

REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF CANYON HIGHWAY DISTRICT NO. 4  
December 21, 2011

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

**GUESTS:** Tim O'Meara, Yasuhiro Shinohara, Wanda and Cletis Price.

Chairman Taylor called the meeting to order at 9:07 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 December 7, 2011 Minutes:* Director Voorhees presented the minutes from the December 7, 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 McEvoy made a MOTION TO APPROVE THE DECEMBER 7, 2011 MINUTES WITH THE CORRECTIONS NOTED AND AUTHORIZE THE SECRETARY'S REQUEST TO DESTROY THE CORRESPONDING AUDIO TAPES. Commissioner Youngblood 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 17, 2011 and accounts payable through December 20, 2011. **Commissioner Youngblood made a MOTION TO APPROVE THE PAYROLL FOR THE WEEK ENDING DECEMBER 17, 2011 AND ACCOUNTS PAYABLE THROUGH DECEMBER 20, 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 and November Budget and LGIP report with the Board.

**MAINTENANCE SUPERINTENDENT REPORT**

1. *Update on Field Operations:* Superintendent Wyman reported that the Road and Bridge crews have hauled 13,000 yards of gravel from the Boise River to the Kapicka Pit. When the project has finished, the District Staff estimates that the District will have hauled 30,000 yards of gravel from the Boise River. Director Voorhees stated that the property owner, Dick Bicandi and Flood Control District have provided two additional trucks to help haul the gravel to the Kapicka Pit and are furnishing their own fuel.

Members of the Bridge Crew are cleaning out from under bridges listed on Hughes Engineering maintenance list and replacing culverts.

Road Foreman Wallace, Bridge Foreman Weymouth and Herbicide Technician Pemberton attended a two-day class on communication and supervising of employees. The classes are part of the Road Master curriculum.

## NEW BUSINESS

1. *Consider Approval of Merit Bonuses for a District Employee:* Director Voorhees presented the Board with a written merit bonus recommendation for Sign Technician/Safety Coordinator Chainey Rhoades. Director Voorhees proposed a \$500 bonus for Mr. Rhoades. **Commissioner Youngblood made a MOTION TO APPROVE THE MERIT BONUS AS PROPOSED BY DIRECTOR VOORHEES. Commissioner McEvoy SECONDED the motion. The motion passed unanimously in favor.**

## UNFINISHED BUSINESS

1. *Consider Driveway Approach Paving on Geri Lane:* Cletis Price was present and explained that he had paved his driveway to his home on Geri Lane prior to the road being paved. Mr. Price's neighbors paved their driveways after the road was paved and matched the driveways to the pavement. Mr. Price asked why the District did not match its pavement of Geri Lane to his driveway. Engineer Richard explained that it isn't the District's policy to pave existing gravel driveways or outside of the road right-of-way other than to replace what was disturbed during construction. Attorney Gigray concurred with Engineer Richard's explanation of the District's policy and advised that the District stay within its road right-of-way. Chairman Taylor requested that the District find the edge of the road right-of-way and pave to that boundary. Chairman Taylor asked if Mr. Price was willing to pay for materials if the District supplies the labor to pave any portion of the pavement to match the end of his driveway. Mr. Price stated that he would have to review bids from private contractors before making that decision. This matter was tabled to the next regularly-scheduled meeting to receive information from the District about the location of the District's right-of-way.

