

*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, March 12, 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, Tom Sells, and Gary Hickman, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, Attorney Jay Kiiha, and Engineer Tim Blair

### **VISITORS:**

Zac O'Kelley – Mountain Companies LLC

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Thursday, March 7, 2024, at 11:00 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 February 13, 2024, for approval. **Motion made by Commissioner Tom Sells to approve minutes, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### **PUBLIC INPUT:**

None

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

District Secretary Watkins provided copies of financial reports for discussion. Expenses for February 14, 2024, through March 12, 2024, were \$101,463.29 and payroll for the same period was \$48,555.99 for a total of \$150,019.28. **Motion made by Commissioner Tom Sells to approve accounts payable and financial statements as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

*\*Chairman William Hartman moved this New Business item up the agenda to accommodate Mr. O'Kelley.*

### **NEW BUSINESS:**

➤ VARIANCE 2024-01 MOUNTAIN COMPANIES LLC; FARMWAY ROAD

Director Troxel gave a summary of Mountain Companies LLC's Application for Variance. Engineer Tim Blair prepared a staff report in response to the application and reviewed it with everyone.

Mr. O'Kelley addressed the Board. He stated the purpose of the variance is to allow his construction company to utilize property as a staging ground for their business. Their traffic counts will be very low as it will only be his employees coming and going and some additional deliveries throughout the day.

Mr. Blair's recommendation is to allow Application for Variance with the conditions of approval stated in his staff report.

**Motion made by Commissioner Tom Sells to Direct Attorney to Draft Finding of Fact/Conclusions of Law-and-Order Granting Variance Subject to Condition for Variance 2024-01 Mountain Companies LLC, seconded by Commissioner Gary Hickman. Motion passed unanimously.**

**OLD BUSINESS:**

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report. Discussion was held regarding pipe project on Roswell Road and possible solutions to work with McConnell Ditch Company to repair and fix this section of road. A solution for the time being will be to reinforce the road with rebar/concrete slab.

Director Troxel stated that an application has been received for Vacation of ROW for a section of the fruit tracts off Apple Valley Road.

CAT Motor Grader lease will be up soon, discussion was held over what the District's options are for the next Grader lease/purchase.

**CONTINUED NEW BUSINESS:**

➤ APPROVE PIGGYBACK PURCHASE OF ASPHALT MATERIALS FOR 2024 CHIP SEAL CAMPAIGN

Director Lynn Troxel presented the board information about 2024 chip seal materials. He is requested to piggyback from 2024 Power County Road Oil Bid. The District is estimated to chip seal around 20 miles of road. **Motion made by Commissioner Gary Hickman to Approve Piggyback Purchase of 2024 Chip Seal Materials from 2024 Power County Road Oil Bid, seconded by Commissioner Tom Sells. Motion passed unanimously.**

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➤ **APPROVE PUG MILLING & ASPHALT MAT LAYING CONTRACT**

Director Lynn Troxel discussed the bid from Winn & Company, Inc. for the District's pug milling and asphalt mat laying projects for FY2024. **Motion made by Commissioner Tom Sells to Approve and Authorize Pug Milling & Asphalt Mat Laying Contract with Winn & Company, Inc., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

**ACCHD/IAHD REPORT:**

Director Troxel stated that he attended a the Canyon County Local Option Registration Fee Discussion Meeting facilitated by COMPASS to discuss registration fee increases. There will be a follow-up meeting with the date to be determined.

**MOJO REPORT:**

None

**ENGINEERS REPORT:**

Engineer Tim Blair stated that he would like to amend his staff report for Variance 2024-01 for Mountain Companies LLC to address emergency bollards. Mr. Blair discussed current projects that he has been working on.

**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 April 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 Tom Sells to adjourn at 10:15 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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*William J Hartman*  
CHAIRMAN

*James Watson*  
CLERK