

**MINUTES OF THE REGULAR MEETING  
OF THE NOTUS-PARMA HIGHWAY DISTRICT No.2**

Parma, Idaho

A regular meeting of the Commissioners of the Notus-Parma Highway District #2 was held Tuesday, June 11, 2019 at 3:00 p.m. at the office of the District, 106<sup>th</sup> S. Fourth St., Parma, Idaho.

**PRESENT:** Commissioners William Hartman, Tom Sells, Gary Hickman  
Director of Highways Lynn Troxel  
Clerk Mary Huett  
Attorney Carlie Foster via Phone  
JUB Engineer Tim Blair  
Jordan Zwygart –Zwycart John & Associates CPS’s PLLC

**APPROVAL OF AGENDA:** Clerk Mary Huett reported that the agenda was posted 5 days in advance and have not made any modifications in those 5 days.

**MINUTES:** Commissioner Tom Sells moved and Commissioner Gary Hickman seconded to approve the minutes of the May 14, 2019 meeting. The motion passed unanimously approving the minutes of the May 14, 2019 meeting.

**BILLS:** The outstanding bills were presented for June 2019. Commissioner Tom Sells moved and Commissioner Gary Hickman seconded to pay the bills. The motion passed unanimously.

**OLD BUSINESS:**

ROAD AND BRIDGE REPAIR AND MAINTENANCE – Director of Highways Lynn Troxel reported that the crew has repaired most of the damage from the storms in Unit 3, blade patching sealcoat roadways, hand patched seal coat roadways, and shop work. The crew will be helping Golden Gate Highway District with seal coating on June 17<sup>th</sup> and then they will help the City of Parma seal coat. A Safety Meeting on Personnel Protection and Fall Prevention was presented by Turk Doty.

It was reported that we received a check from Pickett Auction for surplus items we had taken to the auction.

Director of Highways Lynn Troxel discussed that he is looking into the cost of leasing a backhoe this next fiscal year. CAT and John Deere both will be bringing a backhoe out for the crew to use to see which option they like best. Lynn Troxel will report back to the commissioners at a later date about leasing a backhoe.

July 10<sup>th</sup> there will be an Appreciation Barbeque for the employees and Commissioners that will be put on by Golden Gate Highway District and Notus-Parma Highway District and will be hosted by Golden Gate Highway District for everyone.

**NEW BUSINESS:**

P & Z MATTERS – Director of Highways Lynn Troxel reported that he issued permits to Wizard Renovations on the end of Shelton and Klahr Road.

APPLICATION TO VARY A SETBACK/FORT LANE- Commissioner Gary Hickman moved and Commissioner Tom Sells seconded to allow Chairman William Hartman to sign the Application to Vary a Setback on Fort Lane for Jim Greenway. The motion passed unanimously.

SETBACK VARIENCE/STEPHAN LANE – Commissioner Gary Hickman moved and Commissioner Tom Sells seconded to allow Chairman William Hartman to sign the Application for a Setback Variance on Stephen to Alan Noe who is doing work for Brad Stutzman on Fort Lane. The motion passed unanimously.

2017-2018 AUDIT REPORT – Jordan Zwygart of Zwygart John & Associates CPSs, PLLC presented the completed audit to the Commissioners. Commissioner Tom Sells moved and Commissioner Gary Hickman seconded to accept the 2017-2018 Audited Statement. The motion passed unanimously to accept the 2017-2018 Audit.

OWYHEE PRODUCE, COMMERCIAL ACCESS CONDITIONS OF APPROVAL – Director of Highways Lynn Troxel discussed the concerns of trucks entering and exiting Owyhee Produce on Apple Valley Road. Director of Highways previously discussed his concerns with Owyhee Produce. Owyhee Produce requested to have further explanation on the requirements we are asking for, so Engineer Tim Blair presented the Commissioners with a detailed map identifying where we would like to have the barriers put. In addition to the map a letter was wrote to Canyon County Development Services Department updating them on Owhyee Produce. Commissioner Tom Sells moved and Commissioner Gary Hickman seconded to have the letter and map sent to Owyhee Produce. The motion passed unanimously to have the letter and map sent to Owhyee Produce.

PUBLIC RIGHT OF WAY USE AGREEMENT – Commissioner Tom Sells moved and Commissioner Gary Hickman seconded to have Attorney Carlie Foster and Engineer Tim Blair draft a ROW Use Agreement. The motion passed unanimously.

MOJO GRAVEL PIT – Director of Highways Lynn Troxel reported that the pump at the MOJO Pit had to be repaired and we will be using chips from the MOJO Pit to chip seal.

CORRESPONDENCE –Nothing to report at this time.

CITIZENS INPUT AND ACTION – Nothing to report at this time.

ADJOURNMENT: There being no further business to come before the Commissioners the meeting was adjourned 3:46 p.m.

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CHAIRMAN

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CLERK