

REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF CANYON HIGHWAY DISTRICT NO. 4  
December 8, 2021

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

GUESTS: None 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 revised agenda as posted on December 6, 2021. **Commissioner Youngblood made a MOTION TO APPROVE THE REVISED AGENDA AS POSTED. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

**CONSENT AGENDA**

The Consent Agenda included Regular Meeting Minutes from November 24, 2021; Payroll through December 4, 2021 and Accounts Payable through December 6, 2021. **Commissioner Youngblood made a MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

**EXECUTIVE SESSION**

**At 9:03 a.m., Commissioner Youngblood made a MOTION TO OPEN EXECUTIVE SESSION ACCORDING TO IDAHO CODE 74-206(1)(C). Commissioner Wood SECONDED the motion. The motion passed unanimously.** Everyone in attendance remained.

**At 9:24 a.m., Commissioner Youngblood made a MOTION TO CLOSE EXECUTIVE SESSION. Commissioner Wood SECONDED the motion. The motion passed unanimously.** No decisions were made.

**NEW BUSINESS**

1. *Policy Manual Amendment – Title 23 Impact Fees:* Engineer Hopper reviewed for the Board draft changes to the District Policy Manual regarding impact fees. Engineer Hopper asked the Board to review the proposed policy changes and provide comments. The District's legal staff is also reviewing the draft for final revisions. Engineer Hopper

will provide the final draft to the Board at the next regular meeting.

2. *Urban Renewal Plan for the Caldwell North Urban Renewal Project Area Public Hearing:* Director Richard provided the Board with a memorandum of summarization regarding the Caldwell North Urban Renewal Project Area and the scheduled public hearing for December 20, 2021. Director Richard reviewed the property impacted by the creation of the urban renewal area and used the estimates of value provided to determine the increment tax loss by the Highway District. The District has the ability to opt out of the urban renewal plan within 30 days of the acceptance of the ordinance forming the urban renewal area. The Old Highway 30/Plymouth Bridge replacement was not listed as a high priority project even though it is part of the urban renewal area. **Commissioner Youngblood made a MOTION TO WRITE A LETTER TO REQUEST AN INCREASE IN FUNDING TO A MINIMUM OF \$525,000 AND AN INCREASE IN PRIORITY OF THE OLD HIGHWAY 30/PLYMOUTH STREET BRIDGE PROJECT AS A PART OF THE CALDWELL NORTH URBAN RENEWAL AREA AND AUTHORIZE THE DIRECTOR TO SIGN ON BEHALF OF THE COMMISSIONERS. Commissioner Gibbons SECONDED the motion. The motion passed unanimously.**

#### **NEXT BOARD MEETING**

**Commissioner Youngblood made a MOTION TO CONFIRM THE NEXT BOARD MEETING SCHEDULED FOR DECEMBER 22, 2021 AT 9 A.M. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

#### **NEW BUSINESS (cont'd)**

3. *Purchase of Crew Pickup:* Superintendent Rhoades presented the Board with the purchase of a new Ford F150 Regular Cab, long box. The purchase of the pickup would be a piggyback on the City of Boise's bid with Mountain Home Auto Ranch for the purchase price of \$28,772. The District's FY22 budget is \$43,000 and vehicle delivery is scheduled for 7 to 8 months from now. **Commissioner Wood made a MOTION TO AUTHORIZE THE PURCHASE OF ONE 2022 FORD F150 FROM MOUNTAIN HOME AUTO RANCH AS A PIGGYBACK TO THE CITY OF BOISE'S PURCHASING CONTRACT #RFP18-056C FOR \$28,772. Commissioner Youngblood SECONDED the motion. The motion passed unanimously.**

#### **DIRECTOR'S REPORT**

Director Richard reviewed the Farmway Road Corridor concepts with the Board. This is a joint project with the District and the City of Caldwell and the engineering is being performed by Six Mile Engineering. The District will be holding an online public meeting with exhibits for the public to review and comment on.

*At 10:30 a.m., Commissioner Youngblood excused himself. At 10:40 a.m., Chairman Gibbons called for a recess. At 10:45 a.m., the meeting reconvened.*

## **MAINTENANCE SUPERINTENDENT REPORT**

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

The Bridge Crew is replacing pipe on Lansing Lane and the work should be completed by the end of the week.

The Herbicide Crew has been working on sweeping all the bridge decks, attending training and putting up signs with Sign Technician Stanford.