## NEW BUSINESS (cont'd)

2. *Review FY2011 Annual Road and Street Financial Report:* Director Voorhees reviewed the District's FY2011 Annual Road and Street Financial Report with the Board. **Commissioner McEvoy made a MOTION TO APPROVE FY2011 ANNUAL ROAD AND STREET FINANCIAL REPORT AS PRESENTED. Commissioner Youngblood SECONDED the motion. The motion passed unanimously in favor.**
3. *Review 2011 Local Road Mileage Report:* Engineer Richard reviewed the District's 2011 Local Road Mileage Report with the Board. Engineer Richard explained the changes and corrections made to the map. The Idaho Transportation Department (ITD) no longer allows the District to consider the mileage per the exchange maintenance agreements

with the cities and must list all of the actual road mileage within its jurisdiction. There were also several inaccuracies on the map provided by ITD that needed to be corrected. **Commissioner McEvoy made a MOTION TO APPROVE THE LOCAL ROAD MILEAGE REPORT FOR CANYON HIGHWAY DISTRICT FOR THE YEAR 2011 AND THE 2011 ROAD SURFACE REPORTING MAPS, SHEETS ONE AND TWO, AND AUTHORIZE THE CHAIRMAN TO SIGN THE SAME.** Commissioner Youngblood **SECONDED** the motion. The motion passed **unanimously in favor.**

## LEGAL COUNSEL

1. *Miscellaneous Legal Activities:* Attorney Gigray reported that he has been reviewing the following items for the District:
  - a. Agreement with the City of Caldwell for the replacement of the Old Highway 30 steel bridge;
  - b. The subdivision approval process and underlying lien holders;
  - c. Highway District standards update and revision of forms;
  - d. Appointment of vacation position and procedure for appointment of a replacement; and
  - e. Cooperative agreement with the Bureau of Reclamation for bridge permits.

Attorney Gigray has met with the County Clerk to discuss the short timeframe related to the return of an L-2 where a taxing district has exceeded its levy limits. Attorney Gigray advised to set a budget public hearing date late enough in August after the Board of Equalization has met and call the County to get preliminary approval of the L-2 to avoid it being kicked back at a later date.

Attorney Gigray updated the Board on the City of Nampa's NPDES permit process and its fee structure to charge Nampa City residents for drainage.

Attorney Gigray updated the Board on the City of Nampa's consideration of a qualified city facilities ordinance that would charge utilities to locate line and/or cable within the city's road right-of-way.

## DEPUTY DIRECTOR-ENGINEER'S REPORT

1. *Miscellaneous Engineering Activities:* Engineer Richard reported that he had met with Blaine Schwendiman of ITD to review the charter for the Farmway Road railroad crossing improvements. Everything seems in line to move forward with the project in 2012.

Engineer Richard reported that the District had received a request from John Williamson of Williamson Orchards for an administrative lot split on the west side of Chicken Dinner, between Highway 55 and Apricot. Mr. Williamson is interested in gifting 25 feet of right-of-way to the District and selling an additional 25 feet to meet the District's minor arterial designation for Chicken Dinner Road. Mr. Williamson is also interested in gifting 25 feet and selling an additional 25 feet along the 24-acre parcel. Engineer

Richard has compared lots with similar land uses in the area but there is not much to pull from. The average of his estimates is \$12,750 per acre. Engineer Richard calculated the total cost of the right-of-way purchase as \$8,950.50 for 1.2 total acres, which includes the gifted right-of-way. The Board stated that they were interested in purchasing the right-of-way from John Williamson and offering fair market value for the land in question. Attorney Gigray suggested that the District obtain a title report on the ground and confirm that it is not subject to another purchase agreement. The Board added that the fair market value offered is for land without encumbrances which includes any trees and the price should be reduced if Mr. Williamson does not want to remove the trees before the sale is final.

Engineer Richard reported that Surveyor Cashman has been using the District's new GPS unit surveying future road projects for the District. The unit is working well and seems to be very efficient.

Engineer Richard reported that Assistant Engineer Hopper has been developing cost estimates and comparative ways to proceed with the replacement of the 15-mile culvert on Linden Road.

Engineer Richard reported that the District's Old Highway 30 steel bridge grant application for the road realignment did not score well and was not recommended to the COMPASS Board for inclusion in the TIP. Engineer Richard recommended that the District continue with its application for bridge funding to replace the Old Highway 30 steel bridge through the Local Highway Technical Assistance Council (LHTAC). If the District's bridge project is chosen for funding, it may help the District secure funding through COMPASS for the road work portion of the project.

