

## **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 14, 2025, at 1:01 p.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, and Gary Hickman, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, Attorney Jay Kiiha and Engineer Tim Blair

### **VISITORS:**

None

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Thursday, October 9, 2025, at 2:45 p.m. **Motion made by Commissioner Gary Hickman to approve agenda, seconded by Commissioner William Hartman.** Motion passed unanimously.

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

District Secretary Watkins provided copies of regular meeting minutes for September 9, 2025 for approval. **Motion made by Commissioner Gary Hickman to approve meeting minutes, seconded by Commissioner William Hartman.** Motion passed unanimously.

### **TREASURER'S REPORT & BOARD APPROVAL OF BILLS:**

District Secretary Watkins provided copies of financial reports for discussion. Expenses for September 10, 2025, through October 14, 2025, were \$402,795.70 and payroll for the same period was \$78,421.76 for a total of \$481,217.46.

**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 William Hartman.** Motion passed unanimously.

**Motion made by Commissioner Gary Hickman to authorize the disbursement of funds from the District's treasury in the sum of \$481,217.46 for payment of the bills as presented by the Treasurer, seconded by Commissioner William Hartman.** Motion passed unanimously.

**PUBLIC INPUT:**

None

**OLD BUSINESS:**

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report.

**NEW BUSINESS:**

➤ APPOINT CHAIRMAN OF THE BOARD

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

➤ APPOINT VICE-CHAIRMAN OF THE BOARD

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

➤ APPLICATION TO WAIVE OR VARY SETBACK – WARD LANE

Director Troxel gave summary of Lucas Hansen application to vary the setback from 70' to 50' along the section line of Ward Lane. Mr. Troxel stated that his recommendation would be to allow for the setback due to the fact that there are no immediate plans in the future to construct a roadway there. **Motion made by Commissioner Gary Hickman to approve Application to Vary Setback, seconded by Commissioner William Hartman.** Motion passed unanimously.

➤ APPROVE & AUTHORIZE SIGNATURE FOR RURAL PRIORITIZATION WORKGROUP RECOMMENDATION

Engineer Tim Blair already gave summary of the August Rural Prioritization Workgroup Recommendation meeting. The District does not have any projects on the list. **Motion made by Commissioner Gary Hickman to authorize Director Lynn Troxel to sign Fourteenth Annual Rural Prioritization Workgroup, seconded by Commissioner William Hartman.** Motion passed unanimously.

➤ **APPROVE & AUTHORIZE SURPLUS EQUIPMENT**

Director Troxel stated that with new equipment added to the fleet, there is equipment that is no longer needed. Equipment that will be sent to auction include: 1 (one) 1986 Autocar Truck, 1 (one) 2000 Crysteel Dump Bed. **Motion made by Commissioner Gary Hickman to approve surplus of 1986 Autocar truck and 2000 Crysteel dump, seconded by Commissioner William Hartman.** Motion passed unanimously.

➤ **APPROVE PUBLIC HEARING NOTICE FOR 2018 GMC SIERRA**

Public hearing to surplus the 2018 GMC Sierra pickup will be held at 12:45 p.m. on November 10, 2025. **Motion made by Commissioner Gary Hickman to approve publication of legal notice for Public Hearing to Surplus Equipment, seconded by Commissioner William Hartman.** Motion passed unanimously.

**ACCHD/IAHD REPORT:**

None

**MOJO REPORT:**

None

**ENGINEERS REPORT:**

Mr. Blair gave an update on all the current projects that they are working on.

**CORRESPONDENCE:**

None

**GENERAL MATTERS:**

None

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

**Motion made by Commissioner William Hartman to go into executive session per I.C. §§ 74.206 (1) (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student at 1:33 p.m., Seconded by Commissioner Gary Hickman.** Motion passed unanimously.

Roll call vote was taken by District Secretary/Clerk Watkins:

William Hartman – Aye



*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.*

Gary Hickman – Aye  
Jay Kiiha - Aye  
Lynn Troxel – Aye  
Genia Watkins – Aye

**Motion made by Commissioner William Hartman to end executive section at 2:03 p.m., Seconded by Commissioner Gary Hickman. Motion passed unanimously.**

**NEXT BOARD MEETING:**


The next regular meeting will be November 10, 2025, at 12:45 p.m.

**ADJOURNMENT:**

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

**Motion made by Commissioner Gary Hickman to adjourn at 2:07 p.m., seconded by Commissioner William Hartman. Motion passed unanimously.**

  
CHAIRMAN

  
CLERK