

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF CANYON HIGHWAY DISTRICT NO. 4
August 5, 2020

PRESENT: Commissioners Rick Youngblood, Jay Gibbons and John McEvoy, Director Tim Richard, Maintenance Superintendent Chainey Rhoades, Engineer Chris Hopper, Attorney William F. Gigray (by teleconference) and Secretary/Treasurer Angela Franks.

GUESTS: None present.

Chairman Youngblood called the meeting to order at 10 a.m.

REVIEW AND APPROVE AGENDA INCLUDING AMENDMENTS

Secretary Franks presented the Board with the agenda as posted on August 3, 2020. **Commissioner Gibbons made a MOTION TO APPROVE THE AGENDA AS POSTED. Commissioner McEvoy SECONDED the motion. The motion passed unanimously.**

CONSENT AGENDA

The Consent Agenda included the Regular Meeting Minutes from July 8 and July 22, 2020; Payroll through August 1, 2020; and Accounts Payable through August 3, 2020. **Commissioner Gibbons made a MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED, INCLUDING MINOR CORRECTIONS TO THE MINUTES. Commissioner McEvoy SECONDED the motion. The motion passed unanimously.**

MAINTENANCE SUPERINTENDENT REPORT

Superintendent Rhoades reported that the Road Crew is painting stop bars prior to beginning the rehabilitation work on Cemetery Road.

The Bridge Crew has started painting chip sealed roads.

The Herbicide Crew is working on miscellaneous work order, sweeping recently chip sealed subdivision roads and spraying when the weather allows.

The Shop Crew is performing vehicle and equipment maintenance.

Director Richard explained that the District had planned to rehabilitate $\frac{3}{4}$ of a mile on Hartley Lane. The City of Middleton is requiring the developers of a new phase of West Highlands Subdivision to rehabilitate a portion of Hartley Lane that is within the limits of the District's rehabilitation project on Hartley Lane between city limits and Purple Sage Road. The developers, Toll Brothers Homes, has not completed the design on its portion of Hartley

Lane. Without these design plans, the District does not have a meet point to begin its construction. At the time the roadway has been designed by the developer and the District can complete its rehabilitation work. The District will work with Toll Brothers Homes to contract with Nampa Paving to pave both sides of the road so the paving is consistent.

LEGAL COUNSEL'S REPORT

Attorney Gigray stated that he has been working with Engineer Hopper to review a request from Todd Lakey and the developers of Monument Place Subdivision for the District to implement a late comers' agreement for the Blessinger Road connection through the Subdivision. Attorney Gigray stated that late comers' agreements have never been used for road and street improvements and probably would not apply because there is no oversizing in the roadway development. The District has directed the applicants to review the legal validity of this request and provide a proposal that includes the legal validity.

Attorney Gigray has been continuing his work with the fire districts in Canyon County with impact fees. There has been a change in the intergovernmental agreements with the County that should provide a template for the District's work with development impact fees.

ENGINEER'S REPORT

Engineer Hopper reported that the District opened up the position of Assistant District Engineer in-house. The District received one application from Staff Engineer Riccio. Engineer Hopper has promoted Lenny Riccio to Assistant District Engineer, effective immediately.

Along Orchard Avenue, between Midway Road and ¼ of a mile beyond 10th Avenue, a high pressure 6-inch gas main is being installed. The utility installer has been approved to close Orchard Avenue in one-mile segments over the next several months. This gas line is being installed to serve new development in south Caldwell.

The Idaho Transportation Department (ITD) has scheduled to take down the Middleton Road overpass on August 14, 2020. This was scheduled by ITD a year ago, before the delay in the construction of the roundabout at Midland Boulevard and Ustick Road occurred as a result of utility relocations. The Roundabout is still under construction and will be through the first of October 2020. ITD is sending out a public relations representative to the District and Nampa Highway District to discuss detour routes and project details. The Middleton Road Bridge will be under construction until the spring of 2021. ITD will then begin work on the Ustick Road Bridge, which will be under construction until spring of 2022.

Engineer Hopper will be meeting with Caleb Lakey from the District 3 Office of ITD next week to discuss the need for a traffic signal at Midland Boulevard and Highway 20/26.

