimously.

➤ VARIANCE 2024-03 GVWAG, LLC – MARKET ROAD

Director Troxel gave a summary of GVWAG, LLC's Application for Variance. Engineer Tim Blair prepared a staff report in response to the application and reviewed it with everyone. Applicant is requesting driveway spacing requirement of 330' be waived and to allow driveway within 50' of existing driveway.

Mr. Bill Shippy spoke on behalf of GVWAG, LLC's behalf to state the purpose of the variance is to allow the pivot that is already established on the property and the irrigation equipment to stay in place to utilize as much agricultural land as possible. Also, the cost of relocating such equipment is costly.

Mr. Blair's recommendation is 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. 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 Gary Hickman to approve Variance 2024-03 GVWAG LLC, subject to conditions of approval, seconded by Commissioner William Hartman.** Motion passed unanimously.

**Motion made by Commissioner Gary Hickman to direct attorney to draft Finding of Fact/Conclusions of Law-and-Order Granting Variance Subject to Conditions for Variance 2024-04 GVWAG LLC, seconded by Commissioner William Hartman.** Motion passed unanimously.

➤ **CONSIDER VALLEY REGIONAL TRANSIT FY2025 FUNDING REQUEST**

Secretary/Clerk Watkins stated that the District received the FY2025 funding request from Valley Regional Transit. Valley Regional Transit still has no routes within the District's boundaries. **Motion made by Commissioner Gary Hickman to Deny Funding Request from Valley Regional Transit for FY2025, seconded by Commissioner William Hartman.** Motion passed unanimously.

➤ **FY2025 BUDGET WORKSHOP**

Secretary/Clerk Watkins presented the Board with a spreadsheet of the last two years audited budgets along with current year's income and expenditures. Discussion was held regarding forecasted HUR income as well as what changes we will see in FY25. Draft Canyon County L2 numbers have been reviewed. COLA figures were compared with neighboring districts and changes have been proposed but will be discussed at next meeting.

**ACCHD/IAHD REPORT:**

None

**MOJO REPORT:**

None

**ENGINEERS REPORT:**

Mr. Blair discussed current projects that he has been working on. Hexon Road bridge plans are coming along with demolition possibly stated for fall.

**CORRESPONDENCE:**

None

**GENERAL MATTERS:**

None

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

**Motion made by Commissioner William to go into executive section per I.C. §§ 74.206 (1) (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public entity at 10:30 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

Roll call vote was taken by District Secretary/Clerk Watkins:



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William Hartman – Aye  
Gary Hickman – Aye  
Lynn Troxel – Aye  
Jay Kiiha – Aye  
Genia Watkins – Aye

**Motion made by Commissioner William Hartman to end executive session at 10:52 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously. No action was taken.

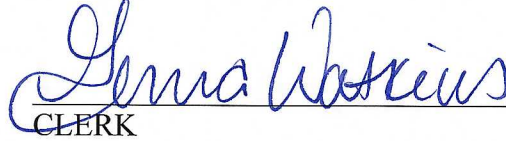
**NEXT BOARD MEETING:**

Next regular board meeting is scheduled for July 9, 2024, at 9:00 a.m.

**ADJOURNMENT:**

With no further business to come before the Commissioners, the meeting is adjourned. **Motion made by Commissioner William Hartman to adjourn at 10:53 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
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CHAIRMAN

  
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CLERK