

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, July 8, 2025, at 9:01 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, Attorney Jay Kiiha and Engineer Tim Blair

VISITORS:

None

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Tuesday, July 2, 2025, at 11:15 a.m. **Motion made by Commissioner Tom Sells to revise the agenda to add 2025 Road Tour, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

District Secretary Watkins provided copies of regular meeting minutes for June 10, 2025, 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:

District Secretary Watkins provided copies of financial reports for discussion. Expenses for June 11, 2025, through July 8, 2025, were \$568,854.25 and payroll for the same period was \$53,138.96 for a total of \$621,993.21. **Motion made by Commissioner Tom Sells to approve accounts payable and financial statements as drafted, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

PUBLIC INPUT:

None

OLD BUSINESS:

➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report.

➤ FY2026 BUDGET DISCUSSION

Director Troxel and District Secretary/Clerk Watkins are waiting on final numbers for oiling & matting and new equipment for FY26. Final numbers will be reviewed at the special meeting on July 17, 2025.

NEW BUSINESS:

➤ REVIEW & APPROVE TEMPORARY LICENSE AGREEMENT – SCOTT CARTER – ROCKY RD

Scott Carter is requesting a temporary license agreement to use an unmaintained right of way off of Rocky Road. **Motion made by Commissioner Gary Hickman to approve a temporary license agreement for Scott Carter, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPROVE RESOLUTION 2025-03 – PUBLIC RECORDS REQUEST

Motion made by Commissioner Gary Hickman to approve Resolution 2025-03 Public Records Request, seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ APPROVE RESOLUTION 2025-04 – CONSENT AGENDA POLICY

Motion made by Commissioner Gary Hickman to approve Resolution 2025-04 Consent Agenda Policy, seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ APPROVE RESOLUTION 2025-05 – AUDITS & FINANCIAL STATEMENTS

Motion made by Commissioner Gary Hickman to approve Resolution 2025-05 Audits & Financial Sttements, seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ APPROVE RESOLUTION 2025-06 – FLAG DISPLAY POLICY

Motion made by Commissioner Gary Hickman to approve Resolution 2025-06 Flag Display Policy, seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ APPROVE RESOLUTION 2025-07 – INDEPENDENT CONTRACTORS NOTICE REQUIREMENTS

Motion made by Commissioner Gary Hickman to approve Resolution 2025-07 Independent Contractors Notice Requirements, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE RESOLUTION 2025-08 – STATUTORY RESTRICTION & CONTRACT ELIGIBILITY

Motion made by Commissioner Gary Hickman to approve Resolution 2025-08 Statutory Restriction & Contract Eligibility, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE RESOLUTION 2025-09 – CENTRAL REGISTRY REPORTING

Motion made by Commissioner Gary Hickman to approve Resolution 2025-09 Central Registry Reporting, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE RESOLUTION 2025-10 – TREASURER'S REPORT

Motion made by Commissioner Gary Hickman to approve Resolution 2025-10 Treasurer's Report, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE RESOLUTION 2025-11 – PROCUREMENT POLICY

Motion made by Commissioner Gary Hickman to approve Resolution 2025-11 Procurement Policy, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE RESOLUTION 2025-12 – TITLE VI COMPLIANCE

Motion made by Commissioner Gary Hickman to approve Resolution 2025-12 Title VI Compliance, seconded by Commissioner Tom Sells. Motion passed unanimously.

- APPROVE RESOLUTION 2025-13 – FLOATING HOLIDAY

Motion made by Commissioner Gary Hickman to approve Resolution 2025-13 Floating Holiday, seconded by Commissioner Tom Sells. Motion passed unanimously.

- DISCUSS EXCHANGE MAINTENANCE AGREEMENT W/CITY OF CALDWELL – ANNEXATION

Director Troxel summarized the findings of City of Caldwell's recent annexation of property within the District. This has led to many questions about who is responsible for maintaining these roads. **Motion made by Commissioner Tom Sells to direct Attorney Jay Kiiha to send letter to City of Caldwell about recent annexations, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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.

ACCHD/IAHD REPORT:

Next meeting will be held on July 17, 2025 at 1:00 p.m. at Nampa Highway District.

MOJO REPORT:

Next meeting will be held on July 17, 2025 at 12:30 p.m. at Nampa Highway District.

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):

None

NEXT BOARD MEETING:

The next regular meeting will be August 12, 2025, at 9:00 a.m. Special meeting will be held on July 17, 2025 at 9:30 a.m.

RECESS

Motion made by Commissioner Tom Sells to recess meeting until 10:00 for the start of the 2025 Road Tour, seconded by Commissioner Gary Hickman. Motion passed unanimously.

➤ **2025 ROAD TOUR**

Director Troxel & Commissioners toured the District to view completed projects, upcoming projects, and general maintenance. No action was taken.

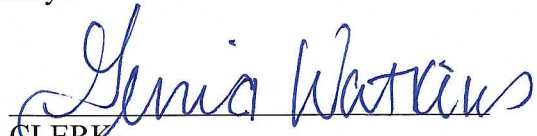
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ADJOURNMENT:

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

Motion made by Commissioner Gary Hickman to adjourn at 1:02 p.m., seconded by Commissioner Tom Sells. Motion passed unanimously.


CHAIRMAN


CLERK