Director Richard reported that he had a meeting with a representative from Horrocks Engineers about the NEPA (National Environmental Policy Act) document for the Highway 55 Rehabilitation between Middleton Road and Marsing Road. The Document will include

the preferred alignment so that right-of-way can be preserved when future development is proposed along this corridor. The newest draft of the Corridor Plan is consistent with the original plan that include indirect left turns at 1-mile intervals and right-turn auxiliary lanes at intersections. Right-of-way procurement for the section of Highway 55 between Middleton Road and Midway Road is scheduled for 2023, with construction scheduled for 2025.

Director Richard has some supplemental survey work that needs to be completed on Marble Front Road and he is scheduled to meet with Steve Roedel next week to discuss the closure of the roadway.

T-O Engineers is scheduled to complete the survey work for the intersection of Madison Avenue and Highway 20/26 to allow design of radius improvement required for the Idaho Milk Transport request for 129k Route approval. The District will also contact ITD to acquire a permit to work in the right-of-way.

Director Richard reported that the District ordered the speed trailer and it will be delivered in approximately two to three weeks.

DIRECTOR'S REPORT

Director Richard stated that the District's summer picnic is scheduled for September 3, 2020 at noon in the District Shop.

Director Richard has recommended that the District Office remain closed to the walk-in public due to the high number of cases of COVID-19 in Canyon County. District employees have remained healthy and so the District will remain closed to keep the employees safe and the District operational. Director Richard will keep the Board updated if there are any changes in the current status.

Director Richard reported that Jeff Noble, a resident who lives across from the Kelly Pit, has left two voicemails regarding his interpreted misuse of the Pit. Mr. Noble has been in the office before and has made threats to use weapons and force. The District has taken precautions if he attempts to return to the office. Currently, the District has completed mining of the Pit but there is some stockpile that remains and the District has a credit to use for pit run. District Staff is reviewing the District's liability at the Pit since it is not owned by the District. Additionally, Staff is reviewing the stockpile and agreement with Mr. Kelley to create a timeline to vacate the Pit when it is no longer of use. Superintendent Rhoades stated that Canyon County Sheriff's Office has been made aware of the Mr. Noble's threats, has also received threats from Mr. Noble and appear not to have the ability to stop him.

Director Richard has been working on the transition for the engineering department and his transition into the director's position.

UNFINISHED BUSINESS

1. *Select Insurance Benefits Brokerage Firm:* Secretary Franks explained the difference between the brokerage firm of COMPASS Benefits Administrators and the service product like MBA Administrators. The Board asked that Winston Goss of COMPASS Benefits Administrators and Susie Brocke from MBA Administrators be asked to attend the next Board meeting in order to answer questions about the issues that the District is currently having with the buydown program.

NEW BUSINESS

1. *Advertisement and Selection of Engineering Positions:* Director Richard reported that the District is currently utilizing two, full-time, engineering positions to handle development requests with help of the Director and the GIS Technician. The bulk of the District's design work has fallen to Director Richard. Director Richard reviewed his proposal to fill the current vacancy of Survey Technician, reclassify the Staff Engineer position to create a second Assistant Engineer and hire a new Permit Engineering Technician. Director Richard discussed the fiscal impact of the recommendation and recommended that the FY2021 Budget be adjusted to add the additional payroll and benefits and reducing the capital reserve carryover to balance the budget. The Board discussed the proposal and commented that the development needs do not show any evidence of slowing down. **Commissioner Gibbons made a MOTION TO ACCEPT THE RECOMMENDATION TO FILL THE VACANT SURVEY TECHNICIAN POSITION, TO HIRE A PERMIT ENGINEERING TECHNICIAN, HIRE A SECOND ASSISTANT ENGINEER AND FILL THE STAFF ENGINEER VACANCY AS AN ADDITION TO THE ORIGINAL RECOMMENDATION. Commissioner McEvoy SECONDED the motion. The motion passed unanimously.**

At 12:05 p.m., Chairman Youngblood called for a break. At 12:15 p.m., the meeting reconvened.

