

*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, May 13, 2025, at 8:59 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:**

Ausencio Flores  
Jerry Payne  
Matt Wilke  
Wendy Shrief – J-U-B Engineers

### **APPROVAL OF AGENDA:**

District Secretary Watkins reported that the revised agenda was posted on Monday, May 12, 2025, at 8:00 a.m. **Motion made by Commissioner Tom Sells to approve the revised agenda, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

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

District Secretary Watkins provided copies of regular meeting minutes for April 8, 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 April 9, 2025, through May 13, 2025, were \$414,048.99 and payroll for the same period was \$77,668.44 for a total of \$491,717.43. **Motion made by Commissioner Gary Hickman to approve accounts payable and financial statements as drafted, seconded by Commissioner Tom Sells.** Motion passed unanimously.

### **PUBLIC INPUT:**

None

## **OLD BUSINESS:**

### ➤ ROAD & BRIDGE REPAIR MAINTENANCE

Director Troxel discussed the attached report.

### ➤ CONTINUE VARIANCE 2025-01 AUSENCIO FLORES – HWY 18

Ausencio Flores presented the Board with a recorded Road User Maintenance Agreement that will allow Mr. Flores to use Story Farm's property to access his lot. Engineer Blair discussed his staff report and recommended that due to the 35 MPH for the area and the fact that there is a driveway directly across the road, he would support granting the variance.

**Motion made by Commissioner Gary Hickman to approve Variance 2025-01 for Ausencio Flores and direct attorney to draft Findings of Facts/Conclusion of Law and Order of Decision Granting Variance, seconded by Commissioner Tom Sells.** Motion passed unanimously.

### ➤ FY2026 BUDGET DISCUSSION

Director Troxel and District Secretary/Clerk Watkins brought information to the Board regarding options for FY2026 options. Discussion will continue next month.

## **NEW BUSINESS:**

### ➤ APPLICATION TO WAIVE/VARY SETBACK – JERRY PAYNE – LON DAVIS RD

Jerry Payne is asking the Board to consider his request to vary the setback for Galloway Road from 70' to 30'. Mr. Payne is planning on selling two buildable lots and moving the setback line would be desirable for house location on the lots. The Board determined that they would like to preserve Galloway Road section line as much as possible, therefore, they would approve the setback to 50' instead of 30'. Mr. Payne asked after the fact if the District would have a problem with requesting the easement for the ditch company to overlap the setback line, therefore allowing him more usable land for the site layout. Engineer Blair stated that he didn't see any problem with that, but that it would be a question for whoever oversees the irrigation easement.

### ➤ DISCUSS & SET NOVEMBER & DECEMBER MEETING DATES

District Secretary/Clerk requested options for November and December meeting dates. IAHD Convention will conflict with our regular scheduled meeting. Mrs. Watkins will be on vacation during the regular scheduled meeting in December. **Motion made by Commissioner Tom Sells set November regular meeting for November 10, 2025 at 1:00 p.m. and December regular meeting for December 10, 2025 at 10:00 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **ICCU CD MATURITY & INVESTMENTS**

District Secretary/Clerk stated that the current 12 month CD at ICCU will mature on May 14, 2025. Options for renewal were discussed. Interest earned on funds will go towards road construction projects. **Motion made by Commissioner Tom Sells to approve renewal of \$3,000,000 certificate of deposit at ICCU for a 12-month term, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

**ACCHD/IAHD REPORT:**

None

**MOJO REPORT:**

None

**ENGINEERS REPORT:**

Wendy Shrief with J-U-B Engineers gave a summary of the process the District will need to go through in order to get the Crawforth property ready for facility relocation. The Board directed J-U-B to get the ball rolling and start the process.

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 June 10, 2025, at 9:00 a.m.

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**ADJOURNMENT:**

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

**Motion made by Commissioner Tom Sells to adjourn at 10:40 a.m., seconded by Commissioner Gary Hickman.** Motion passed unanimously.

  
CHAIRMAN

  
CLERK