

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 9, 2021 at 2:59 p.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

PRESENT:

Commissioners William Hartman, Tom Sells, Gary Hickman, Director of Highways Lynn Troxel, Secretary/Clerk Genia Watkins, Attorney Carlie Foster, and JUB Engineer Tim Blair.

VISITORS:

None

*Chairman William Hartman proceeded to lead all in attendance in the Pledge of Allegiance.

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the agenda was posted on Thursday, March 4, 2021 at 1:30 p.m. **Motion made by Commissioner Tom Sells to approve agenda as posted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

Secretary/Clerk Watkins provided copies of February 9, 2021 regular meeting for approval. Secretary Genia Watkins mentioned some grammar changes to the draft minutes as well as a duplicate sentence removed. **Motion made by Commissioner Tom Sells to approve minutes as drafted with changes, 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 10, 2021 through March 9, 2021 were \$109,269.76 and payroll for the same period was \$39,048.43 for a total of \$148,318.19. **Motion made by Commissioner Tom Sells to approve accounts payable and financial statements as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously. Due to FY2020 Audit not being approved by Commissioners, payment to Zwygart John & Associates will be held until the April 13, 2021 meeting.

PUBLIC INPUT:

None

OLD BUSINESS:

➤ **ROAD & BRIDGE REPAIR MAINTENANCE:**

Director Troxel discussed the attached report. Integrity Inspections came and inspected 4 pipes under Roswell Road. Scoping uncovered concrete pipe with joints leaking ground water into all pipes. Discussion was held regarding the best way to seal the pipes without having to dig them out and replace. Options include trying to patch leaks and installing slip lining to each pipe. Director Lynn Troxel will talk to all parties involved to determine the option that benefits everyone.

Director Troxel stated that a patron was involved in accident with District property. Patron was cited and District property was not damaged.

Director Troxel stated that a patron has inquired to see if the District has right of way at the end of Sabin Road. The patron would like to sell property but does not know where property will access highway.

➤ **MUTUAL COOPERATION AGREEMENT WITH CITY OF NOTUS**

Director Lynn Troxel and Chairman Bill Hartman met with City of Notus Mayor, David Porterfield. They toured the roads that Mayor Porterfield requested the District to assist in sealing. It is the Director's recommendation not to enter into agreement with City of Notus. **Motion made by Commissioner Tom Sells not to approve Mutual Cooperation Agreement with City of Notus, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **DRAFT POLICY CODE**

Secretary Genia Watkins stated that Director and Attorney are still reviewing the draft policy code. Item will be tabled until April 13, 2021 meeting.

NEW BUSINESS:

➤ **FY2020 AUDIT REPORT – ZWYGART JOHN & ASSOCIATES**

Jordan Zwygart of Zwygart John & Associates had a scheduling mistake and will not be able to attend meeting. FY2020 Audit report will be tabled until April 13, 2020 meeting and check for audit services will be held until audit is accepted.

➤ **APPROVE DRAFT OF PETITION AND PROCESS FORM FOR ABANDONMENT AND VACATION OF RIGHT OF WAY**

Director Troxel provided the Commissioners with draft form that has been reviewed by Attorney Carlie Foster as well as Engineer Tim Blair. Form will be used for patrons who are requesting abandonment and vacation of public right of way.

Motion made by Commissioner Tom Sells to approve Petition and Process Form for Abandonment and Vacation of Highway District System Highway and/or Right of Way, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ **APPROVE & AUTHORIZE MUTUAL COOPERATION AGREEMENTS**

Secretary/Clerk Genia Watkins presented the Commissioners with Mutual Cooperation Agreements with Golden Gate Highway District No. 3, The City of Parma, Parma Cemetery District, Lower Boise Cemetery District, and Ten Davis Recreation District. Agreement form has been used previous years on an annual basis, Secretary Watkins changed the duration of agreement to be until either party terminates the agreement. Schedule of equipment rates was updated as well.

Motion made by Commissioner Tom Sells to approve and authorize Chairman Bill Hartman to sign Mutual Cooperation Agreements, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ **APPROVE PIGGYBACK PURCHASE OF ASPHALT MATERIALS FOR 2021 CHIP SEAL CAMPAIGN**

Director Lynn Troxel provided Commissioners with information from Idaho Asphalt regarding FY2021 chip seal material costs. Director Troxel would like to piggyback from Power County Highway District's 2021 Road Oil Bid. **Motion made by Commissioner Tom Sells to approve piggyback purchase from Power County Highway District's 2021 Road Oil Bid, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD REPORT:

Next meeting will be hosted by Notus Parma Highway District No. 2 on April 15, 2021. Discussion was held regarding how the meeting will be hosted. Chairman Hartman and Director Troxel will reach out to other Districts to determine their thoughts.

Director Troxel gave an update on IAHD's Day at the Capital was.

MOJO REPORT:

Gravel crushing project has begun.

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.

CORRESPONDENCE:

Engineer Tim Blair stated he has been reviewing a rezone application of property located off Parma Road.

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

None

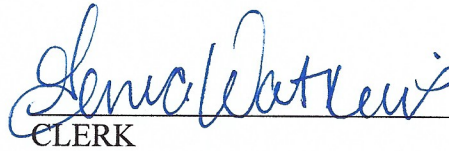
NEXT BOARD MEETING:

Next Board meeting is scheduled for April 13, 2021 at 3:00 p.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned at 4:26 p.m.


CHAIRMAN


CLERK