2. *Burger Lane Speed Humps:* Director Richard reported that six property owners along Burger Lane have requested speed humps. Director Richard reviewed speed hump warrants, application and the current request with the Board. The current request does not meet local criteria for the installation of speed humps. However, if the District intends to consider the installation of speed humps in the future, adoption of specific implementation criteria and guideline are recommended to provide patrons and Staff direction and uniformity in application. As for the specific request from the residents on Burger Lane, Director Richard recommended the following:
 - Collecting background traffic data on the entry roads to these subdivision to provide a means of analyzing the impacts if speed humps are implemented;
 - Use a speed trailer to provide driver speed feedback on Burger lane as an immediate approach to reducing speeds;
 - Conduct a survey of residents in these neighborhoods regarding the use of speed humps and current speed limit posting;

- Adopt a District policy on implementation of speed humps (and of traffic calming measures); and
- Based on the neighborhood feedback and policy, reevaluate this location and implement speed hump(s) if applicable.

The Board agreed with the Director's recommendations and asked that this be communicated to the residents of Burger Lane.

3. *FY2021 Revenue and Expenditures Public Budget Hearing: At 12:57 p.m., Commissioner Gibbons made a MOTION TO OPEN THE FY2021 BUDGET HEARING AND CONSIDER THE FY2020 FOREGONE AMOUNT. Commissioner McEvoy SECONDED the motion. The motion passed unanimously.* Chairman Youngblood stated that the purpose of the public hearing was to receive public comments on the proposed appropriations for fiscal year 2021 and the District's foregone amount from fiscal year 2020. No public was in attendance and no written public comments have been received by the District.

The Board reviewed the FY2021 proposed revenues and expenses which both totaled \$14,815,612. Secretary Franks stated that the adjustments have been made to the FY2021 Expenditures to include the additional engineering positions previously approved by the Board during the meeting. Secretary Franks presented the following exhibits for the record:

- *Exhibit 1:* FY2021 Proposed Budget;
- *Exhibit 2:* Notice of FY2021 Public Budget Hearing;
- *Exhibit 3:* Affidavit of Posting the Public Hearing Notice; and
- *Exhibit 4:* Affidavit of Publication of the Public Hearing Notice in the Idaho Press Tribune

Commissioner Gibbons made a MOTION TO ACCEPT EXHIBITS 1 THROUGH 4 AS SUBMITTED. Commissioner McEvoy SECONDED the motion. The motion passed unanimously in favor.

Commissioner McEvoy made a MOTION TO INCLUDE THE FY2020 FOREGONE AMOUNT OF \$24 AS A PART OF THE FY2021 BUDGET. Commissioner Gibbons SECONDED the motion. The motion passed unanimously.

Commissioner McEvoy made a MOTION TO APPROVE UP TO A TWO PERCENT MATCH OF EMPLOYEE CONTRIBUTIONS TO THE PERSI CHOICE PLAN AND A ONE-TIME, IRREGULAR CONTRIBUTION IN THE FORM OF AN EMPLOYER CONTRIBUTION ON BEHALF OF ALL OTHER EMPLOYEES UP TO TWO PERCENT BASED ON THEIR FY2021 WAGES THROUGH SEPTEMBER 30, 2021. Commissioner Gibbons SECONDED the motion.

Commissioner Gibbons made a MOTION TO APPROVE THE FY2021 BUDGET


TOTALING \$14,815,612. Commissioner McEvoy SECONDED the motion. The motion passed unanimously.

At 1:10 p.m., Commissioner McEvoy made a MOTION TO CLOSE THE FY2021 PUBLIC BUDGET HEARING. Commissioner Gibbons SECONDED the motion. The motion passed unanimously.

NEXT BOARD MEETING

The Board confirmed the next meeting date as August 19, 2020 at 9 a.m.


