

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 Wednesday, December 10, 2025, at 10:00 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

**Vice-Chairman Tom Sells proceeded to lead all in the Pledge of Allegiance.*

PRESENT:

Commissioners Tom Sells and Gary Hickman, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, and Engineer Tim Blair

VISITORS:

Tanner Weston

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Wednesday, December 3, 2025, at 2:00 p.m. **Motion made by Commissioner Gary Hickman to approve agenda, seconded by Commissioner Tom Sells.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

District Secretary Watkins provided copies of regular meeting minutes for November 10, 2025 for approval. **Motion made by Commissioner Gary Hickman to approve meeting minutes, seconded by Commissioner Tom Sells.** Motion passed unanimously.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

District Secretary Watkins stated that the auditor has all documents for FY25 audit. It should be completed by January. Copies of financial reports were presented for discussion. Expenses for November 11, 2025, through December 10, 2025, were \$99,404.11 and payroll for the same period was \$61,768.02 for a total of \$161,172.13.

Motion made by Commissioner Gary Hickman to receive the treasurer's monthly financial report and place it on file for the fiscal year audit, seconded by Commissioner Tom Sells. Motion passed unanimously.

Motion made by Commissioner Gary Hickman to authorize the disbursement of funds from the District's treasury in the sum of \$161,172.13 for payment of the bills as presented by the Treasurer, seconded by Commissioner Tom Sells. Motion passed unanimously.

PUBLIC INPUT:

None

OLD BUSINESS:

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report.

➤ DISCUSS OPTIONS FOR WATER TRUCK REPLACEMENT/REPAIR

Director Troxel stated that he has been waiting for communication from IRCMP about repair estimate for Kenworth water truck for awhile. The independent claims adjuster has come back with a decision that the cost of repairs is more than the value of the truck. ICRMP will be sending a check for the value minus the deductible.

Director Troxel stated that in the meantime he has been searching for options to replace the water truck. Total price for new water truck, upfitted, is \$188,467. **Motion made by Commissioner Gary Hickman to approve purchase of Kenworth T480 truck per Sourcewell Contract #032824KTC in the amount of \$140,579, and contract with Smith Equipment & Welding in the amount of \$47,688 and authorize signatures, seconded by Commissioner Tom Sells.** Motion passed unanimously.

NEW BUSINESS:

➤ APPLICATION TO VARY SETBACK – TANNER WESTON – CONWAY ROAD

Director Troxel summarized Tanner Weston's request to vary the setback on Conway Road from 70' to 39'. There is a pole building already on the property when he purchased it, Canyon County will not issue a building permit until this application is approved by the District. Director Troxel stated that Conway has already been widened and there are no plans for further development. **Motion made by Commissioner Gary Hickman to approve Tanner Weston's application to vary setback from 70' to 39' along his property on Conway Road, seconded by Commissioner Tom Sells.** Motion passed unanimously.

SPECIAL BUSINESS:

➤ PUBLIC HEARING – WRITTEN AGREEMENT WITH HIGHWAY DISTRICT NO. 4 @ 10:00 A.M.

Motion made by Commissioner Gary Hickman to open public hearing at 10:20 a.m. Written Agreement with Highway District No. 4, seconded by Commissioner Tom Sells. Motion passed unanimously.

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No persons were present for public hearing.

Motion made by Commissioner Gary Hickman to close public hearing at 10:21 a.m. Written Agreement with Highway District No. 4, seconded by Commissioner Tom Sells. Motion passed unanimously.

- AUTHORIZE & APPROVE AGREEMENT FOR TRANSFER OF PERSONAL PROPERTY & BILL OF SALE – CHIP SPREADER

Highway District No. 4 provided documents for signature to transfer ownership of 2011 Etnyr Chip spreader from them to Notus Parma Highway District No. 2 in the amount of \$50,000. Public hearing was held this date, and no persons appeared to show cause in disagreement.

Motion made by Commissioner Gary Hickman to authorize Chairman Signature on Agreement for Transfer of Personal Property with Highway District No. 4, seconded by Commissioner Tom Sells. Motion passed unanimously.

- AUTHORIZE & APPROVE AGREEMENT W/J-U-B ENGINEERS, INC. FOR WAMSTAD RD. BRIDGE REPAIR

Agreement with J-U-B Engineers, Inc. is for work to be done for Wamstad Road Bridge repair. **Motion made by Commissioner Gary Hickman to approve agreement with J-U-B Engineers, Inc. for Wamstad Road Bridge repair and authorize signatures, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- AUTHORIZE & APPROVE AGREEMENT W/J-U-B ENGINEERS, INC. FOR IVERSON RD. BRIDGE REPAIR

Agreement with J-U-B Engineers, Inc. is for work to be done to prepare federal aid bridge funding for Iverson Road bridge replacement. **Motion made by Commissioner Gary Hickman to approve agreement with J-U-B Engineers, Inc. for Iverson Road Bridge replacement and authorize signatures, seconded by Commissioner Tom Sells.** Motion passed unanimously.

- APPROVE & AUTHORIZE FY2025 ROAD & STREET FINANCIAL REPORT & PUBLICATION

District Secretary/Clerk Watkins stated that she did not get report finalized for authorization and signatures, will add to next meeting. **Motion made by Commissioner Gary Hickman to table FY2025 Road & Street Financial Report & Publication actions, seconded by Commissioner Tom Sells.** Motion passed unanimously.

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ACCHD/IAHD REPORT:

None

MOJO REPORT:

Director Troxel stated that MOJO will continue to meet quarterly to be compliant with accounting practices as well as operational procedures.

He also reported that Highway District No. 4 is working down at the pit right now.

ENGINEERS REPORT:

Engineer Tim Blair discussed attached report.

CORRESPONDENCE:

None

GENERAL MATTERS:

Director Troxel discussed the possibility of paving the gravel section of Hurtz in the future. Canyon County has approved additional building lots, and the road will see a lot more traffic in the coming years. He will work with Mr. Blair on the feasibility of this project.

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

None

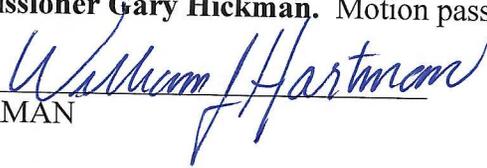
NEXT BOARD MEETING:

The next regular meeting will be January 13, 2026, at 9:00 a.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned.

Motion made by Commissioner Tom Sells to adjourn at 10:46 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.


CHAIRMAN


CLERK