

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF CANYON HIGHWAY DISTRICT NO. 4
November 24, 2021

PRESENT: Commissioners Jay Gibbons, Randy Wood and Rick Youngblood, Director Tim Richard, Maintenance Superintendent Chainey Rhoades, Engineer Chris Hopper, Attorney Jay Kiiha and Secretary/Treasurer Angela Franks.

GUESTS: Matt Derr from KM Engineering; R. Cook and Matt Weston were present.

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

REVIEW AND APPROVE AGENDA INCLUDING AMENDMENTS

Secretary Franks presented the Board with the agenda as posted on November 19, 2021. Engineer Hopper reported that he has not received any more information from Kittleson and Associates. Additionally, Director Richard stated that he has not received a response from Idaho Transportation Department (ITD) regarding the detour to Old Highway 30 for the Galloway Road underpass repairs. **Commissioner Wood made a MOTION TO APPROVE THE AGENDA, REMOVING ITEMS 11(B) AND 11(C) AS RECOMMENDED BY STAFF. Commissioner Youngblood SECONDED the motion. The motion passed unanimously.**

CONSENT AGENDA

The Consent Agenda included Regular Meeting Minutes from November 10, 2021; Payroll through November 20, 2021 and Accounts Payable through November 22, 2021. **Commissioner Wood made a MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. Commissioner Youngblood SECONDED the motion. The motion passed unanimously.**

MAINTENANCE SUPERINTENDENT REPORT

Maintenance Superintendent Rhoades reported that the Road Crew is making good progress moving material at the Kapicka Pit.

The Bridge Crew has finished the pipe work on Upper Pleasant Ridge Road and will start Cemetery Road on November 29, 2021.

The Herbicide Crew has been working on sweeping all the bridge decks and taking care of the miscellaneous work orders.

The Shop Crew is driving truck when needed, performing equipment service and preparing for winter maintenance.

LEGAL COUNSEL REPORT

Attorney Kiiha reported that District legal counsel has reviewed the cooperative agreement with the Idaho Transportation Department for a detour for the Galloway Road Overpass repairs. Additionally, legal counsel has been reviewing impact fee services and agreement with Canyon County.

At 9:10 a.m., R. Cook arrived. At 9:25 a.m., Matt Weston and T. Hund arrived.

NEW BUSINESS

1. *Preliminary Plat for Wyatt's Hollow Subdivision No. 2:* Engineer Hopper reviewed the variance request and preliminary plat application for Wyatt's Hollow Subdivision No. 2 with the Board. Wyatt's Hollow Subdivision No. 2 lies north of Foothill Road and west of Kingsbury Road alignment. The Subdivision is 60 acres on hilly terrain and will include 22 new residential lots. Access will be through the extension of Quail Hollow Drive. The variance application was submitted because there is a private lane proposed to service 5 lots along the ridge top. District Standards do not allow for a private lane to access a local road within a subdivision. The geometry of the proposed private road does not meet public road design standards but is the only reasonable way to access the lots due to the terrain.

Matt Derr from KM Engineering stated that the presentation of the project was correct and that the right-of-way for the future Kingsbury Road extension has been left on the plat for now. If in the future, it does not develop along the section line, the District can vacate the right-of-way that will be dedicated as a part of the plat.

Mr. Cook, applicant, did not have any comments.

Commissioner Wood made a MOTION TO ACCEPT STAFF RECOMMENDATION TO APPROVE THE VARIANCE FOR WYATT'S HOLLOW SUBDIVISION NO. 2 ALLOWING A PRIVATE ROAD CONNECTION TO QUAIL HOLLOW DRIVE, SUBJECT TO CONDITIONS AND WAIVE FORMAL FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER. Commissioner Youngblood SECONDED the motion. The motion passed unanimously.