Superintendent Rhoades reported that Chad Gepner has been hired as the District's newest Shop Mechanic. Gepner was formerly a truck driver for the District.

## **ENGINEER'S REPORT**

Engineer Hopper stated that he initially contacted Canyon County and provided the Mid-Star CIP and impact fee schedule over two and a half months ago. Development Services stated recently that it was with the County Prosecutor's Office and the Canyon County Commissioners. The District has not received any communication the county regarding a schedule for adoption. Engineer Hopper recommended that he or an appropriate member of the Board communicate with the County Commission the District's interest in seeing transportation impact fees adopted. The Board asked that Engineer Hopper reach out to Keri Smith as the Chairman and offer District assistance to get the establishment of the impact fees moving through the process.

Engineer Hopper stated that the County has revised the administrative land division procedure and no longer requires the applicants to come to the District directly. The County still allows the District to comment but only gives 15 days for a comment period and may not consider the District's comments at all as a part of the requirements for the land division. This new process defeats the purpose of working cooperatively with the land owner to find the best solution for access while still ensuring the safety of the traveling public. The District does not have any direct contact with the applicant and will be waiving the fee on new applications received for comment from the County. The Board stated that there are a few items that the District and the County need to discuss, so Chairman Gibbons asked that Engineer Hopper set up a meeting with the County Commissioners to discuss these items.

## **DIRECTOR'S REPORT**

Director Richard reported that he has completed the analysis on the Purple Sage Road Corridor and is in the process of developing the intersection safety recommendations. When this is complete, Director Richard will review the findings with the Board at the next meeting.

Six Mile Engineering is performing the intersection safety analysis on the Homedale Road intersections. This was delayed due to the inability to get accurate traffic counts due to construction.

The speed hump on Burger Lane has been removed and those that made the initial request have been informed of the findings when the speed hump was in place and of the Board's decision to not make the speed hump permanent.

The approval of the Old Highway 30 Bridge funding and supplemental agreement were listed on ITD's Board consent agenda for approval but the District has not yet received confirmation of the approval. The canal crossing agreements are being prepared by Attorney Gigray and the contract with the State Historical Society has been prepared with an estimated cost of \$20,000.

The District still has not heard from ITD about the agreement for the Galloway Road Overpass repairs. ITD normally requires the District to apply for a right-of-way permit in similar situations. So, if ITD does not agree to make the changes to the agreement proposed by the District, the District will require ITD to apply for a right-of-way permit for the proposed work with the same conditions.

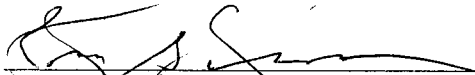
ITD has requested access to the District's site for the environmental study underway for improvements to Interstate 84 between Highway 44 and Centennial Way.

The City of Nampa is proposing to permit utilities on the south half of Ustick Road between Northside Boulevard and Midland Boulevard. The District will be requesting a change in the maintenance exchange agreement with the City of Nampa to give the City this section of Ustick Road.

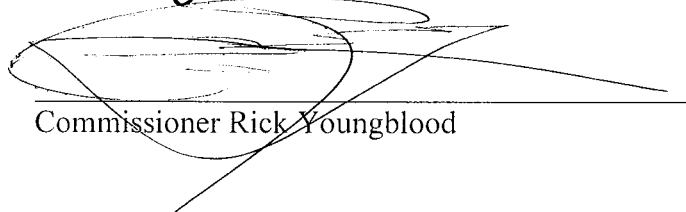
The District's Christmas Party is scheduled for December 10, 2021 at noon.

On December 16, 2021, Winston Goss will be reviewing the District's benefits with the employees at 8 and 9 a.m. The presentation will be recorded in order for it to be emailed out to employees to review with their families.

**At 11:17 a.m., Commissioner Gibbons made a MOTION TO ADJOURN THE BOARD MEETING. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

  
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Commissioner Jay Gibbons

  
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Commissioner Randy Wood

  
\_\_\_\_\_  
Commissioner Rick Youngblood



**CANYON HIGHWAY DISTRICT NO. 4**

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CALDWELL, IDAHO 83607  
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TELEPHONE 208/454-8135  
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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/93631570570?pwd=QTIKYk1XUkN6clZ5c0k4REp4bk5KUT09>

