

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF CANYON HIGHWAY DISTRICT NO. 4
April 28, 2021

PRESENT: Commissioners Rick Youngblood, Jay Gibbons and John McEvoy (by videoconference), Director Tim Richard, Maintenance Superintendent Chainey Rhoades, Engineer Chris Hopper, Assistant Engineer Lenny Riccio (arrived at 9:27 a.m.) Attorney William Gigray and Secretary/Treasurer Angela Franks.

GUESTS: Darin Taylor, George Quenzer, and Claire Smarda

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

REVIEW AND APPROVE AGENDA INCLUDING AMENDMENTS

Secretary Franks presented the Board with the revised agenda as posted on April 27, 2021. **Commissioner Gibbons made a MOTION TO APPROVE THE REVISED AGENDA AS POSTED. Commissioner McEvoy SECONDED the motion. The motion passed unanimously.**

CONSENT AGENDA

The Consent Agenda included Meeting Minutes from April 14, 2021; Payroll through April 24, 2021; Accounts Payable through April 26, 2021; Kubitschek Gift Deed and IRS Form 8283 – Willis Road; and Utility Permit Form Updates. **Commissioner Gibbons made a MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED, AUTHORIZING THE CHAIR TO SIGN THE IRS FORM 8283 FOR THE GIFT DEED ON WILLIS ROAD. Commissioner McEvoy SECONDED the motion. The motion passed unanimously.**

NEW BUSINESS

1. *Preliminary Plat for Moonstruck Heights – Orchard Avenue*: Engineer Hopper shared the Staff Report with the Board for the preliminary plat for Moonstruck Heights. The property is 40 acres and is located north of Orchard Avenue and west of 10th Avenue. The property will be split into 34 lots, approximately 1 acre in size. The property will be served by city water and pressurized irrigation. The local road sections are planned to be built to Caldwell City standards. The preliminary plat is generally consistent with District standards. District Staff recommends approval of the preliminary plat subject to the conditions within the Staff Report dated April 26, 2021.

Darin Taylor, a representative of the applicant, stated that the applicant was in support of the motion and concur with the Staff Report. The City of Caldwell is requiring an annexation agreement and the size of the lots are consistent with the current R-1 zoning. Claire Smarda stated that Mr. Taylor covered everything and she did not have any additional comments.

Commissioner McEvoy made a MOTION TO APPROVE THE PRELIMINARY PLAT FOR MOONSTRUCK SUBDIVISION SUBJECT TO THE CONDITIONS OUTLINED WITHIN THE STAFF REPORT DATED APRIL 26, 2021.

Commissioner Gibbons SECONDED the motion. The motion passed unanimously.

At 9:23 a.m., Darin Taylor and Claire Smarda excused themselves.

MAINTENANCE SUPERINTENDENT REPORT

Superintendent Rhoades reported that Nampa Paving is scheduled to complete the first lift on Orchard Avenue on April 30, 2021. The Road Crew will begin its work on Lincoln Road on May 12, 2021. Once that project is completed, the Crew will begin its annual chip seal work.

Curtis Clean Sweep is scheduled to begin its crack seal work for the District within the next two weeks.

Thueson Construction has completed the crushing of ¾-inch aggregate at the MOJO Pit for the District. The District is negotiating with Thueson Construction to have additional ¾-inch aggregate crushed. Currently, Thueson Construction is crushing ½-inch plant mix aggregate and 3/8" chips for Notus-Parma Highway District and Golden Gate Highway District. If Thueson can continue to meet the timeline within its contract, they may consider the additional quantities requested by the District.

At 9:25 a.m., Chad Kinkela was present by telephone conference.

Director Richard announced for those attending the meeting that the Staff is requesting a continuance for the hearing of the Kingsbury Road Reclassification in order to re-notice the hearing for May 12, 2021.

At 9:27 a.m., Chad Kinkela excused himself.

LEGAL COUNSEL REPORT

Attorney Gigray stated that he has been working on an ethics overview and offering an opinion on the upcoming election; reviewing a deed acceptance from 1979; and how to handle vacation of right-of-way within platted subdivisions. .

At 9:40 a.m., George Quenzer excused himself.

Attorney Gigray provided an Idaho State legislative update.

