

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.

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF CANYON HIGHWAY DISTRICT NO. 4
December 7, 2011

PRESENT: Chairman Darin Taylor, Commissioners John McEvoy and Rick Youngblood, Director Jim Voorhees, Deputy Director-Engineer Tim Richard, Maintenance Superintendent Rick Wyman, and District Secretary Angela P'Pool

GUESTS: Jay Gibbons and Winston Goss of Myriad Benefits Administrators, LLC

Chairman Taylor called the meeting to order at 9 a.m.

ADMINISTRATIVE ACTION

1. *Review and Approval of Agenda:* Director Voorhees stated that he had posted the agenda 48 hours in advance of the meeting and had not made any modifications within that 48-hour period.
2. *Review of November 22, 2011 Minutes:* Director Voorhees presented the minutes from the November 22, 2011 Board meeting together with the Secretary's Records Destruction Request of that meeting's audio tapes once the minutes are approved. The Board reviewed the minutes and made corrections. **Commissioner Youngblood made a MOTION TO APPROVE THE NOVEMBER 22, 2011 MINUTES WITH THE CORRECTIONS NOTED AND AUTHORIZE THE SECRETARY'S REQUEST TO DESTROY THE CORRESPONDING AUDIO TAPES. Commissioner McEvoy SECONDED the motion. The motion passed unanimously in favor.**
3. *Approval of Payroll and Accounts Payable:* The Board reviewed and discussed the payroll for the week ending December 3, 2011, longevity bonuses and accounts payable through December 6, 2011. **Commissioner Youngblood made a MOTION TO APPROVE THE PAYROLL FOR THE WEEK ENDING DECEMBER 3, 2011, LONGEVITY BONUSES AND ACCOUNTS PAYABLE THROUGH DECEMBER 6, 2011. Commissioner McEvoy SECONDED the motion. The motion passed unanimously in favor.**
4. *Review of Cash Balance Report:* Director Voorhees reviewed the District's cash balance report with the Board.

LEGAL COUNSEL

1. *Miscellaneous Legal Activities:* Engineer Richard stated that he would be sending a draft joint powers agreement between the District and the City of Caldwell for the replacement of the Old Highway 30 steel bridge to Attorney Gigray for his review.

Engineer Richard reported that the District is still working with Jeff Revis and the Bureau of Reclamation to obtain a master agreement with the Bureau for the replacement of bridges over the Bureau's waterways within the District.

MAINTENANCE SUPERINTENDENT REPORT

1. *Update on Field Operations:* Superintendent Wyman reported that the Road and Bridge crews have finished the pipe work on Oasis and Farmway roads and the hauling of asphalt to the Galloway Pit for crushing in the future.

On December 5, 2011, the Road Crew began hauling gravel out of the Boise River for the Flood Control District No. 10. The District is hauling an average of eleven loads a day per truck. Superintendent Wyman estimates that the District will be hauling the gravel for the next five to seven weeks.

The Bridge Crew is performing general pipe maintenance within the District.

Herbicide Technician Quenzer is sweeping all chip-sealed roads that were chip sealed this past summer and scheduled to be done on December 7, 2011.

NEW BUSINESS

1. *Consider Appointment of Board Member to COMPASS Finance Committee:* Commissioner McEvoy explained that as the District's representative on the COMPASS Board, COMPASS has asked him to service on its Finance Committee. Commissioner McEvoy stated to COMPASS that he would have to discuss the appointment with the District's Board. The Board discussed Commissioner McEvoy's appointment to the COMPASS Finance Committee. **Commissioner Youngblood made a MOTION TO AUTHORIZE COMMISSIONER MCEVOY'S APPOINTMENT TO THE COMPASS FINANCE COMMITTEE AND AUTHORIZE PAYMENT IN THE AMOUNT OF \$75 PER MEETING. Commissioner Taylor SECONDED the motion. The motion passed unanimously in favor.**

Commissioner McEvoy stated that he, Director Voorhees and Engineer Richard have been invited to attend the Communities in Motion 2040 Long Range Transportation Plan Update Workshop in February 2012. The Board discussed the need for the District to attend the Communities in Motion workshops. The Board concurred that any member of the Board could attend the workshops but would not be compensated by the District.

