

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, August 11, 2026, at 8:59 a.m. at the office of the District, 106th 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, Engineer Tim Blair, Attorney Jay Kiiha

VISITORS:

David & Carrie Shippy
Jeffrey & Kimmy Perrine

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Thursday, August 6, 2026, at 3:00 p.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 July 14, 2026, for approval. **Motion made by Commissioner Gary Hickman to approve presented meeting minutes, seconded by Commissioner Tom Sells.** Motion passed unanimously.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

Copies of financial reports were presented for discussion. Expenses for July 15, 2026, through August 11, 2026, were \$80,217.51 and payroll for the same period was \$53,985.55 for a total of \$134,203.06.

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 Gary Hickman to authorize the disbursement of funds from the District's treasury in the sum of \$134,203.06 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 attached report.

NEW BUSINESS:

➤ APPLICATION TO WAIVE/VARY SETBACK – JEFFREY PERRINE – LEIGH LN

Director Troxel stated that Jeffrey Perrine was requesting to vary setback requirements from 70' to 30' for a parcel on Leigh Ln. There are no future plans to develop a road in that area, so his recommendation is to approve application.

Motion made by Commissioner Gary Hickman to approve Application to Vary Setback for Jeffrey Perrine from 70' to 30' along the quarter section line, seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ APPLICATION TO VARY SETBACK – DAVID SHIPPY – GOODSON RD

Director Troxel stated that David Shippy was requesting to vary setback requirements from 70' to 40' for a parcel on Goodson Road. He is planning on building a shop on his property. Director Troxel stated that he doesn't anticipate widening this road any time in the future, and has no objections to the setback adjustment.

Motion made by Commissioner Gary Hickman to approve Application to Vary Setback for David Shippy from 70' to 40', seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ APPLICATION FOR VARIANCE 2026-01 – DAVID SHIPPY – GOODSON RD

Attorney Jay Kiiha requested that the Commissioner's open the public hearing for Variance 2026-01 David Shippy at 9:22 a.m.

Secretary Watkins presented the following exhibits for approval:

- a Application for Variance;
- b Site Map of Property;
- c Topographical Map of Property; and
- d Staff Report prepared by Engineer Tim Blair

All exhibits were admitted.

Director Troxel stated that patron David Shippy is requesting variance to the 330' driveway spacing requirement to 110'.

Engineer Tim Blair prepared the staff report and reviewed the application. The speed limit at the residence is 35 mph. He does not see any issues with Mr. Shippy's request.

Evidence is closed at 9:30 a.m.

Attorney Kiiha read through the deliberation list with Board.

Motion made by Commissioner Tom Sells to approve Application for Variance 2026-01 for David Shippy and to direct Attorney Jay Kiiha to draft Findings of Fact Conclusions of Law and Order to be reviewed at next meeting, seconded by Commissioner Gary Hickman. Motion passed unanimously.

Attorney Kiiha closed the public hearing at 9:33 p.m.

➤ APPLICATION FOR TEMPORARY LICENSE AGREEMENT – MICHAEL JENSEN – CHIPS LN

Director Troxel stated that Temporary License Agreement is needed for Michael Jensen/Forman Barnes, LLC to us unmaintained public right of way off. **Motion made by Commissioner Tom Sells to approve Temporary License Agreement with Michael Jensen/Forman Barnes, LLC for Chips Lane, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ REGISTRATION FEE PROPOSAL

Director Troxel summarized the City of Nampa's proposal for CC registration fee proposal. He does not have any paperwork yet; it will be coming in the next few weeks. In summary, proposal is being brought back up with Canyon County Commissioners to bring to voters on the November ballot. Discussion right now is whether the highway districts/city are split 50/50 or 70/30. We will bring back more information when it is received.

➤ APPROVE FY2027 MOJO BUDGET

Budget was reviewed at the July MOJO meeting. **Motion made by Commissioner Gary Hickman to approve FY2027 MOJO Budget, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPROVE FY2027 MOJO EXTRACTION RATE

Extraction rate is set at the same \$1 per cubic yard rate as last year. **Motion made by Commissioner Tom Sells to approve keeping the MOJO Extraction Rate at \$1 per cubic yard, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ **APPROVE PURCHASE OF HAMM HD 12I VT COMBO ROLLER**

Director Troxel presented quote on 2023 HAMM HD 12 VT 47" roller. The District is currently borrowing the City of Parma's roller for every patch project we do. It is apparent that we need to purchase one of our own. **Motion made by Commissioner Gary Hickman to purchase 2023 HAMM HD 12I VT Combo Roller in the amount of \$45,000, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ **APPROVE SURPLUS EQUIPMENT LIST**

With purchase of upgraded chip box, 1989 chip spreader is no longer needed. **Motion made by Commissioner Tom Sells to surplus 1989 chip spreader, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **STUBB LANE JURISDICTION MATTERS**

Secretary Watkins stated that she received letter from attorney at Morrow Fischer regarding access to 28463 Stubb Lane. Attorney Jay Kiiha will review.

Developer will be working with J-U-B Engineers to quitclaim some right of way to the District in order to split his properties.

ACCHD/IAHD REPORT:

None

MOJO REPORT:

None

ENGINEERS REPORT:

Engineer Tim Blair discussed attached report.

CORRESPONDENCE/GENERAL MATTERS:

Director Troxel stated that water issues on Pearl Road are being addressed. J-U-B will be surveying the property to determine the District's right of way so that we can plan for a solution.

District Clerk/Secretary stated that publication for FY2027 Budget Hearing will be in the Idaho Press Tribune this weekend.

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

None

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.

NEXT BOARD MEETING:

Special meeting will be August 25, 2026, at 8:30 a.m. and regular meeting will be September 8, 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 10:27 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.


CHAIRMAN


CLERK