

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 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:

Juan Martinez
John Russell, Zwycart John & Associates CPAs, PLLC

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the original agenda was posted on Thursday, March 3, 2022, at 10:45 a.m. Revised agenda was posted on March 8, 2022, at 7:10 a.m. **Motion made by Commissioner Tom Sells to approve revised agenda to include Pug Milling & Asphalt Mat Laying Contract, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

Secretary/Clerk Watkins provided copies of February 8, 2022, regular meeting minutes for approval. **Motion made by Commissioner Tom Sells to approve minutes, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

Secretary/Clerk Watkins provided copies of financial reports for discussion. Expenses for February 9, 2022, through March 8, 2022, were \$81,637.02 and payroll for the same period was \$41,151.99 for a total of \$122,789.01. **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 -

➤ ROAD & STREET REPORT

Director Lynn Troxel discussed attached report.

➤ POLICY CODE DRAFT

District Secretary/Clerk Genia Watkins stated that the draft had been reviewed by Attorney William Gigray and that it will be reviewed again by herself and Director Troxel before the April meeting.

➤ ADOPT HSDP FOR ACCHD 2022 EDITION & APPROVE RESOLUTION 2022-01

Motion made by Commissioner Tom Sells to approve Resolution 2022-01 Adopt HSDP for ACCHD 2022 Edition, seconded by Commissioner Gary Hickman.
Motion passed unanimously.

NEW BUSINESS:

➤ APPLICATION TO WAIVE OR VARY SETBACK – URIEL CARRILLO –
GALLOWAY ROAD

Director Lynn Troxel gave a summary and provided a map of property at 17662 Galloway Road. Mr. Carrillo is requesting to vary setback from section line of 70' to 40'. Mr. Carrillo is limited to where he can place a shop due to layout of parcel. Director Troxel is in favor of granting the setback as he does not see any conflicts in the public interest. **Motion made by Commissioner Tom Sells to approve application to waive or vary setback as drafted for Uriel Carrillo, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ REVIEW & APPROVE FY2021 AUDIT REPORT – ZWYGART JOHN &
ASSOCIATES

John Russell with Zwygart John & Associates CPAs, PLLC presented the Board with the FY2021 audit report prepared by them. Mr. Russell stated that there were no discrepancies with the data that was provided to them. **Motion made by Commissioner Gary Hickman to approve FY2021 Audit Report, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ SET PUBLIC HEARING DATE FOR ADOPTING NEW FEE SCHEDULE

Motion made by Commissioner Tom Sells to set public hearing for adopting new fee schedule for April 12, 2022, at 8:45 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤

➤ **DISCUSS AND APPROVE LOADER OPTIONS – LEASE VS. PURCHASE**

Director Troxel stated that the District's two CAT front wheel loaders are coming to the end of their lease period. Options for moving forward include balloon purchase of the loaders or entering new leases. Director Troxel has been in contact with Western States as well as Coastline Equipment to get options for new leases, leases to own, and purchase outright. Direction of the Board is to purchase one leased CAT front wheel loader that has the least hours, and to demo a JD loader. Options for a seven-year municipal lease to own for both a CAT and John Deere wheel loader will be discussed at the April meeting.

➤ **APPROVE PIGGYBACK PURCHASE OF ASPHALT MATERIALS FOR 2022 CHIP SEAL CAMPAIGN**

Director Troxel presented the Board with figures for the 2022 asphalt materials. Costs have increased this year. **Motion made by Commissioner Tom Sells to approve piggyback purchase of asphalt materials for 2022 chip seal campaign from Idaho Asphalt Supply, Inc., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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

Director Troxel received quote from Winn & Company, Inc. for various projects in the upcoming months including mixing cold mix for patch work, Boise River Road work, and Stafford Road bridge overlay. **Motion made by Commissioner Gary Hickman to accept Winn & Company, Inc.'s 2022 summer projects estimate, seconded by Commissioner Tom Sells.** Motion passed unanimously.

ACCHD/IAHD REPORT:

None

MOJO REPORT:

None

CORRESPONDENCE:

District Secretary/Clerk Genia Watkins stated that Attorney William Gigray sent a memo to all highway districts regarding HB 741 and how it could affect property tax revenue.

Engineer Tim Blair stated that he had three reviews that he worked on this month. Administrative land division on Hop Road, U of I Lane sewer line, and HWY 44 and Farmway review.

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.

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

None

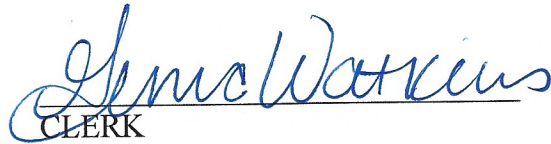
NEXT BOARD MEETING:

Public hearing for fee schedule will be held on April 12, 2022, at 8:45 a.m. Next regular board meeting is scheduled for April 12, 2022, 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 10:38 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.


CHAIRMAN


CLERK