

REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF CANYON HIGHWAY DISTRICT NO. 4  
January 5, 2022

PRESENT: Commissioners Jay Gibbons, Randy Wood and Rick Youngblood (all present virtually), Director Tim Richard, Maintenance Superintendent Chainey Rhoades, Engineer Chris Hopper, Assistant Engineer Bruce Bayne (arrived at 10:17 a.m.), Attorney Jay Kiiha (present virtually) and Secretary/Treasurer Angela Franks.

GUESTS: Tanner Verhoeks and Gary Johnston

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 January 3, 2022. **Commissioner Youngblood made a MOTION TO APPROVE THE AGENDA AS POSTED. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

**CONSENT AGENDA**

The Consent Agenda included Regular Meeting Minutes from December 22, 2021; Payroll through January 1, 2022 and Accounts Payable through January 3, 2022. **Commissioner Wood made a MOTION TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED. Commissioner Youngblood SECONDED the motion. The motion passed unanimously.**

**MAINTENANCE SUPERINTENDENT REPORT**

Maintenance Superintendent Rhoades reported that the Road Crew is moving all equipment to the MOJO Pit where they will be stockpiling pit run through January 21, 2022.

The Bridge Crew has been performing minor pipe repairs and helping with the work at the pits.

The Herbicide Crew has been primarily dealing with the snowstorms and helping the Bridge Crew with pipe replacements and extensions.

The District has conducted interviews for the three truck driver positions and have made a job offers to two applicants who are scheduled to start January 18, 2022. Truck Driver Robinson is currently eligible for retirement but is remaining at the District because of the difficulty in hiring drivers.

## **LEGAL COUNSEL'S REPORT**

Attorney Kiiha reported that he has reviewed right-of-way agreements and researched access issues for the District.

## **ENGINEER'S REPORT**

Engineer Hopper stated that he has mainly been working on the items already listed on the agenda and development reviews.

The District will begin its geotechnical investigations for 2023 road projects and supplemental work for 2022.

Additionally, the Engineering Staff is working on the culvert and bridge design for FY2023 season.

## **DIRECTOR'S REPORT**

Director Richard has spoken with Caleb Lakey from the Idaho Transportation Department (ITD) about a cooperative agreement where the District can collect a proportionate share for intersection improvement costs based on development. Director Richard will work with Caleb Lakey to draft the agreement and present to District Legal Counsel for review.

The Local Highway Technical Assistance Council (LHTAC) contacted the District about the one-time funds received from the State HB308. There is not a reporting requirement but LHTAC requested that the District's report where the money was spent. The funds were transferred to the District in April 2021. The District did not open the budget to expend these funds so they were budgeted in FY2022. The project information has been sent to LHTAC.

LHTAC has negotiated the agreement for the Homedale Road Curve Safety Project with Keller Associates. The cost is much higher than what was listed in the grant application. LHTAC has funding to cover the additional cost of the design but the District will have to pay for any increases in construction cost. LHTAC has asked if the District wants to proceed. The total project cost if done as a federal-aid project is \$1,149,000. The District's current match for the project is estimated at \$84,000. If the District had designed the project and done the work in-house, the cost of the project would have been a third of this federally funded project. If the District performed the work, the total project cost would be \$271,000 and take 4 to 5 weeks for construction. The total cost of the project would be less and the project turn around would be quicker, but the District Crew does not have time for this work in their FY2023 schedule. Financially, it is better to stay with the grant program but it is irritating that the District could have done it in-house for a third of the cost. Director Richard hopes that if State funds are approved for bridges, LHTAC can develop an expedited process and cut down on its cost. The Board agreed to move forward.

*At 9:40 a.m., Tanner Verhoeks arrived.*

Director Richard is looking at the design work for the 15 Mile Creek Bridge. The District has applied for federal aid for the bridge replacement in the past but has been unsuccessful. The District will select consultants to start design and to be better positioned to use potential State or Federal funds for bridge replacement projects.

