

*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, May 9, 2023, at 9:00 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:**

City of Caldwell – Brent Orton, Robb MacDonald

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Thursday, May 4, 2023, at 1:00 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 April 11, 2023, for approval. **Motion made by Commissioner Tom Sells to approve minutes of April 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 April 12, 2023, through May 9, 2023, were \$63,345.52 and payroll for the same period was \$46,157.86 for a total of \$109,503.38. **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.

➤ APPROVE FINDINGS OF FACT/CONCLUSIONS OF LAW & ORDER -VARIANCE 2023-01 TOM & LAURIE KING

Variance 2023-01 for Tom & Laurie King to vary driveway spacing on Island Road. This was approved at the March, 2023 meeting. **Motion made by Commissioner Gary Hickman to approve Findings of Fact/Conclusions of Law & Order for Variance 2023-01 for Tom & Laurie King, seconded by Commissioner Tom Sells.** Motion passed unanimously.

**NEW BUSINESS:**

➤ APPROVE TEMPORARY LICENSE AGREEMENT WITH DARREN LARSEN

Director Troxel presented a temporary license agreement for Darren Larsen to use public right of way off Rocky Road. **Motion made by Commissioner Tom Sells to approve temporary license agreement with Darren Larsen, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ CITY OF CALDWELL – DEVELOPING STAGES OF NEW ROAD

Mr. Brent Orton and Robb MacDonald with the City of Caldwell presented their intention to create a new collector road from HWY 44 near the Caldwell Housing Authority to HWY 20/26 near Gravel Lane. They are in the beginning stages of planning and wanted to hear the Board's recommendations. They are currently working with ITD on where exactly that road would come onto HWY 20/26. The Board's opinion would be to place road on section line near HWY 44 to HWY 20/26 near Gravel Lane but will need to see engineered plans to determine the best placement.

➤ FY2024 BUDGET DISCUSSIONS

District Secretary/Clerk Watkins presented the Board with spreadsheet with past two years audited figures along with current year's expenditures and budget figures. Preliminary amounts for income and expenses were calculated and input based on estimated figures. Discussion was held regarding what type of COLA will be reasonable based on state and federal amounts.

**ACCHD/IAHD REPORT:**

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District Secretary/Clerk Watkins reminded everyone of the IAHD Regional Meeting being held on May 23, 2023 at the Holiday Inn in Nampa.

**MOJO REPORT:**

None

**ENGINEERS REPORT:**

Engineer Tim Blair discussed the attached report. Mr. Blair also discussed Hexon Road bridge replacement progress.

**CORRESPONDENCE:**

None

**GENERAL MATTERS:**

None

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

None

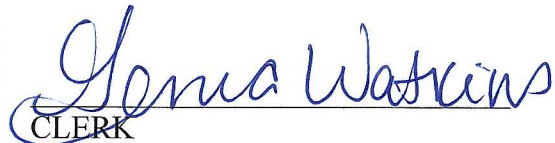
**NEXT BOARD MEETING:**

Next regular board meeting is scheduled for June 13, 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 10:39 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
CHAIRMAN

  
CLERK