

MINUTES OF SPECIAL MEETING OF THE NOTUS-PARMA HIGHWAY DISTRICT NO. 2

A special meeting of the Commissioners of the Notus-Parma Highway District #2 was held Tuesday, December 23, 2025 at 8:30 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

**Chairman William Hartman proceeded to lead all in attendance of the Pledge of Allegiance.*

PRESENT:

Commissioners William Hartman, Tom Sells, and Gary Hickman, Director of Highways Lynn Troxel, and Secretary/Clerk Genia Watkins

APPROVAL OF AGENDA:

Secretary/Clerk Genia Watkins reported that the original agenda was posted on Friday, December 19, 2025 at 4:00 p.m. **Motion made by Commissioner Tom Sells to approve agenda as posted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

VISITORS:

None

PUBLIC INPUT:

None

SPECIAL BUSINESS:

➤ APPROVE FY2025 ROAD & STREET REPORT AND AUTHORIZE PUBLICATION

District Secretary/Clerk presented the Board with FY2025 Road & Street Report and the corresponding publication for approval. Information is pulled from our accounting records and incorporated into an excel spreadsheet for State Controller's Office reporting requirements. **Motion made by Commissioner Tom Sells to approve and authorize signatures for FY2025 Road & Street Report and publication, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE 2026 PROPERTY LEASE AGREEMENTS

District Secretary/Clerk stated that lease agreements from 2025 were just updated to reflect 2026 dates. Terms and conditions remain the same. Commissioner William Hartman asked Director Troxel to communicate with each renter to make sure that all they do not need anything. **Motion made by Commissioner Tom Sells to approve 2026**

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.

property leases and authorize Chairman Signature, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ **AUTHORIZE DIRECTOR SIGNATURE FOR REZONE APPLICATION**

Director Troxel has been working with J-U-B Engineers to complete the forms to submit to Canyon County Development Services. Check in the amount of \$6,680 is needed to pay all the fees associated with these applications. **Motion made by Commissioner Tom Sells to approve Director Troxel to sign applications where needed, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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

None

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned. **Motion made by Commissioner Tom Sells to adjourn at 8:53 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.



CHAIRMAN



CLERK