

*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 Tuesday, March 10, 2026, at 9:00 a.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, Tom Sells and Gary Hickman, Director of Highways Lynn Troxel, District Secretary/Clerk Genia Watkins, Attorney Jay Kiiha, and Engineer Tim Blair

### **VISITORS:**

Todd & Pam Wilcox  
Aaron Watkins  
John Russell

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the original agenda was posted on Thursday, March 5, 2026, at 11:05 a.m. **Motion made by Commissioner Tom Sells to approve agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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

District Secretary Watkins provided copies of regular meeting minutes for February 10, 2026, for approval. **Motion made by Commissioner Tom Sells to approve meeting minutes, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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

Copies of financial reports were presented for discussion. Expenses for February 11, 2026, through March 10, 2026, were \$88,331.05 and payroll for the same period was \$54,285.57 for a total of \$142,616.62.

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

**Motion made by Commissioner Tom Sells to authorize the disbursement of funds from the District's treasury in the sum of \$142,616.62 for payment of the bills as presented by the Treasurer, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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**PUBLIC INPUT:**

None

**SPECIAL BUSINESS:**

None

**OLD BUSINESS:**

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report.

**NEW BUSINESS:**

➤ GALLOWAY ROAD FENCE RELOCATION -TODD WILCOX

Director Troxel gave summary of Galloway Road survey results that was conducted by J-U-B Engineers, Inc. Near Wilcox's property, at 18505 Galloway Road, survey pins show that their livestock fence is within the District's right of way and will need to be moved to allow adequate space for the rebuilding project.

Todd & Pam Wilcox stated that their measurements show the fence should only be moved 2.5'. They stated their frustrations with lack of communication from the District. Director Troxel showed them how the elevation change near their property would affect the amount of room the District would need for the shoulder. Their two driveways will also be raised to support the elevation change and re-paved during the construction. Engineer Tim Blair stated that the fence relocation will be moved out of the right of way, the District will move the fence for the Wilcox's. Director Troxel will communicate with them to let me know when the fence will be moved.

➤ REVIEW & APPROVE FY2025 AUDIT REPORT

Auditor John Russell with Zwycart John & Associates gave FY2025 audit report. There were no discrepancies with the data provided, and the District was given a great review of their financial statements. **Motion made by Commissioner Tom Sells to approve FY2025 audit report, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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➤ **APPROVE PIGGYBACK PURCHASE OF ASPHALT MATERIALS FOR 2026 CHIP SEAL CAMPAIGN**

Director Lynn Troxel presented the board information about 2026 chip seal materials. He is requesting to piggyback from 2026 Power County Road Oil Bid. The District is estimated to chip seal around 20 miles of road. **Motion made by Commissioner Gary Hickman to approve piggyback purchase of 2026 chip seal materials from 2026 Power County road oil bill, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ **APPROVE NAMPA PAVING AGREEMENT FOR GALLOWAY ROAD**

Director Troxel stated that the District is able to piggyback the same contract from Nampa Highway District #1/Nampa Paving from last year. This is to continue the Galloway Road paving project. **Motion made by Commissioner Tom Sells to approve piggyback contract from the Nampa Highway District #1/Nampa Paving FY-2025 paving contract, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **APPROVE & AUTHORIZE WINN & COMPANY COLD MIX CONTRACT**

Director Troxel presented figures for Winn & Company to come to the District's yard and prepare our cold mix material. **Motion made by Commissioner Gary Hickman to approve Winn & Company contract for cold mix, seconded by Commissioner Tom Sells.** Motion passed unanimously.

**ACCHD/IAHD REPORT:**

None

**MOJO REPORT:**

None

**ENGINEERS REPORT:**

Engineer Tim Blair discussed attached report.

**CORRESPONDENCE:**

None

**GENERAL MATTERS:**

None

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

None

**NEXT BOARD MEETING:**

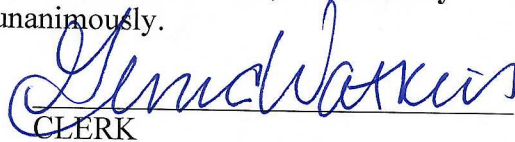
The next regular meeting will be April 14, 2026, at 9:00 a.m.

**ADJOURNMENT:**

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

**Motion made by Commissioner Tom Sells to adjourn at 10:03 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.**

  
CHAIRMAN

  
CLERK