Chairman Youngblood asked if there was any further business to be conducted by the Board. **Hearing none, at 1:13 p.m., Commissioner Gibbons made a MOTION TO ADJOURN. Commissioner Youngblood 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/536253813>
 You can also dial in using your phone.
 United States: [+1 \(646\) 749-3122](tel:+16467493122)
 Access Code: 536-253-813

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

Date: August 5, 2020 **Time:** 10 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 July 8, 2020 and July 22, 2020
 - b) ACTION ITEM: Payroll through August 1, 2020 and Accounts Payable through August 3, 2020
- 6) **MAINTENANCE SUPERINTENDENT'S REPORT**
- 7) **LEGAL COUNSEL'S REPORT**
- 8) **ENGINEER'S REPORT**
- 9) **DIRECTOR'S REPORT**
- 10) **UNFINISHED BUSINESS**
 - a) ACTION ITEM: Select Insurance Benefits Brokerage Firm
- 11) **NEW BUSINESS**
 - a) ACTION ITEM: FY2021 Revenue and Expenditures Public Budget Hearing.....10 a.m.
 - b) ACTION ITEM: Advertisement and Selection for Engineering Positions
 - c) ACTION ITEM: Burger Lane Speed Bumps
- 12) **NEXT BOARD MEETING**
 - a) ACTION ITEM: Confirm Date, Time and Location Certain: August 19, 2020 at 9 a.m.
- 13) **ACTION ITEM: ADJOURNMENT**

ATTEST:



 Angela J. Franks, District Secretary/Treasurer

Date/Time Posted: 3 August 2020

CHD MINUTES - August 5, 2020

ACCOUNTS PAYABLE for 08/05/2020

Allstream	\$ 284.81
Auto Zone	\$ 164.14
Caldwell Auto Supply	\$ 22.12
Caldwell Chamber of Commerce	\$ 360.00
Caldwell True Value	\$ 7.98
Coastline Equipment	\$ 197.83
Corwin Ford	\$ 410.09
D&B Supply	\$ 9.97
Delta Dental	\$ 2,813.77
Ennis Flint	\$ 113,812.50
Foot Dirtworks	\$ 9,683.63
G&R Rental & Sales	\$ 1,160.00
HRA Veba Trust	\$ 6,478.11
Hamman Trucking & Excavation	\$ 871.25
Idaho Dry Cleaning	\$ 16.70
Idaho Materials & Construction	\$ 1,215.64
Idaho Asphalt Supply	\$ 456,356.25
Idaho Power	\$ 930.90
Idaho Traffic Control	\$ 5,980.00
Kenworth	\$ 447.73
LifeMap	\$ 1,032.20
Metroquip	\$ 959.29
Motion & Flow Control Products	\$ 111.67
Modern Machinery	\$ 2,993.57
Nampa Paving & Asphalt	\$ 13,418.60
NCPERS	\$ 960.00
Norco	\$ 489.66
Northwest Equipment Sales	\$ 938.77
Petroleum Storage Tank Fund	\$ 50.00
Precision Engineering	\$ 12,437.35
Rain for Rent	\$ 17,357.25
Root Rents	\$ 258.50
Sawtooth Technology	\$ 1,200.10
Select Health	\$ 50,984.40
Shannon McNamara Graham	\$ 18,270.00
Specialty Construction Supply	\$ 672.00
Strive Workplace Solutions	\$ 169.00
Tacoma Screw Products	\$ 809.58
T-O Engineers	\$ 4,070.92
Traffic Safety Supply	\$ 5,029.30
TV Pipe Supply	\$ 7,172.20
United Oil	\$ 80.80
US Bank	\$ 644.73
Valley Wide Co-op	\$ 10,043.68
Verizon	\$ 496.70
Woody's Outdoor Power	\$ 2,467.50
Western States	\$ 1,770.09

PERMITS REFUNDED

\$ 756,111.28

PAID WITH 08/06/2020 Payroll and July 2020

Commissioner Payroll

Payroll	\$ 37,490.96
Commissioner Payroll	\$ 4,174.73
Clarity Credit Union	\$ 100.00
EFTPS (Electronic)	\$ 14,138.93
Idaho State Tax Commission	\$ 4,368.00
Nationwide Trust	\$ 2,190.42
PERSI (Electronic)	\$ 11,959.20
PERSI Choice (Electronic)	\$ 3,332.88
	<u>\$ 77,755.12</u>
	\$ 833,866.40