Engineer Richard explained the damage that occurred to the Old Highway 30 steel bridge when a truck damaged the north cross braces. Dave Hughes of Hughes Engineering has inspected the damage and recommended that the cross braces be replaced or straightened. The truck did not bend the bridge truss or decrease the structural condition of the bridge as a whole. Forsgren Associates are preparing estimates and prioritization for heavy maintenance items on the Old Highway 30 steel bridge.

Engineer Richard reported that a private irrigation line was found along the Smith property on the west side of Emmett Road. The line was buried shallow and no easement was recorded because it was a private line. Engineer Richard is working to replace the line in order to provide water to the property.

Engineer Richard reported that residents on Burger Lane, west of Old Highway 30, are interested in improving their road and may be willing to participate in the cost of construction. Engineer Richard asked the Board for its consent to do the preliminary work and come up with a cost estimate for the project. The cost of the project may be low enough that it may be more costly to administer a local improvement district (LID). The Board concurred to have the residents send in a formal request and, when the letter is received, the District Staff can begin work on the preliminary design and cost estimate.

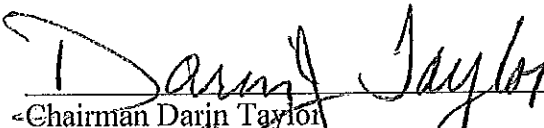
Engineer Richard stated that he has spoken to George Quenzer about the closer of Foothill Road between Blessinger and Kingsbury. Mr. Quenzer explained that traffic ignores the signs stating the road is closed. Engineer Richard stated that the District may have to put up a more permanent closure but that he would talk to the two property owners that the closure will effect before doing so.

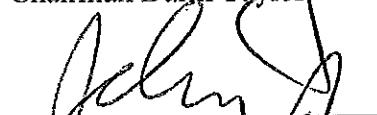
## DIRECTOR'S REPORT

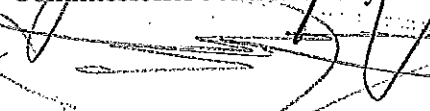
1. *Miscellaneous Administrative Activities:* Director Voorhees presented the Board with the following for its review:
  - a. An email to COMPASS stating the current District representatives will remain the same on the COMPASS advisory committees;
  - b. A letter from Matt Stoll of COMPASS regarding Golden Gate and Notus-Parma highway districts not voting in favor of the extension of COMPASS' metropolitan planning organization boundaries;
  - c. The District's joint award from COMPASS for the Emmett Road Roundabouts; and
  - d. A copy of Canyon County's Tactical Emergency Response Plan.

Director Voorhees reported that there was an accident on December 1, 2011 at the intersection of Ustick and Farmway Road. The guardrail was damaged at the intersection and a claim was made to ICRMP. The guardrail was replaced immediately and a copy of the accident report has been requested from Idaho State Police.

Chairman Taylor asked if there was any further business to be conducted by the Board. **Hearing none, at 11:25 a.m., Commissioner Youngblood made a MOTION TO ADJOURN. Commissioner McEvoy SECONDED the motion. The motion passed unanimously in favor.**

  
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 Chairman Darin Taylor

  
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 Commissioner John McEvoy

  
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 Commissioner Rick Youngblood



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**AGENDA**  
**CANYON HIGHWAY DISTRICT NO. 4 BOARD OF COMMISSIONERS MEETING**

Date: Wednesday, December 21, 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 12-07-11 Including Secretary's Request for Destruction of Audio Cassettes after Approval of Minutes for 12-07-11.
  - c) Review, Approve, and Sign Payroll for Week Ending 12-17-11 and Misc. Accounts Payable thru 12-20-11.
  - d) Cash Balance Report; November 2011 LGIP Report; November 2011 Budget Report
- 5) **MAINTENANCE SUPERINTENDENT'S REPORT**
- 6) **UNFINISHED BUSINESS**
  - a) Consider Approval of Driveway Approach Paving on Geri Lane.....Cletus Price
- 7) **NEW BUSINESS**
  - a) Consider Approval of Merit Bonus for District Employee.
  - b) Consider Approval on 2011 Annual Road and Street Financial Report.
  - c) Consider approval of the 2011 Local Road Mileage Report.
- 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:

A handwritten signature in black ink, appearing to read 'James S. Voorhees', is written over a horizontal line.

