

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  
January 4, 2012

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, Jay Gibbons and Frank Bruneel.

Chairman Taylor called the meeting to order at 9:02 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 21, 2011 Minutes:* Director Voorhees presented the minutes from the December 21, 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 DECEMBER 21, 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 31, 2011 and accounts payable through January 3, 2012. **Commissioner McEvoy made a MOTION TO APPROVE THE PAYROLL FOR THE WEEK ENDING DECEMBER 31, 2011 AND ACCOUNTS PAYABLE THROUGH JANUARY 3, 2012. Commissioner Youngblood 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.
5. *Resignation of Commissioner Taylor:* Commissioner Taylor read his resignation letter to the Board and officially resigned as Commissioner of the District. **Commissioner Youngblood made a MOTION TO ACCEPT COMMISSIONER TAYLOR'S RESIGNATION, DECLARE A VACANCY ON THE DISTRICT BOARD AND APPROVE RESOLUTION 12-01-1. Commissioner McEvoy SECONDED the motion. The motion passed unanimously in favor.**

*Chairman Taylor relinquished the chair to Vice Chairman Youngblood.*

The District Board and Staff presented Darin Taylor with a gift and a plaque thanking him for his service to the District and its patrons.

6. *Consider Candidates to Fill Board Vacancy:* Vice Chairman Youngblood thanked Tim O'Meara, Jay Gibbons and Frank Bruneel in their interest in the open position and enjoyed meeting with each one. Vice Chairman Youngblood opened the floor to nominations to fill the vacancy created by Darin Taylor's resignation. Commissioner McEvoy nominated Jay Gibbons to fill the vacancy on the Board. Commissioner Youngblood seconded the nomination. **Commissioner McEvoy made a MOTION TO CLOSE NOMINATIONS. Commissioner Youngblood SECONDED the motion. The motion passed unanimously in favor.** The Board found that Jay Gibbons is a qualified elector in Subdistrict 1 and is eligible to serve the remainder of the term that expires on October 1, 2013. **Commissioner Youngblood made a MOTION TO APPOINT JAY S. GIBBONS AS COMMISSIONER OF SUBDISTRICT NUMBER 1 TO THE CANYON HIGHWAY DISTRICT NO. 4 BOARD OF COMMISSIONERS FOR THE BALANCE OF THE TERM WHICH EXPIRES ON OCTOBER 1, 2013. Commissioner McEvoy SECONDED the motion. Commissioner McEvoy – aye; Commissioner Youngblood – aye. The motion passed. Commissioner McEvoy made a MOTION TO APPROVE RESOLUTION 12-01-2 WITH THE INCLUSION OF JAY GIBBONS AS THE APPOINTED COMMISSIONER. Commissioner Youngblood SECONDED the motion. The motion passed unanimously in favor.**

Secretary P'Pool administered the oath of office of commissioner to Jay Gibbons. The oath was signed and notarized.

7. *Election of Officers of the Board:* **Commissioner McEvoy made a MOTION TO APPOINT COMMISSIONER YOUNGBLOOD AS CHAIRMAN AND COMMISSIONER GIBBONS AS VICE CHAIRMAN. Commissioner Gibbons SECONDED the motion. The motion passed unanimously in favor.**

*At 9:35 a.m., Chairman Youngblood declared a recess. The meeting reconvened at 9:45 a.m. All those who were originally present returned except Frank Bruneel.*

#### **MAINTENANCE SUPERINTENDENT REPORT**

1. *Update on Field Operations:* Superintendent Wyman reported that the Road Crew has been hauling gravel from the Boise River for twenty days. As of January 3, 2012, the District has extracted 20,000 yards of pit run and gravel.

Superintendent Wyman reported that the Bridge Crew is replacing culverts under the roads listed on the District FY2012 rehabilitation schedule.

Superintendent Wyman reported that the District has received a \$1,200 bid from John Sherer on January 3, 2012 for the pup trailer that the Board found no longer safe for use.

Commissioner McEvoy recused himself from the discussion stating he does business with the bidder. **Commissioner Gibbons made a MOTION TO PROCEED WITH THE SALE OF THE SURPLUSED PUP TRAILER AND ALLOW SUPERINTENDENT WYMAN TO COMPLETE THE TRANSACTION. Commissioner Youngblood SECONDED the motion. The motion passed unanimously in favor. Commissioner McEvoy abstained.**

The Shop Crew has been busy with vehicle repair and service. The Shop Crew has replaced the fuel pump on the 1996 Ford F-250, the coupling and fan belt on the John Deere tractor mower, fixed the hydraulic leak on the Sander, and serviced units 674 and 685.

