

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, October 12, 2021 at 3:01 p.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:

Lucas Hansen
Casey Jensen – Forage Complete

APPROVAL OF AGENDA:

Secretary/Clerk Watkins reported that the agenda was posted on Thursday, October 7, 2021 at 1:00 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 September 14, 2021, regular meeting minutes for approval. **Motion made by Commissioner Tom Sells to approve minutes as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

**Director Lynn Troxel requested to move Public Input ahead so that Notus School District's representative Mr. Doug Burnett can speak via telephone.*

PUBLIC INPUT:

Notus School District representative Doug Burnett appeared via telephone. Mr. Burnett is requesting the Highway District to allow the School District to build a two rail fence in front of Notus Elementary School on Notus Road. Mr. Burnett would like to place fence within the District's right of way, a few feet from edge of pavement. The school would like to mitigate their issues with people parking on the grass and blocking crosswalk view and damaging their sprinkler system. Director Troxel showed the Board pictures of the fence already being constructed, and also where the District's right of way line is. Director Troxel stated that building a fence there would pose a problem for snow removal, as well a possible safety hazard to traffic. Engineer Tim Blair stated that per ACCHD Standards, this would be an encroachment

on the District's right of way, and should be built/moved outside of the right of way. Attorney Jay Kiiha's recommendation would be to keep the fence and the sprinklers out of the right of way. Chairman William Hartman informed Mr. Burnett that the District would like the Notus School District to move their fence and sprinklers outside of the Notus-Parma Highway District's right of way on Notus Road. The Board instructed Secretary/Clerk Genia Watkins to compose a letter to the Notus School District to inform them of their recommendation.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

Secretary/Clerk Watkins provided copies of financial reports for discussion. Mrs. Watkins provided a budget performance report for year ended September 30, 2021. She will be working with auditor over the next few weeks getting all the required info to them for completion of the FY2021 audit. Expenses for September 15, 2021, through October 12, 2021, were \$133,425.85 and payroll for the same period was \$34,008.85 for a total of \$167,434.70. **Motion made by Commissioner Tom Sells to approve accounts payable and financial statements as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

OLD BUSINESS:

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel summarized the attached report. Director Troxel stated that the Kenworth water truck that is on order to be built, is behind schedule. Director Troxel stated that he believes it is in the best interest of the District to keep the truck on order.

Old Castle will be building the District's pre cast bridge structure for Stafford road bridge in the next few weeks. Demolition and construction for Stafford Road bridge will begin on Monday, October 18, 2021. Director Troxel is optimistic that this project will be completed by December 15, 2021.

NEW BUSINESS:

➤ APPOINT CHAIRMAN OF THE BOARD

Motion made by Commissioner Tom Sells to appoint Commissioner William Hartman to Chairman of the Board, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ APPOINT VICE-CHAIRMAN OF THE BOARD

Motion made by Commissioner Gary Hickman to appoint Commissioner Tom Sells to Vice-Chairman of the Board, seconded by Commissioner William Hartman. Motion passed unanimously.

➤ APPLICATION TO WAIVE OR VARY SETBACK – LUCAS HANSEN

Lucas Hansen informed the Board that he is building a home off HWY 95, West of Ward Lane in Parma Idaho. Mr. Hansen was informed by Canyon County Planning and Zoning that his shop is within the Notus-Parma Highway District's quarter section line setback. Mr. Hansen has already poured the foundation for his proposed residence, which is outside of the quarter section line setback. The County already gave Mr. Hansen his building permit for residence without requesting or notifying him of the setback requirements. Mr. Hansen is requesting the Highway District to vary the setback requirement to 10' from 70' for his shop.

Engineer Tim Blair stated that the District would usually preserve these quarter line sections in order for future development. Director Troxel stated that at this time, the District does not have plans to develop Ward Lane from HWY 95 to Coach, but they cannot predict what might need to be developed in the future.

Per attorney's recommendations, the Board would like to see more information from Mr. Hansen before they can decide. The Board has requested Mr. Hansen to get a title report on the property to Director Troxel. Once that has been viewed, they will schedule a site visit to the property. Mr. Hansen stressed that this step is holding up his building process. **Motion made by Commissioner Gary Hickman to table Lucas Hansen's application to vary setback until more information is received, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPLICATION TO WAIVE OR VARY SETBACK – FORAGE COMPLETE

Casey Jensen with Forage Complete would like to build an agricultural structure off Lon Davis Road. They are requesting to vary the setback from 70' to 30' on a section line. Mr. Jensen stated that they would like to preserve as much of the buildable property for future agriculture structures and placing the building in the desired location is the only way to fit without encroaching on the farm ground. Engineer Tim Blair stated that after looking at the site map provided by Mr. Jensen, it looks as if the measurements are not correlating with their request. Director Lynn Troxel would like to verify the site plan measurements and view a title report. Mr. Jensen will provide Director Troxel with the requested documents and then schedule a site visit. **Motion made by Commissioner Gary Hickman to table Forage Completes application to vary setback until more information is received, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ REVIEW & APPROVE TEMPORARY LICENSE AGREEMENT – KEVIN ROWLEY (R26192032)

Director Troxel stated that Value Homes of Idaho, LLC, Kevin Rowley, has developed these lots off of HWY 18. These two lots will directly access HWY 18 off Notus-Parma Highway District's right of way. The temporary license agreement has been used in the past for these type of approach permits. Attorney Jay Kiiha stated that Secretary/Clerk Genia Watkins needed to update the agreement to reflect that Kevin Rowley is registered agent of Value Homes of Idaho, LLC who is the owner. Mrs. Watkins will fix the agreements to address those concerns. **Motion made by Commissioner Tom Sells to approve Temporary License Agreement for Kevin Rowley (Parcel R26192032), seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ REVIEW & APPROVE TEMPORARY LICENSE AGREEMENT – KEVIN ROWLEY (R26192031)

Motion made by Commissioner Tom Sells to approve Temporary License Agreement for Kevin Rowley (Parcel R26192031), seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ DISCUSS REGULAR MEETING SCHEDULE

Secretary/Clerk Genia Watkins requested the Board to determine the best day and time for regular meetings. Currently, regular meetings are held the second Tuesday of the month at either 9:00 a.m. or 3:00 p.m. All parties agree that the second Tuesday of the month at 9:00 a.m. is the most convenient time. **Motion made by Commissioner Tom Sells to approve second Tuesday of the month at 9:00 a.m. for 2022 regular meeting schedule, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

ACCHD REPORT:

Next meeting will be held at Canyon Highway District at 1:30 p.m. on October 21, 2021.

MOJO REPORT:

Next meeting will be held at Canyon Highway District at 2:30 p.m. on October 21, 2021.

CORRESPONDENCE:

None

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:

Next regular board meeting is scheduled for November 9, 2021 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 4:49 p.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.


CHAIRMAN


CLERK