Commissioner Youngblood made a MOTION TO APPROVE THE PRELIMINARY PLAT OF WYATT'S HOLLOW SUBDIVISION NO. 2 SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED NOVEMBER 24, 2021, INCLUDING A SLOPE EASEMENT ACCEPTABLE FOR SLOPES SUPPORTING A LOCAL ROAD WITHIN A PLATTED SUBDIVISION. Commissioner Wood SECONDED the motion. The motion passed unanimously.

At 9:45 a.m., Matt Derr, R. Cook, Matt Weston and T. Hund excused themselves.

ENGINEER'S REPORT

Engineer Hopper reviewed a subdivision that includes lots 4, 5, and 7 in the original Christensen Homestead Manor Subdivision served by Quail Run Drive, an open public right-of-way. The County would allow each lot four splits or a total of 12 lots. There are building permits for six lots and the property owner will be required to bring the road up to County private road standard for Quail Run. The District recommended that if the property owner had to develop Quail Haven to meet the County's private road standard, then it might as well be developed to meet the District's standards and dedicated to the public for perpetual maintenance. The Staff is recommending entering into a road improvement agreement and issue a maximum of 6 accesses until the roadway is completed. Staff is seeking confirmation from the Board that the recommendations meet the Board's expectations. The Board concurred with the Staff recommendation. Additionally, Engineer Hopper stated that the highway districts are looking at addressing this type of circumstance in the 2022 Standards Update.

Engineer Hopper reviewed the progress for the ACCHD Standards Update. The revisions have been made and a draft will be pushed out to all of the districts for comment.

Canyon County Prosecutor and Commissioner are reviewing the District's impact fee proposals.

Engineer Hopper has reviewed the preliminary design on the Midway Road Project, between Karcher Road and Caldwell Boulevard. Engineer Hopper has submitted his minor comments. The design is scheduled to be completed before May 2022 and is expected to be ready to bid by July 2022. The current construction estimate is \$2.4 million and funding is currently not programmed for this project.

DIRECTOR'S REPORT

Director Richard reviewed the Orchard Avenue Speed statistics with the Board after the placement of digital speed sign installation. The 85th-percentile speed limit has decreased 3 to 4 miles per hour. The District will now ask Canyon County for selective enforcement and perform another speed study.

Western Federal Lands has been out on Indiana Avenue and Orchard Avenue to survey for the shoulder widening project.

A letter has been sent to the five residents on Burger Lane regarding the Board's decision on the speed hump.

Director Richard is reviewing the exhibits for the Farmway Road Corridor Study public meetings. The exhibits will be brought to the Board for review prior to the public meetings. Other districts are having a better response from online public meetings so the District may move in this direction. However, Staff will reach out to the businesses at Farmway Road and Highway 19 directly.

The City of Caldwell is holding a public hearing on December 20, 2021 for the newest urban renewal plan. Information has been sent to the District. Director Richard will review the information and summarize it for the Board.

Director Richard spoke to an owner with property at the southwest corner of Galloway Road and Old Highway 30. The property owners would like to put two residential homes on the southerly portion of the property and access Old Highway 30. When originally proposed to the District, Staff denied access to Old Highway 30 due to District Standards. After further review, it was found that the southerly portion of the property had been combined with the northern portion at the request of the County two months ago because it was not split properly from its original parcel. Prior to combining both parcels, the southern parcel would have had access to Old Highway 30. Staff asked if the Board was concerned with the District giving access or if the Board would prefer that the property owner go through the variance process. The Board stated that access would have been granted two months ago so granting access now is reasonable and there is not a need for the owner to apply for a variance.

At 10:40 a.m., Chairman Gibbons called for a recess. At 10:45 a.m., the meeting reconvened.

