

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, June 10, 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 agenda was posted on Wednesday, June 4, 2025, at 2:45 p.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 May 13, 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 May 14, 2025, through June 10, 2025, were \$321,981.28 and payroll for the same period was \$52,578.99 for a total of \$374,560.27. **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 brought information to the Board regarding options for FY2026 options. The preliminary tax levy figures were received this week; final figures will not be set until the last week of July. Budget should be more fine tuned for our July meeting.

NEW BUSINESS:

➤ APPROVE FINDINGS OF FACTS/CONCLUSIONS OF LAW & ORDER FOR VARIANCE 2025-01 AUSENCIO FLORES – HWY 18

Attorney Jay Kiiha presented Findings of Facts/Conclusions of Law & Order for Variance 2025-01 for Ausencio Flores. Document summarizes approval of new approach for his property on HWY 18 at the Director of Highway's discretion. **Motion made by Commissioner Tom Sells to approve Findings of Facts/Conclusions of Law & Order for Variance 2025-01 for Ausencio Flores, seconded by Commissioner Gary Hickman.** Motion passed unanimously.

➤ CONSIDER VALLEY REGIONAL TRANSIT FY2026 FUNDING REQUEST

District Secretary/Clerk Watkins presented the Board with a document from Valley Regional Transit requesting funds from the District for administrative costs for the program. With no routes in Notus Parma Highway District's area, the District will not share administrative costs. **Motion made by Commissioner Gary Hickman to deny funding request for Valley Regional Transit FY2026, seconded by Commissioner Tom Sells.** Motion passed unanimously.

➤ DISCUSS GREEN ROAD MAVERICK PROJECT

Director Troxel stated that work has begun at the new Maverik gas station on Green Road without any Highway District permits. This project is within the Caldwell Urban Renewal District and is being managed by the City of Caldwell. Director Troxel and Engineer Tim Blair have been communicating with them, and will be meeting this week to discuss their construction plans.

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:

District Secretary/Clerk Watkins stated that she has reserved rooms for 2025 IAHD Convention November 11-13, 2025.

EXECUTIVE SESSION UNDER IDAHO CODE § 74-206 (1) (a), (b), (c), (d), (e), (f), or (i):

Motion made by Commissioner Tom Sells to go into executive section per I.C. §§ 74.206 (1) (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public entity at 9:38 a.m., Seconded by Commissioner Gary Hickman. Motion passed unanimously.

Roll call vote was taken by District Secretary/Clerk Watkins:

William Hartman – Aye
Gary Hickman – Aye
Tom Sells – Aye
Lynn Troxel – Aye
Genia Watkins – Aye
Tim Blair – Aye
Jay Kiiha - Aye

Motion made by Commissioner Tom Sells to end executive section at 9:54 a.m., Seconded by Commissioner Gary Hickman. Motion passed unanimously.

No action taken during executive session.

NEXT BOARD MEETING:

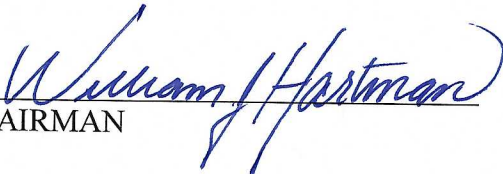
The next regular meeting will be July 8, 2025, at 9:00 a.m. Commissioners will have their annual Road Tour once regular meeting is done.

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.

ADJOURNMENT:

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

Motion made by Commissioner Gary Hickman to adjourn at 9:58 a.m., seconded by Commissioner Tom Sells. Motion passed unanimously.


CHAIRMAN


CLERK