

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, September 9, 2025, at 9:00 a.m. at the office of the District, 106th S. 4th Street, Parma, Idaho.

**Vice Chairman Tom Sells proceeded to lead all in the Pledge of Allegiance.*

PRESENT:

Commissioners 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 Thursday, September 4, 2025, at 3:00 p.m. **Motion made by Commissioner Gary Hickman to approve agenda, seconded by Commissioner Tom Sells.** Motion passed unanimously.

APPROVAL OF BOARD MEETING MINUTES:

District Secretary Watkins provided copies of regular meeting minutes for August 12, 2025, and special meeting minutes for August 26, 2025 for approval. **Motion made by Commissioner Gary Hickman 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 August 13, 2025, through September 9, 2025, were \$76,680.90 and payroll for the same period was \$52,779.00 for a total of \$129,459.90.

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

Motion made by Commissioner Gary Hickman to authorize the disbursement of funds from the District's treasury in the sum of \$129,459.90 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 the attached report.

NEW BUSINESS:

➤ APPROVE RESOLUTION 2025-16 FORGONE INCREASE FOR FY26

District Clerk/Secretary Watkins stated that the resolution was needed to bring the forgone amount of \$7,175 into our FY26 operating budget. Forgone amount was disclosed in our public hearing notice and discussed during our budget public hearing.

Motion made by Commissioner Gary Hickman to approve Resolution 2025-16 Forgone Increase, seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ APPROVE PERSI CHOICE 401(K) EMPLOYER MATCH

Discussion was held regarding October 1, 2025 start date of the PERSI Choice 401 (k) employer match addition to employee benefit package. **Motion made by Commissioner Gary Hickman to approve PERSI Choice 401(k) match for employees of the Notus Parma Highway District No. 2, as part of their benefits package. The first three percent (3%) that employees contribute, the District will match at 100%. The next two percent (2) that employees contribute, the District will match at 50%. The combined maximum match will be four percent (4%). Effective date of match is October 1, 2025., seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ APPROVE RESOLUTION 2025-17 PERSI 401 (K) EMPLOYER CONTRIBUTION

District Clerk/Secretary Watkins stated that resolution is needed to update policy code with the PERSI Choice 401 (k) employer match. **Motion made by Commissioner Gary Hickman to approve Resolution 2025-17 PERSI Choice 401 (k) Employer Contribution, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ REVIEW AND APPROVE J-U-B ENGINEERS, INC.'S AGREEMENT FOR PROFESSIONAL SERVICES

Engineer Tim Blair presented the Board with agreement for professional services. **Motion made by Commissioner Gary Hickman to approve J-U-B Engineer, Inc.'s FY26 Agreement for Professional Services, seconded by Commissioner Tom Sells.** Motion passed unanimously.

ACCHD/IAHD REPORT:

None

MOJO REPORT:

None

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 October 14, 2025, at 1:00 p.m.

ADJOURNMENT:

With no further business to come before the Commissioners, the meeting was adjourned.
Motion made by Commissioner Gary Hickman to adjourn at 9:29 a.m., seconded by Commissioner Tom Sells. Motion passed unanimously.


CHAIRMAN


CLERK