Commissioner McEvoy explained that he would be in a class on January 18 and 19, 2012 and asked that the Board consider rescheduling the January 18, 2012 meeting to January 17, 2012. **Commissioner Youngblood made a MOTION TO RESCHEDULE THE JANUARY 18, 2012 MEETING TO JANUARY 17, 2012 AT 9 A.M. AND NOTING THAT DIRECTOR VOORHEES WILL BE OUT OF THE OFFICE THAT DAY. Commissioner McEvoy SECONDED the motion. The motion passed unanimously in favor.**

DEPUTY DIRECTOR-ENGINEER'S REPORT

1. *Miscellaneous Engineering Activities:* Engineer Richard reported that the Crew has been performing some minor maintenance on the Old Highway 30 steel bridge. The Crew has removed material under the trusses, cleaned and lubricated the roller bearings. Engineer Richard reported that he will have the expansion joints inspected.

Engineer Richard reported that the District met with the Canyon County Commissioners to discuss the Canyon County Western Route (CCWR) findings from all of the pair-wise comparisons submitted by both the District and County Commissioners. Four final alignments are being developed based on the input received. Engineer Richard and Assistant Engineer Hopper will continue to meet with local land owners and irrigation districts affected by each alignment. Final alignment selection is still on schedule for spring 2012.

Engineer Richard reported that he has been working with Canyon County on a joint application for a Federal Emergency Management Agency (FEMA) grant that would give the District funds to replace the culvert crossing under the Caldwell Highline Canal and Midland Road. The culverts are in good condition but too small to handle the flow from Mason Creek based on the recent FEMA flood study. Engineer Richard's only concern is that the Idaho Department of Homeland Security cannot give a date of when the grant may be given and the District has a rehabilitation project already scheduled for fiscal year 2013 for that section of Midland Road. Engineer Richard recommends that the District take advantage of this opportunity to join the County in the grant application, proceed with the rehabilitation project and delay the chip-seal until after the culvert has been replaced. The Board unanimously concurred with Engineer Richard's recommendation and requested that the District move forward with the joint application with Canyon County.

NEW BUSINESS

2. *Review of Short- and Long-term Disability Insurance Available to District Employees:* Winston Goss of Myriad Benefits LLC provided the Board with a list of benefits and premiums associated with short- and long-term disability, accidental death and dismemberment and life insurance coverage. If the District pays the premiums for the additional insurance coverage, the employees' benefits will be taxable. If the employees pay for the premiums, the employee's benefits will not be taxed. Mr. Goss added that the rates presented are based a 100-percent participation of the District employees and would increase depending on the participation. The Board asked that the Director present the insurance coverage and benefits to the employees and ask how many would be willing to participate in the low-premium group coverage with the premiums paid by the employee.

Winston Goss also updated the Board on the District's buy-down program benefits and the Consult-A-Doctor program that is being promoted by the Idaho Association of Highway Districts.

At 11:10 a.m., Winston Goss concluded his presentation.

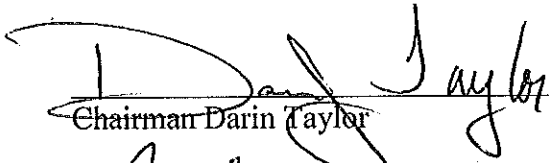
DIRECTOR'S REPORT

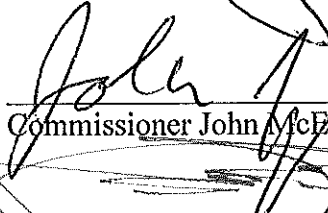
1. *Miscellaneous Administrative Activities*: Director Voorhees presented the Board with the following for its review:
 - a. A letter from the District to the County supporting the zone change along Highway 44;
 - b. A letter from the District to the County regarding the District's highway standards;
 - c. A letter from the Idaho Department of Lands stating that the gravel being extracted from the Boise River and transported to the Galloway Pit belongs to the District; and
 - d. Canyon County's promotional brochure.

Director Voorhees reported that Mr. Cletus Price would attend the December 21, 2011 meeting to discuss the gap between the pavement of his driveway and the Geri Lane roadway.

Director Voorhees reported that all District employees will be participating in training through ICRMP that reinforces the District's personnel policy, and educates employees about sexual harassment prevention and defensive driving. If the District participates in this education program offered by ICRMP, the District will receive a 5-percent discount on its liability insurance premium. The classes are taken online and the deadline to participate is March 1, 2012.