Commissioner Gibbons asked about the wash out on Middleton Road. Superintendent Wyman reported that the Crew cleaned up the debris on the road and will rock the sides of the borrow on January 9, 2012.

#### DEPUTY DIRECTOR-ENGINEER'S REPORT

1. *Miscellaneous Engineering Activities:* Engineer Richard reported that he has been working on the District's Pavement Management Plan update including the bridge rehabilitation work. Engineer Richard reported that he would review the plan in detail with the Board at the next meeting.

Engineer Richard reported that his staff is updating the District's Official Map and will review it with the Board in detail at its next meeting.

Engineer Richard reported his staff has been updating the District's sign database. So far, 5,000 signs have been inventoried with its location, size, type and installation date. Engineer Richard estimates that the database update will be completed within the next two weeks.

Surveyor Cashman has completed the survey work on Foothill between Duff and Lansing Lane. Surveyor Cashman will begin surveying Orchard Avenue on January 4, 2012.

Assistant Engineer Hopper is working on alternatives to repair the 15-mile drain crossing on Linden between Madison and Franklin Road. Engineer Richard reported that he will review the costs and alternatives with the Board at the next Board meeting.

Assistant Engineer Hopper is also working on narrowing the corridor alternatives for the Canyon County Western Route (CCWR).

Commissioner Gibbons explained that residents living on Foothill are concerned about the permanent closure of the east half mile between Kingsbury and Blessinger Road. Engineer Richard explained that the decision of the Board to close Foothill was a permanent closure but the District has only put up temporary barricades up to this point. The District recently looked at placing permanent gates on Foothill but will meet with George Quenzer and Frank Bruneel to hear their concerns prior to moving forward.

## 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 also been working on a draft capital improvement project request procedure and forms with Engineer Richard. This procedure defines the steps that patrons would take to requests improvements be made to the road right-of-way within their neighborhood that are not currently on the District's capital improvement plan.

Attorney Gigray reported that he and the District Staff should continue to monitor the City of Star's movement to de-annex property that lies within Canyon County. The District currently has an agreement with the City stating that the District remains the primary jurisdiction for the roads within the City of Star because the City does not have a road and street department. Attorney Gigray suggested that even if the City of Star de-annexes the property that the District keep the agreement in place in case the City decides to re-annex the property at a later date.

## DIRECTOR'S REPORT

1. *Miscellaneous Administrative Activities:* Director Voorhees presented the Board with the following for its review:
  - a. A letter from the State Insurance Fund with a dividend refund on the District's Workman's Compensation policy premium;
  - b. The Local Highway Technical Assistance Council's (LHTAC) newsletter with information on single audits for federal funding; and
  - c. A workshop notification scheduled for February 8, 2012 with Homeland Security.

Director Voorhees reported that the District reviewed its gravel extraction agreement with Dennis and Kitty Kelley. According to the agreement, the cost per cubic yard must be adjusted by the current consumer price index (CPI). Engineer Richard found that the CPI increased by 3.7 percent and adjusted the cost to \$1.14 per cubic yard. Currently, the District has a credit with the Kelleys. So, the District will use the credit before the higher price per cubic yard is used.

Director Voorhees reported that January 16, 2012 is a holiday and that the next meeting has been rescheduled for Tuesday, January 17, 2012. Director Voorhees will be out of town on January 17, 2012.

Commissioner Youngblood asked about the upcoming ACCHD and MOJO meetings scheduled for January 19, 2012. Director Voorhees stated that they will both be held at the offices of Notus-Parma Highway District with the ACCHD meeting starting at 1:30 p.m. Engineer Richard added that a representative will be present at the ACCHD meeting to discuss the Threat Hazard Mitigation Plan for Canyon County.

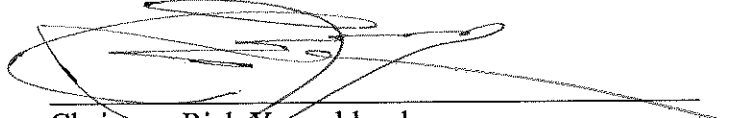
Commissioner Youngblood asked about the bridge damage on the Old Highway 30 steel bridge. Engineer Richard stated that ISOM Industrial Metals has provided the District with a quote for \$2,400 to repair the cross beams that have been damaged. ISOM Industrial Metals will repair the cross beams on January 18, 2012.