## NEW BUSINESS

1. *Road Improvement Agreement for Quail Run Lane – Tanner Verhoeks*: Engineer Hopper reported that Quail Run Lane was originally platted as Penny Lane as part of Christensen Homestead Manor Subdivision. The applicant Haven Idaho LLC purchased three lots within the subdivision and have been approved by Canyon County to create a total of 12 residential lots served by Quail Run Lane. The applicant intends to construct public road improvements for Quail Run Lane, and request the District accept the improvements for perpetual maintenance. The applicant has reviewed and signed a road improvement agreement for the work. Tanner Verhoeks, representative of Haven Idaho LLC, stated that he agreed with the conditions for road improvement of Quail Run Lane and that they align with the goals of the development. **Commissioner Youngblood made a MOTION TO APPROVE THE RIGHT-OF-WAY IMPROVEMENTS AND MAINTENANCE AGREEMENT BETWEEN HAVEN IDAHO LLC AND THE DISTRICT FOR PENNY LANE/QUAIL RUN LANE AND AUTHORIZE THE CHAIR TO SIGN THE SAME. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

*At 10:02 a.m., Tanner Verhoeks excused himself.*

2. *Variance Conditions Amendment for City of Nampa Sports Park – Smith Avenue*: Engineer Hopper reported that the City of Nampa is requesting an amendment to the 2015 variance for Nampa Sports Park on Midway Road and Smith Avenue. The variance request from the City of Nampa is to expand Phase 1 of the Park to put in additional parking lots to serve the fields, and a new splash pad, exercise area, multi-use field and sports courts and two access to Smith Avenue. District Staff is favorable to the variance and recommends amending the original variance conditions agreement to allow for the expansion; convert the existing Midway Road approach to right-in/right-out and move the full access to Smith Avenue. **Commissioner Youngblood made a MOTION TO APPROVE THE VARIANCE, SUBJECT TO THE RECOMMENDED STAFF CONDITIONS DOCUMENTED BY THE AMENDMENT TO THE PREVIOUS AGREEMENT INCLUDING THE DEFERAL OF THE FRONTAGE IMPROVEMENTS TO MIDWAY ROAD AND SMITH AVENUE, AND WAIVE THE \$750 APPLICATION FEE. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

*At 10:17 a.m., Assistant Engineer Bayne arrived and at 10:25 a.m., Gary Johnston arrived.*

3. *Preliminary Plat for Eagle Cap Subdivision – Kingsbury Road*: Eagle Cap Subdivision is 14.3 acres located north of Purple Sage Road and east of Kingsbury Road. The subdivision will create 11 new residential lots. The applicant is asking for a variance to the maximum road length to the cul-de-sac, and for the local road intersection spacing.


The Mid-Star Fire Department has approved the reduced length of the road to the cul-de-sac, and the location of the access to the subdivision is the best location available so District Staff supports the placement. The applicant's representative, Gary Johnston, reported that the owner agrees with the terms and conditions on the variances if granted. **Commissioner Wood made a MOTION TO APPROVE THE VARIANCE TO STANDARDS REGARDING THE LENGTH OF THE ROAD TO THE CUL-DE-SAC AND THE INTERSECTION SPACING OF THE ACCESS ON KINGSBURY ROAD SUBJECT TO THE CONDITIONS OUTLINED BY DISTRICT STAFF; APPROVE THE PRELIMINARY PLAT FOR EAGLE CAP SUBDIVISION WITH THE APPROVAL NOTED ON THE VARIANCE APPLICATION IN LIEU OF FORMAL FINDINGS OF FACT AND CONCLUSIONS OF LAW AND ORDER; AND WAIVE THE APPLICATION FEE. Commissioner Youngblood SECONDED the motion. The motion passed unanimously.**

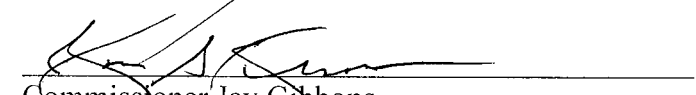
*At 10:40 a.m., Gary Johnston and Assistant Engineer Bayne excused themselves.*


**NEXT BOARD MEETING**

**Commissioner Youngblood made a MOTION TO RESCHEDULE THE JANUARY 19, 2022 BOARD MEETING TO 1 P.M. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

Chairman Gibbons asked if there was any further business to be conducted by the Board. **Hearing none, at 10:41 a.m., Commissioner Youngblood made a MOTION TO ADJOURN. Commissioner Wood SECONDED the motion. The motion passed unanimously.**