Chairman Taylor asked if there was any further business to be conducted by the Board. **Hearing none, at 11:20 a.m., Commissioner Youngblood made a MOTION TO ADJOURN. Commissioner McEvoy SECONDED the motion. The motion passed unanimously in favor.**


Chairman Darin Taylor


Commissioner John McEvoy


Commissioner Rick Youngblood



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AGENDA
CANYON HIGHWAY DISTRICT NO. 4 BOARD OF COMMISSIONERS MEETING

Date: Wednesday, December 07, 2011

Time: 9:00 a.m.

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **RECOGNIZE GUESTS**
- 4) **ADMINISTRATIVE ACTION**
 - a) Review and Approve of Agenda Including Amendments and Additions.
 - b) Review, Approve and Sign Regular Meeting Minutes for 11-22-11 Including Secretary's Request for Destruction of Audio Cassettes after Approval of Minutes for 11-22-11.
 - c) Review, Approve, and Sign Payroll for Week Ending 12-03-11 and Misc. Accounts Payable thru 12-06-11.
 - d) Cash Balance Report.
- 5) **MAINTENANCE SUPERINTENDENT'S REPORT**
- 6) **UNFINISHED BUSINESS**
- 7) **NEW BUSINESS**
 - a) Consider Appointment of COMPASS Board Member to Finance Committee.
 - b) Discussion on Short Term Disability (STD) and Long Term Disability (LTD) from Myriad Benefits, LLC.....Winston Goss
- 8) **DEPUTY DIRECTOR – ENGINEER'S REPORT**
- 9) **LEGAL COUNSEL REPORT/DISTRICT REQUEST**
- 10) **DIRECTOR'S REPORT**
- 11) **EXECUTIVE SESSION-- I.C 67-2345 (1 (a)) (b) (c) (f)**

ATTEST:

James S. Voorhees, Director

Date Posted: 12-5-2011

Time Posted: 8:30 A.M.

ACCOUNTS PAYABLE for 12/7/11

A-1 Superior Cleaning	\$ 690.00
ABC Sanitation	\$ 70.00
Asphalt Driveways & Patching	\$ 3,300.00
Boise Rigging Supply	\$ 551.02
Bonneville Blue Print	\$ 158.00
Cable, Lynn	\$ 200.00
Caldwell Auto Supply	\$ 84.55
Caldwell True Value	\$ 39.98
Carl Cycle Sales	\$ 1,379.00
Canyon County Tax Collector	\$ 559.16
CenturyLink	\$ 345.55
CESCO	\$ 5,226.00
Dales Service, Inc.	\$ 70.00
Delta Dental	\$ 2,479.75
Eidam and Associates	\$ 1,600.00
Electronic Data Solutions	\$ 590.00
Fisher's	\$ 363.67
Gabe's Auto Parts	\$ 45.30
Handmade Designs, LLC	\$ 120.00
Idaho Garbologist	\$ 63.00
Idaho Association of Highway Districts	\$ 4,000.00
Idaho Power	\$ 1,102.85
Idaho Tool & Equipment	\$ 149.99
MBA LLC	\$ 130.00
McEvoy, John	\$ 75.99
MHL Systems	\$ 3,047.98
NCPERS	\$ 464.00
Norco	\$ 75.84
Office Value	\$ 180.28
PC Tech, Inc.	\$ 208.96
Pioneer Title Company	\$ 234.00
Riverside, Inc.	\$ 367.80
Smith's Lawnmower Sales & Service	\$ 66.98
Stotts Construction	\$ 200.00
Tradition Custom Homes	\$ 200.00
Trebar, Inc.	\$ 243.71
Treasure Valley Coffee, Inc.	\$ 231.29
Treasure Valley Pipe & Steel	\$ 28,228.60
United Oil	\$ 798.45
US Bank	\$ 3,646.80
Utility Truck & Trailer Sales	\$ 1,506.22
V-1 Propane	\$ 240.34
Verizon Wireless	\$ 394.79
Western States Equipment	\$ 3,911.03
Youngblood, Rick	\$ 158.61
Zee Medical	\$ 1,190.00
Total Amount Paid:	\$ 68,989.49

PAID WITH 12/8/11 PAYROLL

Net Payroll	\$ 32,502.99
Longevity Bonuses	\$ 6,229.44
EFTPS (Electronic)	\$ 12,505.81
IDA-DIV Credit Union	\$ 789.50
Idaho State Tax Commission	\$ 5,345.87
Nationwide Retirement Solutions	\$ 1,029.89
PERSI (Electronic)	\$ 9,179.67
PERSI Choice (Electronic)	\$ 146.42
Total Amount Paid:	\$ 67,729.59