

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 11, 2025, 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, Attorney Jay Kiiha and Engineer Tim Blair

VISITORS:

Dan Conant, Dan Conant Construction, Inc.
John Russell, Zwygart John & Associates

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Wednesday, March 5, 2025, at 3:45 p.m. **Motion made by Commissioner Tom Sells to approve the 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 11, 2025, for approval. **Motion made by Commissioner Tom Sells to approve meeting minutes, seconded by Commissioner Tom Sells.** Motion passed unanimously.

TREASURER'S REPORT & BOARD APPROVAL OF BILLS:

District Secretary Watkins provided copies of financial reports for discussion. Expenses for February 12, 2025, through March 11, 2025, were \$250,143.86 and payroll for the same period was \$53,422.90 for a total of \$303,566.76. **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

NEW BUSINESS:

➤ APPLICATION TO WAIVE/VARY SETBACK – DAN CONANT

Dan Conant gave summary of project to rebuild a scale house at the existing beet dump located on Sinclair Avenue in Parma, Idaho. **Motion made by Commissioner Gary Hickman to approve Application to Waive/Vary Setback for Dan Conant from 70' to 30', seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ REVIEW & APPROVE FY2024 AUDIT REPORT

Auditor John Russell with Zwygart John & Associates gave FY2024 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 FY2024 audit report, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ APPROVE PIGGYBACK PURCHASE OF ASPHALT MATERIALS FOR 2025 CHIP SEAL CAMPAIGN

Director Lynn Troxel presented the board information about 2025 chip seal materials. He is requested to piggyback from 2025 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 2025 chip seal materials from 2025 Power County road oil bill, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPROVE PIGGYBACK CONTRACT - NAMPA PAVING (NHD#1) FOR GALLOWAY ROAD PROJECT

Director Troxel stated that the District is able to participate in a piggyback contract from Nampa Highway District #1/Nampa Paving. This would be for the paving portion of the Galloway Road rebuild 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.

ACCHD/IAHD REPORT:

None

MOJO REPORT:

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.

Crushing is still in progress at the pit. There was not enough pit run stocked to get the quantities needed, a change order was created to excavate more material.

ENGINEERS REPORT:

Mr. Blair discussed the attached report.

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 April 8, 2025, at 9:00 a.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned.
Motion made by Commissioner Gary Hickman to adjourn at 9:40 a.m., seconded by Commissioner Tom Sells. Motion passed unanimously.


CHAIRMAN


CLERK