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

  
\_\_\_\_\_  
Commissioner Jay Gibbons

  
\_\_\_\_\_  
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

|                               |   |
|-------------------------------|---|
| <p><b>COVID-19 Notice</b></p> | <p><b>The Canyon Highway District Commission Meeting Room Occupancy Capacity</b> 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:</p> <p>Join Zoom Meeting<br/> <a href="https://zoom.us/j/96605836628?pwd=cmaxVEJBRE1DUE9leUhrZmZaRStnZz09">https://zoom.us/j/96605836628?pwd=cmaxVEJBRE1DUE9leUhrZmZaRStnZz09</a><br/>       Meeting ID: 966 0583 6628<br/>       Passcode: 074181<br/>       Find your local number: <a href="https://zoom.us/u/abrGVgwpzm">https://zoom.us/u/abrGVgwpzm</a></p> |
|-------------------------------|---|

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

**Date:** January 5, 2022 **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 December 22, 2021
  - b) ACTION ITEM: Payroll through January 1, 2022 and Accounts Payable through January 3, 2022
- 6) **MAINTENANCE SUPERINTENDENT’S REPORT**
- 7) **LEGAL COUNSEL’S REPORT**
- 8) **ENGINEER’S REPORT**
- 9) **DIRECTOR’S REPORT**
- 10) **UNFINISHED BUSINESS**
- 11) **NEW BUSINESS**
  - a) ACTION ITEM: Road Improvement Agreement for Quail Run Lane – Tanner Verhoeks
  - b) ACTION ITEM: Variance Conditions Amendment for City of Nampa Sports Park – Smith Avenue.....10:00 a.m.
  - c) ACTION ITEM: Homedale Road Curve Safety Project (LHSIP) Agreement
  - d) ACTION ITEM: Preliminary Plat for Eagle Cap Subdivision- Kingsbury Road
- 12) **NEXT BOARD MEETING**
  - a) ACTION ITEM: Confirm Date, Time and Location Certain: January 19, 2022 at 1 p.m.
- 13) **ACTION ITEM: ADJOURNMENT**

ATTEST:

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

Date/Time Posted: 3 January 2022 @ 10:30am

CHD MINUTES - January 5, 2022

ACCOUNTS PAYABLE for 1/5/22

|                               |    |           |
|-------------------------------|----|-----------|
| Allied Business Solutions     | \$ | 851.76    |
| Blue Ocean Cleaning Services  | \$ | 500.00    |
| Bonneville Blueprint Supply   | \$ | 319.96    |
| Centerline Electric           | \$ | 225.00    |
| Cintas Corporation            | \$ | 49.39     |
| Corwin Ford                   | \$ | 138.97    |
| Delta Dental                  | \$ | 6,035.69  |
| Desert Mountain               | \$ | 7,203.36  |
| Dyna Parts                    | \$ | 87.92     |
| Forsgren Associates           | \$ | 5,324.04  |
| G&R Ag Products               | \$ | 73.71     |
| Hazel Asphalt                 | \$ | 5,001.00  |
| Idaho Power                   | \$ | 2,035.52  |
| Idaho Traffic Control         | \$ | 2,184.00  |
| Interwest Supply              | \$ | 47.35     |
| LHTAC                         | \$ | 180.00    |
| LifeMap Assurance             | \$ | 538.47    |
| NCPERS                        | \$ | 496.00    |
| NORCO                         | \$ | 329.15    |
| Oldcastle Infrastructure      | \$ | 200.00    |
| Rocky Mountain Steel          | \$ | 20.38     |
| Sawtooth Technology           | \$ | 35.00     |
| SelectHealth                  | \$ | 30,187.50 |
| Specialty Construction Supply | \$ | 3,843.84  |
| Strive Workplace Solutions    | \$ | 240.97    |
| Sunroc Corporation            | \$ | 805.00    |
| Tacoma Screw Products         | \$ | 354.86    |
| US Bank                       | \$ | 2,124.46  |
| Valley Wide Co-op             | \$ | 24,199.02 |
| Verizon Wireless              | \$ | 395.97    |
| Western States                | \$ | 140.19    |

PERMITS REFUNDED

\$ 94,168.48

PAID WITH December 2021 Commissioner Payroll and  
January 6, 2022 Payroll

|                            |    |                  |
|----------------------------|----|------------------|
| Payroll                    | \$ | 44,091.75        |
| Clarity Credit Union       | \$ | 100.00           |
| EFTPS (Electronic)         | \$ | 15,885.02        |
| Idaho State Tax Commission | \$ | 4,079.00         |
| Nationwide Trust           | \$ | 3,677.17         |
| PERSI (Electronic)         | \$ | 13,413.45        |
| PERSI Choice (Electronic)  | \$ | 3,711.85         |
|                            | \$ | <u>84,958.24</u> |

\$ 179,313.64