

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, April 8, 2025, at 9:00 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:

Ausencio Flores

APPROVAL OF AGENDA:

District Secretary Watkins reported that the original agenda was posted on Thursday, April 3, 2025, at 4:00 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 March 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 March 12, 2025, through April 8, 2025, were \$455,437.17 and payroll for the same period was \$52,478.98 for a total of \$507,916.15. **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.

NEW BUSINESS:

➤ **VARIANCE 2025-01 AUSENCIO FLORES – HWY 18**

Director Troxel gave a summary of Ausencio Flores' application for variance on HWY 18. Mr. Flores would like to add additional access in order to build a secondary residence at the back of his property with separate access. Mr. Flores has been in contact with the property owner who owns the property that would connect his property to HWY 18 and is working on getting an easement to access the property. Engineer Tim Blair stated that until there is an easement recorded, the District should not entertain a decision on this variance request.

Motion made by Commissioner Gary Hickman to continue Variance 2025-01 for Ausencio Flores until the May 13, 2025 meeting, seconded by Commissioner Tom Sells. Motion passed unanimously.

➤ **SET FY2026 BUDGET PUBLIC HEARING DATE**

District Secretary/Clerk Watkins stated that proposed budget hearing is on August 26, 2025 at 9:00 a.m. **Motion made by Commissioner Tom Sells to set FY26 Budget Hearing date for August 26, 2025 at 9:00 a.m., seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ **APPROVE RESOLUTION 2025-01 DECLARATION OF ELECTION OF COMMISSIONER – WILLIAM HARTMAN**

District Secretary/Clerk Watkins stated that only one candidate filed a petition for candidacy, William Hartman. **Motion made by Commissioner Tom Sells to approve Resolution 2025-01 Declaration of Election of Commissioner of Sub District No. 1, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **APPROVE RESOLUTION 2025-02 DECLARATION OF ELECTION OF COMMISSIONER – GARY HICKMAN**

District Secretary/Clerk Watkins stated that only one candidate filed a petition for candidacy, Gary Hickman. **Motion made by Commissioner Tom Sells to approve Resolution 2025-02 Declaration of Election of Commissioner of Sub District No. 3, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ **FY2026 BUDGET DISCUSSION**

Discussion was held regarding what Director Troxel and District Secretary/Clerk will be building into the FY2026 budget. Increases in materials and construction costs will have

an impact on how many projects we can schedule in the fiscal year. Employee benefits and wages were discussed, including retirement options.

ACCHD/IAHD REPORT:

Next meeting will be held at Notus Parma Highway District's meeting room at 1:30 p.m. on April 17, 2025.

MOJO REPORT:

ENGINEERS REPORT:

Mr. Blair gave update on current projects that they are working on. Hexon Road bridge project is right on schedule. Notus Road RRX project should be completed this week, and the crossing should open on Friday.

CORRESPONDENCE:

None

GENERAL MATTERS:

The unauthorized driveway on Goodson Road was removed and patron was billed for time.

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 May 13, 2025, 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 10:11 a.m., seconded by Commissioner Gary Hickman. Motion passed unanimously.


CHAIRMAN


CLERK