James S. Voorhees, Director

Date Posted: 12-19-2011

Time Posted: 8:12 A.M.

ACCOUNTS PAYABLE for 12/21/11

|                                  |           |                   |
|----------------------------------|-----------|-------------------|
| Canyon County Extension Office   | \$        | 70.00             |
| ABC Sanitation                   | \$        | 100.00            |
| AFLAC                            | \$        | 422.04            |
| American Construction            | \$        | 97.00             |
| Blue Cross of Idaho              | \$        | 34,946.18         |
| BC Sales, Inc.                   | \$        | 315.80            |
| Bonneville Blue Print            | \$        | 267.00            |
| Caldwell Auto Supply             | \$        | 186.57            |
| Caldwell True Value              | \$        | 27.96             |
| Columbia Paint & Coating         | \$        | 183.90            |
| D&B Supply                       | \$        | 134.55            |
| Durobilt                         | \$        | 189.95            |
| Edge Construction Supply         | \$        | 2,200.00          |
| Fluid Connector Products         | \$        | 25.05             |
| Gabe's Auto Parts                | \$        | 5.34              |
| Helena Chemical                  | \$        | 31,934.00         |
| Horton Fluid Power, Inc.         | \$        | 627.24            |
| Idaho Correctional Industries    | \$        | 225.00            |
| Idaho Power                      | \$        | 145.82            |
| Interstate Billing Service       | \$        | 239.51            |
| JUB Engineers                    | \$        | 15,405.48         |
| Les Schwab Tire Center           | \$        | 1,664.74          |
| Master Rooter Service            | \$        | 815.00            |
| MBA LLC                          | \$        | 824.41            |
| Middleton Auto Parts             | \$        | 10.00             |
| Norco                            | \$        | 75.54             |
| Office Value                     | \$        | 278.15            |
| Pacific Steel                    | \$        | 127.13            |
| Petty Cash                       | \$        | 83.36             |
| Pitney Bowes                     | \$        | 126.42            |
| RICOH Americas Corp.             | \$        | 234.61            |
| Ridley's                         | \$        | 13.98             |
| Root Rents                       | \$        | 924.00            |
| Safety-Enterprise                | \$        | 500.00            |
| Scott's Automotive & Tire Supply | \$        | 133.08            |
| Silver Creek Software            | \$        | 1,650.00          |
| Tacoma Screw Products            | \$        | 352.98            |
| Traffic Safety Supply            | \$        | 514.60            |
| Trebar, Inc.                     | \$        | 1,169.72          |
| United Reformed Church of Nampa  | \$        | 2,000.00          |
| Utility Truck & Trailer          | \$        | 315.00            |
| White Peterson                   | \$        | 312.50            |
| Western States Equipment         | \$        | 164.52            |
| <b>Total Amount Paid:</b>        | <b>\$</b> | <b>100,038.13</b> |

PAID WITH 12/22/11 PAYROLL

|                                 |           |                  |
|---------------------------------|-----------|------------------|
| Net Payroll                     | \$        | 32,423.62        |
| EFTPS (Electronic)              | \$        | 11,126.29        |
| IDA-DIV Credit Union            | \$        | 789.50           |
| Nationwide Retirement Solutions | \$        | 831.18           |
| PERSI (Electronic)              | \$        | 7,877.77         |
| PERSI Choice (Electronic)       | \$        | 111.84           |
| <b>Total Amount Paid:</b>       | <b>\$</b> | <b>53,160.20</b> |