Meeting ID: 936 3157 0570

Passcode: 885948

Find your local number: <https://zoom.us/u/adzsp6OfZg>

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

**Date:** December 8, 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) **ACTION ITEM: ACTION ITEM: EXECUTIVE SESSION – I.C. §74-206(1)(c)**
- 6) **CONSENT AGENDA**
  - a) ACTION ITEM: Regular Meeting Minutes from November 24, 2021
  - b) ACTION ITEM: Payroll through December 4, 2021 and Accounts Payable through December 6, 2021
  - ~~e) ACTION ITEM: Variance for Wyatt's Hollow Subdivision No. 2~~
- 7) **MAINTENANCE SUPERINTENDENT'S REPORT**
- 8) **LEGAL COUNSEL'S REPORT**
- 9) **ENGINEER'S REPORT**
  - a) TECM Funding Presentation Video - ITD Amy Schroeder, P.E.
  - b) Impact Fee Progress with Canyon County
- 10) **DIRECTOR'S REPORT**
  - a) Farmway Road Corridor Concept
  - b) Purple Sage Traffic Safety Review
- 11) **UNFINISHED BUSINESS**
- 12) **NEW BUSINESS**
  - a) ACTION ITEM: Policy Manual Amendment – Title 23 Impact Fees
  - b) ACTION ITEM: Urban Renewal Plan for the Caldwell North Urban Renewal Project Area Public Hearing
  - c) ACTION ITEM: Purchase of Crew Pickup

**13) NEXT BOARD MEETING**

- a) ACTION ITEM: Confirm Date, Time and Location Certain: December 22, 2021 at 9 a.m.

**14) ACTION ITEM: ADJOURNMENT**

ATTEST:

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

Date/Time Posted: 6 December 2021 @ 3pm

**CHD MINUTES - December 8, 2021**

**ACCOUNTS PAYABLE for 12/8/21**

Allied Business Solutions	\$ 668.13
Allstream	\$ 284.90
APA Benefits	\$ 4,616.75
Auto Zone	\$ 19.47
Blue Ocean Cleaning Services	\$ 1,350.00
Boise Rigging Supply	\$ 195.03
BPA Health	\$ 73.78
Caldwell Auto Supply	\$ 59.34
Canyon County Tax Collector	\$ 511.52
Cintas Corporation	\$ 88.39
D&B Supply	\$ 59.94
Delta Dental	\$ 3,010.41
DLT Solutions	\$ 10,075.09
IBS, Inc.	\$ 612.68
Idaho Power	\$ 1,331.84
Idaho Traffic Control	\$ 3,768.00
Jag Tool & Equipment Rental	\$ 155.00
Jamar Technologies	\$ 876.00
Kaman Industrial	\$ 293.67
Kenworth	\$ 34.41
LifeMap Assurance	\$ 538.47
Master Environmental	\$ 1,160.00
Metroquip	\$ 1,031.78
Motion & Flow Control Products	\$ 607.99
NCPERS	\$ 496.00
Newman Traffic Signs	\$ 4,670.25
Norco	\$ 34.20
Oldcastle Infrastructure	\$ 4,733.50
Overhead Door	\$ 202.68
Pacific Steel	\$ 340.02
Portapros	\$ 69.00
Quality Trailer Sales	\$ 8.95
Sawtooth Technology	\$ 758.25
SelectHealth	\$ 30,140.67
Shur-Co	\$ 1,717.03
Shur-Tite Products	\$ 2,968.00
Sign Solutions	\$ 5,048.20
Strive Workplace Solutions	\$ 4.21
Sunroc	\$ 1,000.00
Superior Paint & Glass	\$ 63.81
Six Mile Engineering	\$ 12,337.00
Tacoma Screw Products	\$ 183.21
Top Gun Pest Control	\$ 182.00
United Oil	\$ 2,175.37
US Bank	\$ 3,291.08
US Bureau of Reclamation	\$ 100.00
Valley Wide Co-op	\$ 1,579.34
Verizon Wireless	\$ 395.97
Woody's Outdoor Power	\$ 794.26
Western States	\$ 53,634.45
Zumar Industries	\$ 2,587.80

**PERMITS REFUNDED**

**\$ 160,937.84**

**PAID WITH December 8, 2021 and November 2021**

**Commissioner Payroll**

Payroll	\$ 41,205.37
Commissioner Payroll	\$ 1,886.55
Clarity Credit Union	\$ 100.00
EFTPS (Electronic)	\$ 15,627.38
Idaho State Tax Commission	\$ 4,451.00
Nationwide Trust	\$ 3,643.24
PERSI (Electronic)	\$ 13,163.74
PERSI Choice (Electronic)	\$ 4,269.12
	<u>\$ 84,346.40</u>

**\$ 245,471.16**