Commissioner Youngblood asked about the progress on the ICRMP Online University classes for District employees and whether or not the Commissioners needed to complete the online classes. Director Voorhees stated that the office staff had finished taking the classes and the field crew and started taking the classes. Director Voorhees is working on 100-percent participation for the District which does include the Commissioners participation.

#### UNFINISHED BUSINESS

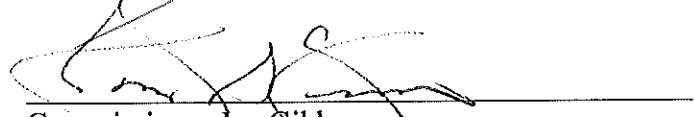
1. *Consider Driveway Approach Paving on Geri Lane:* Engineer Richard reported that Surveyor Cashman located property pins on Geri Lane in front of Cletis Price's home. The area in question is within the District's right-of-way. Engineer Richard explained that the District's current practice is to pave a two-foot apron from the edge of the roadway asphalt pavement mat at approaches. At the time the paving was done on Geri Lane, the practice was not to pave beyond the edge of the roadway asphalt pavement mat at approaches. Engineer Richard added that in either case, the District has not paved to the outer boundary of right-of-way unless a paved approach needed to be regarded to match changes in the road elevation as part of a project. The Board reviewed the area in question and discussed the creation of a policy to reflect the District's current practices. **Commissioner Gibbons made a MOTION TO HAVE THE DIRECTOR SEND A LETTER TO MR. AND MRS. CLETIS PRICE EXPLAINING THAT THE DISTRICT WOULD NOT BE PAVING THE AREA IN FRONT OF THEIR DRIVEWAY APPROACH IN ACCORDANCE WITH THE DISTRICT'S CURRENT PRACTICE AND TO DRAFT A POLICY THAT REFLECTS THESE PRACTICES FOR THE BOARD'S REVIEW. Commissioner McEvoy SECONDED the motion. The motion passed unanimously in favor.**

Chairman Youngblood asked if there was any further business to be conducted by the Board. **Hearing none, at 11:10 a.m., Commissioner McEvoy made a MOTION TO ADJOURN. Commissioner Gibbons SECONDED the motion. The motion passed unanimously in favor.**



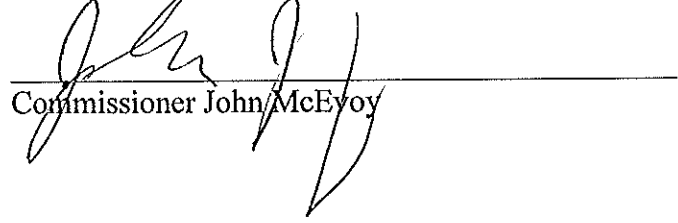
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Chairman Rick Youngblood



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Commissioner Jay Gibbons



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Commissioner John McEvoy



CANYON HIGHWAY DISTRICT NO. 4  
15435 HIGHWAY 44  
CALDWELL, IDAHO 83607  
info@canyonHD4.org  
TELEPHONE 208/454-8135  
FAX 208/ 454-2008

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AGENDA  
CANYON HIGHWAY DISTRICT NO. 4 BOARD OF COMMISSIONERS MEETING

Date: Wednesday, January 04, 2012

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 12-21-11 Including Secretary's Request for Destruction of Audio Cassettes after Approval of Minutes for 12-21-11.
  - c) Review, Approve, and Sign Payroll for Week Ending 12-31-11 and Misc. Accounts Payable thru 01-03-12.
  - d) Cash Balance Report.
  - e) Resignation of Chairman Darin Taylor.
  - f) Accept Resignation.
  - g) Presentation
  - h) Consider Appointing a Replacement Commissioner for Sub-District #1.
  - i) Election of Officers: Chairman and Vice Chairman.
- 5) MAINTENANCE SUPERINTENDENT'S REPORT
- 6) UNFINISHED BUSINESS
  - a) Consider Approval of Driveway Approach Paving on Geri Lane
- 7) NEW BUSINESS
- 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: 12-30-2011

Time Posted: 2:10 p.m.