At 10:10 a.m., Brittney Sofro joined by teleconference.

NEW BUSINESS (cont'd)

2. *Public Hearing for Kingsbury Road Reclassification: At 10:13 a.m., Commissioner*

Gibbons made a MOTION TO RE-OPEN THE PUBLIC HEARING FOR THE KINGSBURY ROAD RECLASSIFICATION. Commissioner McEvoy SECONDED the motion. The motion passed unanimously. District Staff requested a continuance of the hearing to May 12, 2021 and the authorization to re-notice the public hearing. **Commissioner Gibbons made a MOTION TO CONTINUE THE PUBLIC HEARING FOR THE KINGSBURY ROAD RECLASSIFICATION UNTIL MAY 12, 2021 AT 10:00 A.M. AND AUTHORIZE STAFF TO RE-NOTICE THE PUBLIC HEARING. Commissioner McEvoy SECONDED the motion. The motion passed unanimously.**

3. *Final Plat Star River Ranch #2* – Bent Lane: Engineer Hopper presented the Board with the final plat of Star River Ranch #2. The Subdivision is located south of Highway 44 and west of Bent Lane. The final plat meets District Standards and Star City Standards. The applicant has provided a request for the acceptance of the streets and a financial agreement. The applicant must still provide the surety bond for 50 percent of the value for a one year guarantee of the improvements and the final plat for signature.

Brittney Sofro, representing the applicant, stated that she did not have any further comments and that the missing items are expected to be delivered to the District by the afternoon.

Commissioner McEvoy made a MOTION TO APPROVE THE FINAL PLAT ORDER #FP21-04-1 FOR STAR RIVER RANCH #2 SUBJECT TO THE SURETY BOND AND FINAL PLAT CONSISTENT WITH THE APPROVAL TO BE PRESENTED TO THE DISTRICT; AUTHORIZE THE CHAIRMAN TO SIGN BOTH THE FINAL PLAT ORDER AND FINANCIAL GUARANTEE AND AUTHORIZE THE DIRECTOR TO SIGN THE FINAL PLAT. Commissioner Gibbons SECONDED the motion. The motion passed unanimously.

At 10:25 a.m., Brittney Sofro excused herself.

ENGINEER'S REPORT

Assistant Engineer Riccio reported that Perry Joe Fowble dedicated a right-of-way (Fowble Lane) to Canyon County by Quit Claim Deed only, which does not prove ownership. The right-of-way is east of Chicken Dinner Rd, serving properties at 13362 and 13364 Chicken Dinner Rd, and appears to be separated from Chicken Dinner Rd by approximately 770-feet of private road. Assistant Engineer Riccio researched and found that the right-of-way was owned by Perry Joe Fowble and the dedication was recognized by Canyon County according to minutes dated October 10, 1979. The right-of-way is consistent with open public right-of-way. With Resolution 05-08-1, the District accepted all rights-of-way dedications, whether it was known or unknown to the District at the time. No further action needs to be taken by the Board other than the addition of the right-of-way to the District's Official Map. Director Richard stated that the deed has been added to the District's records and the District Official Map is currently being updated to include this information.

Engineer Hopper received a letter from Galena Consulting dated April 22, 2021 as a response to the District's clarification to questions posed by Galena Consulting on behalf of its client, Snake River Valley Building Contractors Association (SRVBCA). Galena Consulting was hired by SRVBCA to provide an opinion about the District's Mid-Star Impact Fee Study and fee schedule. Galena Consulting provided the opinion that the District's impact fee study and schedule are defensible and appropriate. Engineer Hopper will present the impact fee study and schedule for the Board's adoption on May 12, 2021. The City of Star has scheduled its public hearing for May 18th and the City of Middleton should soon follow.

Engineer Hopper reported that the District received a total of 1800 lots in the preliminary plat stage in the previous two weeks; 1300 in the Middleton area; 400 in Star and 100 in the wider county area.

Purple Sage Road between Hartley Lane and Middleton Road will be closed for the following 30 days for extension of city water, and pressure and gravity sewer lines to serve a new development.

Six Mile Engineering is working on the Homedale Road Intersection Improvement Plan. Currently, traffic data and utility plans are being collected.