NEW BUSINESS (cont'd)

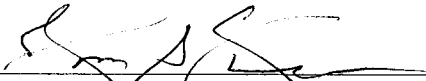
2. *Dental Insurance Renewal:* Director Richard reviewed the District's dental insurance renewal with Delta Dental and alternative companies. Only one company had premium lower than Delta Dental, which would result in a \$3,700 annual savings. Equitable is new to the market. Director Richard is hesitant to move to a new company until there is history on premiums to review and determine a trend. Delta Dental is not increasing the premium this year and Director Richard recommended renewing the District's dental policy with Delta Dental. **Commissioner Gibbons made a MOTION TO RENEW THE DISTRICT'S DENTAL INSURANCE WITH DELTA DENTAL AND CONTINUE TO EVALUATE PREMIUMS WITH EACH ANNUAL RENEWAL. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

3. *Herbicide Chemical Idaho State Bid Piggyback:* Superintendent Rhoades reviewed the District's herbicide chemical needs and the Idaho State bid documents with the Board. The Idaho State Bid is ITB000000 and the prices are good through August 5, 2023. Fiscal Year 2022 budget for herbicide chemical is \$100,600. The total chemical purchase using the state bid is \$68,526.20. **Commissioner Wood made a MOTION TO APPROVE A PIGGYBACK OF THE IDAHO STATE BID ITB000000 FOR THE QUANTITIES FROM EACH OF THE COMPANIES IN THE STAFF RECOMMENDATION FOR HERBICIDE CHEMICAL PURCHASE FOR FY2022 IN THE AMOUNT OF \$68,526.20. Commissioner Youngblood SECONDED the motion. The motion passed unanimously.**

NEXT BOARD MEETING

The Board confirmed the next board meeting scheduled for December 8, 2021 at 9 a.m.

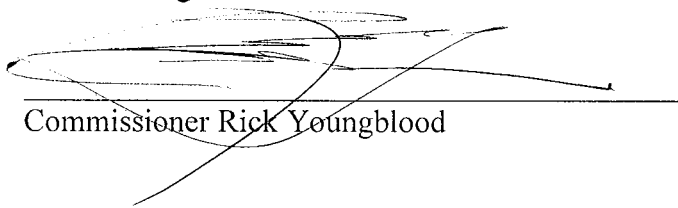
At 10:53 a.m., Commissioner Youngblood made a MOTION TO ADJOURN THE BOARD MEETING. Commissioner Wood SECONDED the motion. The motion passed unanimously.



Commissioner Jay Gibbons



Commissioner Randy Wood



Commissioner Rick Youngblood



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**COVID-19
Notice**

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

Join Zoom Meeting

<https://zoom.us/j/98807452979?pwd=T2F4THFVVEw2cXJTRG1BazByRnF6UT09>

Meeting ID: 988 0745 2979

Passcode: 983288

Find your local number: <https://zoom.us/u/ac4v9ly646>

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

Date: November 24, 2021

Time: 9 a.m.

Location: District Conference Room

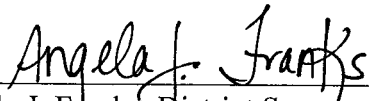
- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) ACTION ITEM: REVIEW AND APPROVE AGENDA INCLUDING AMENDMENTS**
- 4) PUBLIC COMMENTS**
- 5) CONSENT AGENDA**
 - a) ACTION ITEM: Regular Meeting Minutes from November 10, 2021
 - b) ACTION ITEM: Payroll through November 20, 2021 and Accounts Payable through November 22, 2021
- 6) MAINTENANCE SUPERINTENDENT'S REPORT**
- 7) LEGAL COUNSEL'S REPORT**
- 8) ENGINEER'S REPORT**
 - a) Administrative Lot Split/Right-of-Way Improvements- Quail Run Lane, Tanner Voerhooks
- 9) DIRECTOR'S REPORT**
- 10) UNFINISHED BUSINESS**
- 11) NEW BUSINESS**
 - a) ACTION ITEM: Preliminary Plat for Wyatt's Hollow Subdivision No. 2
 - b) ACTION ITEM: Supplemental Agreement for Impact Fee Study – Kittleson & Associates
 - c) ACTION ITEM: Cooperative Agreement with ITD for I-84 Detour to Old Hwy 30
 - d) ACTION ITEM: Dental Insurance Renewal
 - e) ACTION ITEM: Herbicide Chemical Idaho State Bid Piggyback

12) NEXT BOARD MEETING

a) ACTION ITEM: Confirm Date, Time and Location Certain: December 8, 2021 at 9 a.m.