ACCOUNTS PAYABLE for 1/4/12

McEvoy, John	\$	28.56
Youngblood, Rick	\$	31.11
A-1 Superior Cleaning	\$	690.00
ABC Sanitation	\$	70.00
Bonneville Blue Print	\$	45.00
Caldwell Auto Supply	\$	267.66
Caldwell True Value	\$	84.75
Campbell Tractor	\$	22.69
CenturyLink	\$	341.74
Coral Sales Company	\$	2,422.02
D&B Supply	\$	27.12
Delta Dental Plan	\$	2,466.05
Eidam and Associates	\$	2,300.00
Gabe's Auto Parts	\$	45.39
Gem State Communications	\$	226.10
Hopper, Chris	\$	64.00
Idaho Garbologist	\$	63.00
Idaho Power	\$	1,758.62
Idaho Press Tribune	\$	150.00
Idaho Tool & Equipment	\$	400.00
Interstate Billing Service, Inc.	\$	100.16
JUB Engineers, Inc.	\$	16,287.24
LHTAC	\$	240.00
MBA, LLC	\$	90.00
Metroquip Inc.	\$	79.01
NCPERS	\$	464.00
NORCO	\$	221.94
Pacific Steel	\$	823.11
PC Tech, Inc.	\$	145.00
Pitney Bowes	\$	519.99
Printcraft of Caldwell	\$	2.00
Root Rents	\$	191.40
Scott's Automotive & Tire Supply	\$	104.14
Silver Wings Rental	\$	22.36
Sterling Battery Co.	\$	201.50
Syngenta	\$	400.00
Trebar, Inc.	\$	234.03
Treasure Valley Coffee	\$	140.60
Treasure Valley Pipe	\$	292.60
United oil	\$	896.69
V-1 Propane	\$	43.92
Verizon Wireless	\$	383.03
<b>Total Amount Paid:</b>	<b>\$</b>	<b>33,386.53</b>

PAID WITH 1/5/12 PAYROLL

Net Payroll	\$	32,100.40
EFTPS (Electronic)	\$	10,986.51
IDA-DIV Credit Union	\$	789.50
Idaho State Tax Commission	\$	5,499.87
Nationwide Retirement Solutions	\$	829.03
PERSI (Electronic)	\$	7,852.97
PERSI Choice (Electronic)	\$	438.78
<b>Total Amount Paid:</b>	<b>\$</b>	<b>58,497.06</b>

## CANYON HIGHWAY DISTRICT NO. 4

RESOLUTION NO. 12- 01-1

By: \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COMMISSIONERS CANYON HIGHWAY DISTRICT NO. 4, CANYON COUNTY, STATE OF IDAHO, MAKING CERTAIN FINDINGS; ACCEPTING THE RESIGNATION OF DARIN J. TAYLOR AS COMMISSIONER OF SUBDISTRICT 1; AND DECLARING THE POSITION OF COMMISSIONER OF SUBDISTRICT 1 VACANT [I.C. §§ 40-1304 (2) AND 59-901].**

**BE IT RESOLVED** by the Board of Commissioners of Canyon Highway District No. 4 Canyon County, State of Idaho, that:

**Section 1: Findings**

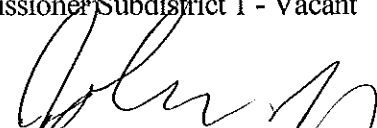
- 1.1** Darin Taylor has submitted in writing his resignation [by reason of his election to the position of Mayor of the City of Middleton, Idaho] from the elected office of Commissioner of Canyon Highway District No. 4 for Subdistrict 1, which term of office expires on the 1<sup>st</sup> day of October, 2013; and
- 1.2** The remaining members of the Board of Commissioners has the authority to accept the written resignation of a commissioner and to declare a vacancy, and is required in accordance with I. C. § 40-1304 to, within ten (10) days of declaring a vacancy in the position of a commissioner, appoint a duly qualified person to fill the vacant position for the balance of Darin Taylor's term of office.

