

**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, October 8, 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  
JUB Engineer Tim Blair  
Rod Twete

**APPROVAL OF AGENDA:** Clerk Mary Huett reported that the agenda was posted 6 days in advance and have not made any modifications in those 6 days. Chairman William Hartman made a motion to add Executive Meeting Pursuant to I.C.§ 74-206(b) to the Agenda. The motion passed unanimously.

**MINUTES:** Commissioner Tom Sells moved and Commissioner Gary Hickman seconded to approve the minutes of the September 10, 2019 meeting. The motion passed unanimously approving the minutes.

**BILLS:** The outstanding bills were presented for October 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 done shop work and replaced a 12” CMP irrigation pipe on Conway Road. Derek Frank, Adam Bahem and Turk Doty attended the Contech Buried Bridge & Pipe Presentation courtesy of Treasure Valley Pipe. Doug Moats, Lupe Morales, Matt Green and Turk Doty attended the CAT Demo event courtesy of Western State CAT. A Safety Meeting on Distracted Drivers was presented by Adam Bahem and Turk Doty.

Derek Frank has been working on putting together the order for signs so when the Sign Grant check comes in, he will be ready to order them. He has been getting bids from Newman Signs and Safety Traffic Supply.

Director of Highways Lynn Troxel discussed a project that they are working on at the corner of Purple Sage Road and Conway Road. He handed out a spread sheet to show what it cost to seal coat the roads this year.

Director of Highways Lynn Troxel reported that he received a call from Idaho Power Company that at Purple Sage Road and Farmway Road they have put 2 power poles in our right of way. After discussing the situation, it was decided that Idaho Power will have to move the poles out of the right of way.

Chairman William Hartman reported that he has received phone calls from Dan Bilbao concerned about water that is backing up on his property. Jeff Johnson said he will clean out the drain ditch in January hoping this will keep the water from backing up on Dan Bilbao's property.

#### **NEW BUSINESS:**

J & S FARMS SETBACK VARIANCE – Commissioner Gary Hickman moved and Commissioner Tom Sells seconded to allow Chairman William Hartman to sign the Setback Variance on Ten Davis Road for J & S Farms. The motion passed unanimously.

PALLET RACKING FOR SIGN SHOP – Commissioner Tom Sells moved and Commissioner Gary Hickman seconded to authorize Director of Highways Lynn Troxel to buy a pallet rack. The motion passed unanimously.

AUDIT ENGAGEMENT LETTER – Commissioner Tom Sells moved and Commissioner Gary Hickman seconded to use Zwygart John and Associates PLLC for our 2018-2019 Audit. The motion passed unanimously.

NEW SIGNAGE AT PUBLIC PASSIVE RAIL-HIGHWAY CROSSINGS, STATEWIDE – JUB Engineer Tim Blair reported that we received a letter from Idaho Transportation Department on September 27, 2019. The 2019 Idaho Legislature revised Idaho Code 49-202 eliminating the mandatory requirement of stop signs at public passive crossings. Effective July 1, 2019 the yield sign is the required/default regulatory sign at all passive crossings in Idaho. To permanently maintain stop over yield control at locations, we will have to provide a copy of the Engineering Study demonstrating the need to keep the stop signs to the railroad no later than December 1, 2019. JUB Engineer Tim Blair went to Leigh Lane, Pearl Road, Wood Lane and Deb Lane and recommends not changing the stop signs to yield signs because the site distance does not justify changing them. Tim Blair has already notified ITD that the District does not want to change the signs over and we want them to remain stop signs. He also stated that we will need to send over exhibits for each location to justify the stop sign versus the yield sign. Commissioner Gary Hickman moved and Commissioner Tom Sells seconded that we have JUB Engineer Tim Blair do the Engineering Study for the passive railroad crossings. The motion passed unanimously.

P & Z MATTERS – Director of Highways Lynn Troxel reported that he issued a Approach permit to Chris Clelland on Conway Road and a Approach permit to Brianne Baty on Market Road.

MOJO GRAVEL PIT – Nothing to report at this time.

CORRESPONDENCE – Matt Green’s family sent a thank you card for the flowers that the Notus-Parma Highway District sent to the family.

Director of Highways Lynn Troxel reported that the City of Nampa proposed a registration fee increase with the apportionment of the funds to the cities and highway districts to be based on population. The City of Nampa will be at the next ACCHD meeting to ask support from the Highway Districts.

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

EXECUTIVE SESSION – At 4:30 p.m. Commissioner Gary Hickman made a motion to go into Executive session at pursuant Idaho Code 74-206 (b). Commissioner Tom Sells seconded the motion. Upon roll call Chairman William Hartman voted aye; Commissioner Gary Hickman voted aye; and Commissioner Tom Sells voted aye. Motion carried. Attorney Carlie Foster and Clerk Mary Huett was asked to join the Executive Session. Executive Session was closed at 4:45 and the regular board meeting reconvened.

ADJOURNMENT: There being no further business to come before the Commissioners the meeting was adjourned 4:50 p.m.

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CHAIRMAN

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CLERK