13) ACTION ITEM: ADJOURNMENT

ATTEST:



Angela J. Franks, District Secretary/Treasurer

Date/Time Posted: 19 November 2021

CHD MINUTES - November 24, 2021

ACCOUNTS PAYABLE for 11/24/21

Ag Equipment	\$ 129.47
APA Benefits	\$ 138.60
Caldwell Auto Supply	\$ 10.57
Caldwell True Value	\$ 85.55
CTU Canyon Truck Upfitters	\$ 13.00
Canyon County Development Services	\$ 35.00
Cintas Corporation	\$ 196.04
Cornwell Tools	\$ 334.07
D&B Supply	\$ 590.25
Fire Sentry	\$ 540.00
Forsgren Associates	\$ 9,358.59
G&R Ag Products	\$ 19.51
Idaho Press Tribune	\$ 59.85
Kenworth	\$ 980.73
Kerr Consulting	\$ 1,462.50
Master Environmental	\$ 685.00
Master Plumbing	\$ 4,200.00
Motion Industries	\$ 9.45
Newman Traffic Signs	\$ 3,268.88
Oldcastle Infrastructure	\$ 2,840.10
Portapros, LLC	\$ 138.00
Quality Trailer Sales	\$ 21.99
Ray Smith & Son Handles	\$ 64.50
Ridley's	\$ 215.00
Root Rents	\$ 15.08
Specialty Construction	\$ 4,492.50
Strive Workplace Solutions	\$ 115.54
Tacoma Screw Products	\$ 588.12
Thueson Construction	\$ 25,750.02
T-O Engineers	\$ 1,678.40
Valley Wide Co-op	\$ 38,302.22
Wilbur-Ellis Company	\$ 6,481.00
Windshield Doctor	\$ 255.00
Woody's	\$ 22.13

PERMITS REFUNDED

Bartlett, Kelly	\$ 200.00
Big Pine Construction	\$ 200.00
Bradshaw, Craig	\$ 800.00
Clark, Matt	\$ 200.00
Dawson, Raymond	\$ 200.00
Elliott, Brody	\$ 400.00
Falck, Brian	\$ 200.00
Fried, Justin	\$ 200.00
Generation Homes	\$ 200.00
Greencastle Building	\$ 400.00
Lyle, Craig & Tana	\$ 400.00
Maddyn Homes	\$ 1,000.00
Mendiola Custom Homes	\$ 200.00
Miller, Kendra	\$ 200.00
Oakmont	\$ 1,400.00
Palomino Fine Homes	\$ 200.00
Radimark, Shawn	\$ 400.00
Ridgetop Homes	\$ 200.00
Sinnott, Tia	\$ 200.00
Stainbrook, Kerry	\$ 200.00
Stetson Homes	\$ 200.00
Stufft, Thomas	\$ 200.00
Trevor Mills	\$ 1,000.00
Walk, Charlie	\$ 1,000.00
Weeks, Monte/Sugar Creek Homes	\$ 200.00
	<u>\$ 113,096.66</u>

PAID WITH November 24, 2021 Payroll

Payroll	\$ 45,524.11
Clarity Credit Union	\$ 100.00
EFTPS (Electronic)	\$ 16,808.30
Nationwide Trust	\$ 3,639.62
PERSI (Electronic)	\$ 12,673.66
PERSI Choice (Electronic)	\$ 4,145.03
	<u>\$ 82,890.72</u>

\$ 196,174.30