

*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, September 13, 2022, at 9:01 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, Secretary/Clerk Genia Watkins, Engineer Tim Blair, and attorney William Gigray (via teleconference).

### **VISITORS:**

Cam Scott & Stephanie Hopkins, KM Engineering

### **APPROVAL OF AGENDA:**

Secretary/Clerk Watkins reported that the original agenda was posted on Thursday, September 8, 2022, at 3:30 p.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

### **APPROVAL OF BOARD MEETING MINUTES:**

Secretary/Clerk Watkins provided copies of regular minutes for August 9, 2022 and special meeting minutes on August 16, 2022 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 August 10, through September 13, 2022, were \$63,692.53 and payroll for the same period was \$37,663.19 for a total of \$101,355.72. **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 Lynn Troxel discussed attached report. Director Troxel stated that he was informed that the Hexon Road bridge will be funded for replacement during the next round of LILB program funding, with engineering and planning to come first.

➤ GOODSON ROAD IMPROVEMENTS

Engineer Tim Blair stated that he had reviewed the traffic study data provided by Horrocks Engineers the Stadium Development owned by J.A.P.S. Mr. Blair provided Commissioners with options for additional speed limit signs as well as to realign curve located on Goodson Road. Discussion will continue next month.

**NEW BUSINESS:**

➤ APPROVE FINDINGS OF FACT/CONCLUSIONS OF LAW & ORDER -VARIANCE 2022-01 GREG PAYNE

Director Troxel stated that attorney Jay Kiiha has prepared the Findings of Fact/Conclusions of Law & Order for Variance 2022-01 for Greg Payne. **Motion made by Commissioner Tom Sells to approve Findings of Fact/Conclusions of Law & Order for Variance 2022-01 for Greg Payne, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPLICATION FOR VARIANCE 2022-02 KM ENGINEERING

Cam Scott with KM Engineering provided a power point presentation for the Commissioners. Variance is requesting emergency access only to Purple Sage Road.

Attorney William Gigray stated that an affidavit of ownership from the property owner associated with the parcels will be needed.

Engineer Tim Blair summarized the staff report that he prepared. Spacing requirements were met on Conway Road and Notus Road, variance is only requesting emergency access to Purple Sage Road. Bollards will be used to restrict access for emergency vehicles only.

**Motion made by Commissioner Tom Sells to accept evidence for Variance 2022-02 for KM Engineering, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

- Application for Variance
- Staff Report and all attachments
- Power Point Presentation

Attorney Gigray stated that the additional evidence will need to be included once received.

**Motion made by Commissioner Tom Sells to direct attorney to prepare draft Findings of Fact/Conclusions of Law and Order for Variance 2022-02 for KM Engineering pending additional evidence, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE RESOLUTION 2022-05 ADOPTION OF OFFICIAL NPHD MAP

Secretary/Clerk Watkins stated that Attorney Jay Kiiha prepared the resolution to adopt the official Notus Parma Highway District #2 map. **Motion made by Commissioner Gary Hickman to approve Resolution 2022-05 Adoption of Official NPHD Map, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPROVE & AUTHORIZE SIGNATURE FOR RURAL PRIORITIZATION WORKGROUP RECOMMENDATION

Engineer Tim Blair attended the rural prioritization workgroup workshop and approved the recommendations. **Motion made by Commissioner Tom Sells approve Chairman's signature for Rural Prioritization Workgroup Recommendation, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ REVIEW AND APPROVE J-U-B ENGINEERS, INC.'S AGREEMENT FOR PROFESSIONAL SERVICES

Director Troxel stated that this was an annual agreement. **Motion made by Commissioner Gary Hickman to approve agreement for professional services for J-U-B Engineers, Inc., seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ DISCUSS ATTORNEY RECOMMENDATIONS AND AUTHORIZE CHAIRMAN TO SIGN PROFESSIONAL SERVICES AGREEMENT

Attorney William Gigray stated that the document wasn't ready yet and would be ready for the October meeting.

➤ SURPLUS EQUIPMENT

Director Troxel is asking to surplus 1990 International 4,900 dump truck, 1986 Henderson sander, and 3,000-gallon water tank. **Motion made by Commissioner Gary Hickman to surplus 1990 International 4,900 dump truck, 1986 Henderson 10' sander, and 3,000- gallon water tank, seconded by Commissioner Gary Hickman. None of the surplus equipment is expected to sell for over \$10,000** Motion passed unanimously.

➤ **BENEFIT PACKAGE**

Secretary/Clerk stated that the District's open enrollment month is December and that our insurance representative would be letting us know our options at the November regular board meeting. Discussion was held regarding how the District can improve the employee benefit package and if that will include adding any dependent coverage for health insurance.

**ACCHD/IAHD REPORT:**

None

**MOJO REPORT:**

Director Troxel stated that overburden was removed from the pit but due to high water tables, pit run is not able to be extracted.

**ENGINEERS REPORT**

Engineer Tim Blair discussed the attached report.

**CORRESPONDENCE:**

Director Troxel stated that the District received letter from Mr. Fuhriman's attorney regarding driveway dispute on Market Road, near Lon Davis Road. Director Troxel has requested that attorney respond.

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

None

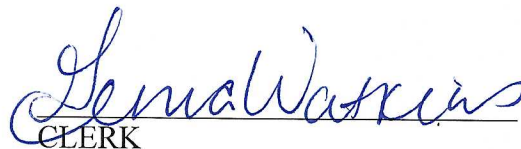
**NEXT BOARD MEETING:**

Next regular board meeting is scheduled for October 11, 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 10:36 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
CHAIRMAN

  
CLERK