Keller Associates was selected as the consultant on the Homedale Road Curve Project, which includes a stiff-leg culvert replacement on the Deer Flat Low Line Canal. The scope and budget for the project are being worked on currently and Director Richard will bring a professional services agreement to the Board within the next month.

Director Richard reported that T-O Engineers has developed the right-of-way plans for the Old Highway 30 Rehab Project and they will be reviewed by the Board in the following month. Director Richard is working with Negotiation Services to provide services to acquire the needed right-of-way to realign the intersection at Farmway Road and the right turn lane at the intersection at Goodson Road.

Director Richard reported that he has met with the Riverside Irrigation District and the Board is still requiring that the canal be piped to the diversion, which is outside of the project's limits. The irrigation board's main concern is safety and its perceived possibility that something may fall into and/or be trapped within the canal. Director Richard and the District's consultants are reviewing alternatives that may satisfy the safety concerns presented. The additional piping would be at a significant cost to the project; would delay the project tremendously; require additional clearance from an environmental review; and may put the current funding of the project at risk of being lost. Federal funds are planned for fiscal year 2023.

DIRECTOR'S REPORT

Director Richard reported that the Idaho Transportation Department will replace the first girder and its decking for the Galloway Overpass repairs. The second girder will be wrapped with fiber glass. A schedule has not yet been established for this work.

Director Richard has offered to help Golden Gate Highway District (GGHD) during its transition

since Director Gordon Bates has departed. Additionally, Director Richard will assist with the creation of an engineering position at GGHD.

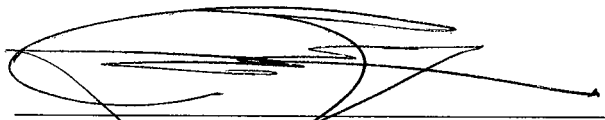
Director Richard is working on a procedural manual for the District to incorporate staff procedures into one document with an index. Many will provide direction on stormwater procedures as it relates to the District's NPDES permit.

Director Richard reviewed the COVID-19 Operational Memorandum #6 with the Board regarding the reopening of the office to the public. The Board confirmed that it would like to continue to encourage remote access to Board meetings but would allow a few members of the public in-person based on room occupancy calculated after Board members and Staff present.

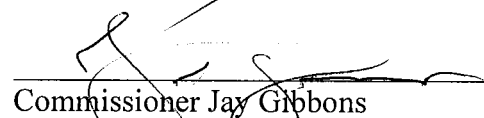
NEXT BOARD MEETING

The Board confirmed the next scheduled meeting for May 12, 2021 at 9 a.m. **Commissioner Gibbons made a MOTION TO SCHEDULE A SPECIAL BOARD MEETING FOR MAY 19, 2021 AT 9 A.M. Commissioner McEvoy SECONDED the motion. The motion passed unanimously.**

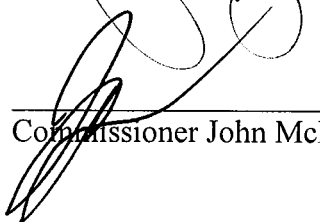
At 11:07 p.m., Commissioner McEvoy made a MOTION TO ADJOURN THE BOARD MEETING. Commissioner Gibbons SECONDED the motion. The motion passed unanimously.



Commissioner Rick Youngblood



Commissioner Jay Gibbons



Commissioner John McEvoy



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**COVID-19
Notice**

The Canyon Highway District Commission Meeting Room Occupancy Capacity has been limited, by the District, to only Canyon Highway District Officials and Staff, in consideration of the 6-foot social distancing recommendation of Centers for Disease Control and Prevention. The Public can attend the District's Board meeting using the following link/information:

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/438007693>
You can also dial in using your phone.
United States: [+1 \(408\) 650-3123](tel:+14086503123)
Access Code: 438-007-693

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

Date: April 28, 2021

Time: 9 a.m.

