

*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 14, 2023, at 8:59 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, Engineer Tim Blair, and attorney Jay Kiiha

### **VISITORS:**

Tom & Laurie King  
Dennis Jones

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Thursday, March 9, 2023, at 12:10 p.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 minutes for February 14, 2023, for approval. **Motion made by Commissioner Tom Sells to approve minutes of February 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 February 15, 2023, through March 14, 2023, were \$92,473.59 and payroll for the same period was \$46,457.85 for a total of \$138,931.44. **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 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:**

➤ 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 FY2023. Director Troxel discussed the process of soliciting quotes from other companies. **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.

➤ AUTHORIZE LEGAL REQUEST LETTER TO JASON HOLT (HOLT FAMILY TRUST)

Engineer Tim Blair gave summary of situation with property owner near Hexon Road bridge replacement area. JUB has been unsuccessful in communications with Jason Holt, therefore, is suggesting a letter be sent on behalf of Notus Parma Highway District No. 2 to open the lines of communication. **Motion made by Commissioner Tom Sells to authorize letter be sent to Jason Holt (Holt Family Trust), seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ VARIANCE 2023-01 TOM & LAURIE KING; ISLAND ROAD

Director Troxel gave summary of application for variance for Tom & Laurie King for Island Road. Mr. Troxel met with patrons on site and gave recommendation that they move their current driveway to a different location.

Engineer Tim Blair discussed the staff report, and agrees with approving the application for variance, with the patron moving the driveway to the suggested location.

**Motion made by Commissioner Tom Sells to accept exhibits for the Application for Variance 2023-01 for Tom & Laurie King, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- Application For Variance 2023-01
- Staff Report

**Motion made by Commissioner Tom Sells to approve Variance 2023-01 and direct attorney to prepare draft Findings of Fact/Conclusions of Law and Order for Variance 2021-01 for Tom & Laurie King, seconded by Commissioner Gary Hickman. Motion passed unanimously.**

➤ **AUTHORIZE PURCHASE OF 3 (THREE) AXLE EQUIPMENT TRAILER**

Director Troxel stated that the District's current 2020 Felling trailer is not sufficient enough to haul the excavator. Director's suggestion is to purchase new trailer and trade in the current one. **Motion made by Commissioner Tom Sells to approve purchase of 2023 Trail King TKT50LP per Sourcewell Contract #092900-TKI and authorize Chairman sign quote, seconded by Commissioner Gary Hickman. Motion passed unanimously.**

➤ **APPLICATION TO WAIVE OR VARY SETBACK – DENNIS JONES (WAGNER ROAD**

Dennis Jones is looking to build house on his parcel on Wagner Road and is requesting to vary setback from 70' to 50' on a section line. **Motion made by Commissioner Tom Sells to approve application to vary a setback from 70' to 50' for Dennis Jones – Parcel R37886200, seconded by Commissioner Gary Hickman. Motion passed unanimously.**

**ACCHD/IAHD REPORT:**

Next ACCHD meeting will be April 20, 2023 at 1:30 p.m. Location will be at the Notus Parma Highway District Meeting Room followed by the MOJO meeting.

**MOJO REPORT:**

Crew stockpiled pit run over the last few weeks. Discussion was held regarding more excavation at the pit.

**ENGINEERS REPORT:**

Engineer Tim Blair discussed the attached report. Mr. Blair discussed the details of the Hexon Road bridge open house from March 16, 2023. Open house hours will be 4:00 – 7:00 p.m. at the District Meeting Room.

**CORRESPONDENCE:**

None

**GENERAL MATTERS:**

None

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**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 11, 2023, at 9:00 a.m.

**ADJOURNMENT:**

With no further business to come before the Commissioners, meeting is adjourned. **Motion made by Commissioner Tom Sells to adjourn at 9:48 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
~~CHAIRMAN~~  
Clerk

  
~~CLERK~~  
Chairman