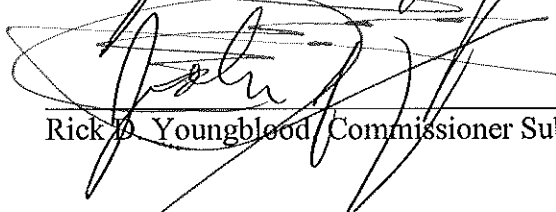
**Section 2: Action**

- 2.1** Based upon the written resignation submitted by Commissioner Darin Taylor of Subdistrict 1, the Commissioners do hereby accept his resignation and thank him for his service.
- 2.2** Based upon the findings above set forth and the acceptance of the resignation of Commissioner Darin Taylor, the Board of Commissioners, effective as the last item of any pending Business at the regular meeting held on the 4<sup>th</sup> of day of January 2012, declare the position of Commissioner of Subdistrict 1 vacant.

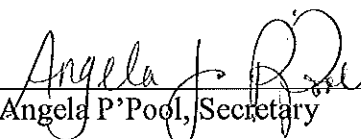
**PASSED BY THE BOARD OF COMMISSIONERS** of the Canyon Highway District  
No. 4, Canyon County, State of Idaho, this 4<sup>th</sup> day of January, 2012.

\_\_\_\_\_  
Commissioner Subdistrict 1 - Vacant

  
\_\_\_\_\_  
John J. McEvoy, Commissioner Subdistrict 2

  
\_\_\_\_\_  
Rick D. Youngblood, Commissioner Subdistrict 3

**ATTEST:**

  
\_\_\_\_\_  
Angela P'Pool, Secretary

## CANYON HIGHWAY DISTRICT NO. 4

RESOLUTION NO. 12- 01-2

By: \_\_\_\_\_

A RESOLUTION OF THE BOARD OF COMMISSIONERS CANYON HIGHWAY DISTRICT NO. 4, CANYON COUNTY, STATE OF IDAHO, MAKING CERTAIN FINDINGS: APPOINTING JAY GIBBONS TO SERVE AS COMMISSIONER OF SUBDISTRICT 1 UNTIL OCTOBER 1, 2013 [I.C. §§ 40-1304 (2)].

BE IT RESOLVED by the Board of Commissioners of Canyon Highway District No. 4 Canyon County, State of Idaho, that:

**Section 1: Findings**

- 1.1 The Board of Commissioners, under New Business during the regular meeting of January 4, 2012, accepted Darin Taylor's resignation, which then became effective, and the Board declared the position of Commissioner of Subdistrict 1 vacant; and
- 1.2 The remaining members of the Board of Commissioners has the authority under I.C. § 40-1304(2) and is required within ten (10) days of declaring a vacancy in the position of a commissioner to appoint a duly qualified person to fill the vacant position for the balance of the vacant commissioner's term of office.
- 1.3 Jay Gibbons is a qualified elector residing in Subdistrict No. 1 of the highway district.
- 1.4 The Board of Commissioners finds it in the best interest of the District to appoint Jay Gibbons as commissioner of Subdistrict No. 1 to serve the remainder of Darin Taylor's term, which ends on October 1, 2013.

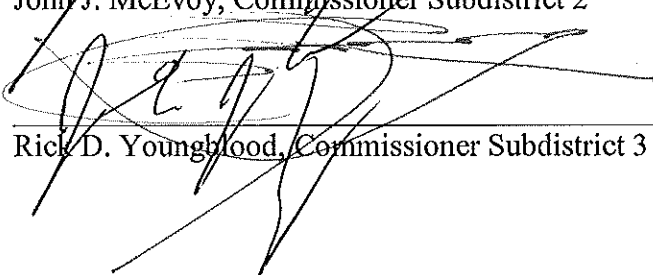
**Section 2. Appointing Jay Gibbons as Commissioner of Subdistrict No. 1**

- 2.1 Pursuant to the authority of Idaho Code § 40-1304(2), the Board of Commissioners hereby appoints Jay Gibbons to fill the vacant elected position of Commissioner of Subdistrict 1 for the remainder of Darin Taylor's term, which term expires October 1, 2013.

PASSED BY THE BOARD OF COMMISSIONERS of the Canyon Highway District No. 4, Canyon County, State of Idaho, this 4th day of January, 2012.

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Commissioner Subdistrict 1 - Vacant

  
\_\_\_\_\_  
John J. McEvoy, Commissioner Subdistrict 2

  
\_\_\_\_\_  
Rick D. Youngblood, Commissioner Subdistrict 3

ATTEST:

  
\_\_\_\_\_  
Angela P. Pool, Secretary

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