Location: District Conference Room

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **ACTION ITEM: REVIEW AND APPROVE AGENDA INCLUDING AMENDMENTS**
- 4) **PUBLIC COMMENTS**
- 5) **CONSENT AGENDA**
 - a) ACTION ITEM: Regular Meeting Minutes from April 14, 2021
 - b) ACTION ITEM: Payroll through April 24, 2021 and Accounts Payable through April 26, 2021
 - ~~e) ACTION ITEM: Hess Gift Deed—Willis Road~~
 - d) ACTION ITEM: Kubitschek Gift Deed and IRS Form 8283 – Willis Road
 - e) ACTION ITEM: Utility Permit Form Updates
- 6) **MAINTENANCE SUPERINTENDENT'S REPORT**
- 7) **LEGAL COUNSEL'S REPORT**
- 8) **ENGINEER'S REPORT**
 - a) Review Transportation Plan Needs List and 10-year Financial Plan
 - b) Fowble Right-of-Way Deed – Chicken Dinner Road
- 9) **DIRECTOR'S REPORT**
- 10) **UNFINISHED BUSINESS**
- 11) **NEW BUSINESS**
 - a) ACTION ITEM: Public Hearing for Kingsbury Road Reclassification.....10 a.m.
 - ~~b) ACTION ITEM: Preliminary Plat for C4 Subdivision—Lansing Lane~~
 - c) ACTION ITEM: Final Plat Star River Ranch #2 – Bent Lane
 - d) ACTION ITEM: Preliminary Plat for Moonstruck Heights – Orchard Avenue

12) NEXT BOARD MEETING

a) ACTION ITEM: Confirm Date, Time and Location Certain: May 12, 2021 at 9 a.m.

13) ACTION ITEM: ADJOURNMENT

ATTEST:

Angela J. Franks
Angela J. Franks, District Secretary/Treasurer

Date/Time Posted: 27 April 2021 @ 4:46 pm

CHD MINUTES - April 28, 2021

ACCOUNTS PAYABLE for 4/28/21

AFLAC	\$ 1,193.64
APA Benefits	\$ 108.50
Mountain Home Auto Ranch	\$ 27,763.00
Caldwell Auto Supply	\$ 13.03
Centerline Electric	\$ 375.00
Country Floral	\$ 59.00
Cintas Corporation	\$ 118.04
Classic Ready Mix	\$ 3,035.84
Cornwell Tools	\$ 62.36
D&B Supply	\$ 114.73
Delta Dental	\$ 2,933.84
Desert Mountain Corporation	\$ 3,353.79
Forsgren Associates, Inc.	\$ 28,609.11
Franklin Building Supply	\$ 66.07
G&R Ag Products	\$ 933.37
Gem State Paper & Supply	\$ 164.06
IBS, Inc.	\$ 131.22
Idaho Power	\$ 3.46
Idaho Testing & Inspection, Inc.	\$ 150.00
Idaho Traffic Control	\$ 4,551.10
JAMAR Technologies, Inc.	\$ 923.62
Kenworth	\$ 1,630.77
Les Schwab Tire Center	\$ 164.97
LHTAC	\$ 140.00
Life Flight Network	\$ 63.92
Nguyen, Annie	\$ 1,600.00
Phoneworks	\$ 160.00
Portapros, LLC	\$ 118.00
Precision Engineering	\$ 3,753.15
Professional Concrete Accessory Services	\$ 244.98
Sawtooth Technology	\$ 159.94
Smith's Lawnmower Sales & Service	\$ 89.91
Specialty Construction Supply	\$ 4,841.86
State Insurance Fund	\$ 5,159.00
Strive Workplace Solutions	\$ 308.96
Sunroc Corporation	\$ 4,235.00
Syringa Networks LLC	\$ 625.00
Tacoma Screw Products	\$ 99.91
T-O Engineers	\$ 11,314.95
TV Pipe Supply	\$ 4,317.20
United Oil	\$ 824.40
Valley Wide Co-Op	\$ 19,398.60
Verizon	\$ 159.99
White Peterson	\$ 3,342.42
Woody's Outdoor Power	\$ 96.21

PERMITS REFUNDED

\$ 137,511.92

PAID WITH 4/29/2021 Payroll

Payroll	\$ 40,435.99
Clarity Credit Union	\$ 100.00
EFTPS (Electronic)	\$ 14,500.19
Nationwide Trust	\$ 2,967.42
PERSI (Electronic)	\$ 12,005.88
PERSI Choice (Electronic)	\$ 2,946.19
	<u>\$ 72,955.67</u>
	\$ 210,654.51