

NAMPA HIGHWAY DISTRICT NO. 1 REGULAR MEETING

PRESENT: Commissioners Bryce Millar, Richard Farner and Dick Smith, Attorney David Wynkoop, Director Casey Bequeath, Deputy Director Frank Kennedy, District Engineer Eric Shannon, District Clerk Chris McClure

GUESTS: Mr. Don Barr, City of Nampa
Bryan Foote, Horrocks Engineers

Chairman Bryce Millar called the meeting to order at 8:02 a.m. and welcomed the guests.

The Board members reviewed the Regular Meeting Minutes of October 27, 2011. Commissioner Farner made a MOTION to approve the minutes with the corrections noted. Commissioner Smith SECONDED the motion. MOTION CARRIED.

District Clerk Chris McClure presented the check register for the accounts payable for the Commissioners to review.

Deputy Director Kennedy reported that NHD does not have exclusive rights to the Pickle Butte Cinder pit since it is open to the public. Therefore, we cannot post “no trespassing signs”.

Deputy Director Frank Kennedy gave the work in progress report. The Road Crew is extending the chain link fence along Fay Lane and should be finished with that portion of the project today. The pump went out of the crack sealer, therefore, crack sealing has been delayed. The Crew is hoping to have the pump fixed by sometime today. The crew is also patching and sweeping roads throughout the District.

The Bridge Crew is doing general bridge maintenance throughout the District, cleaning rebar and patching those areas back with cement epoxy. The ends have been cleaned out of the 24 inch pipes on Deerflat Road Extension. Wobble rock has been added to the swales adjacent to Deerflat Road Extension to prevent erosion. Miscellaneous pipe work is scheduled to start in December or January.

Owyhee Sheet Metal came in and serviced all the furnaces for the winter and they all appear to be in good shape.

Director Bequeath mentioned that he received a quote from Cobur Fence, Inc. for material and labor in the amount of \$27,000.00 to have the entire yard fence in. In talking with Road Foreman Muchow, he thought the road crew could probably do the work for around \$12,000.00-\$15,000.00. Therefore, Director Bequeath made a recommendation to allow the road crew to move the fence, as a cost savings measure to the District, as time permits. The Board was in favor of having the crew move the fence and felt it would be best to move the crusher to the Pickle Butte Cinder Pit in February and haul cinders to Cool Road at that time.

Director Bequeath reported that the Crusher is at the Tomer Pit crushing 1” material and will crush 20,000 – 25,000 cyds. before we move the crusher out of the pit. The two 950 loaders are

being used to keep up with the crushing operation. Director Bequeath was asked to look at the economics of renting a bigger loader versus using the two 950 loaders.

Mr. Don Barr from the City of Nampa reported that they have been crack sealing and will be sweeping leaves for the next month and working on storm water issues.

Chairman Millar commented that in regards to the name change on Sunny Ridge Road to University Boulevard, the Nampa City Council shut it down because the residents on Sunny Ridge Road were never notified. The Nampa City Council is going to allow them to redo the idea around the University, but 16th Avenue South and Sunny Ridge to the north is going to remain the same for now.

Engineer Shannon reported that he received the *Local Professional Service Agreement* from the Idaho Transportation Department (ITD) for the Bowmont Road, Lynwood to SH-45 project and that it was ready for his signature, upon Board approval. The Board approved the agreement as submitted and Engineer Shannon signed the *Local Professional Services Agreement* between NHD and Horrocks Engineers accordingly.

Mr. Bryan Foote, Horrocks Engineers commented that the signed agreement would be sent back to the Idaho Department of Transportation (ITD) and they will do the final signature on it. At that point, Horrocks Engineers will receive a "notice to proceed". Once they receive the notice to proceed they will put together a schedule and get it back to Engineer Shannon to be reviewed by the Board. The construction of this project is estimated to begin in 2015. Engineer Shannon went over the three alternatives for the Bowmont Road project that has previously been discussed as follows;

- One option is a no-build;
- Go straight down the section line of Bowmont Road, moving everything out of the way, including the canal;
- Follow the section line of Bowmont Road, skirt around the canal and then get back on the section line.

Chairman Millar commented that if this is a designated expressway the best option might be to move the canal, in order to keep the road straight. Engineer Shannon stated that the driving factor will be the cost. Progress reports will be submitted on a regular basis for the Board's review.

Engineer Shannon informed the Board that he is working on the Local Rural Highway Investment Program (LRHIP) funding application. The four Canyon County Highway Districts are making application for the planning study in the amount of \$50,000.00. The application is due December 2, 2011.

Engineer Shannon went over the status of the Lola South conditional use permit (CUP). In his recent communication with Canyon County Development Services they basically want NHD and Knife River to start the CUP application process over instead of filing a joint application. Following discussion, the Board felt that Engineer Shannon and Director Bequeath should visit with the Canyon County Commissioners to discuss the matter further.

Engineer Shannon reported that there is a Regional Technical Advisory Committee (RTAC) meeting scheduled for tomorrow (November 16th) and wanted the Boards opinion on how they preferred him to vote on the planning area boundary expansion (to include Ada and Canyon Counties) as proposed by COMPASS. Engineer Shannon stated that he can vote no, don't expand the boundaries; or if he votes in favor of the boundary expansion, make a proposal with caveats recommended by the Board. Attorney Wynkoop commented that at the joint meeting with the four Canyon County Highway Districts and Toni Tisdale that was held at the Idaho Association of Highway Districts Convention, the group requested a letter from COMPASS asking them to be specific of their intentions. The Board felt that this was a good starting point and asked Engineer Shannon to bring it up for discussion at the RTAC meeting.

Engineer Shannon reported that he will be obtaining a copy of the plans today for both the Franklin Road roundabout, as well as the City project just west of the roundabout. The roundabout is being done by Professional Engineer Consultants (PEC) and the project west of that is being done by JUB Engineers. Engineer Shannon has had preliminary discussions with Jeff Barnes from the City of Nampa about coordinating traffic control and the paving portion of the project. Further discussion will be held with the City after the Thanksgiving holiday to go over this project and to discuss possible extension of a third lane from Star/Franklin roundabout into NHD's jurisdiction.

Chairman Millar asked if NHD was going to reconstruct Franklin Road from the Rachel Drain to McDermott Road out to four lanes at this time and if the base material was adequate to handle future traffic. Engineer Shannon commented that NHD will only be reconstructing that portion of Franklin Road to two lanes. Engineer Shannon provided a photo of the existing base material and asphalt on Franklin Road and felt the existing base material was adequate for future widening.

Chairman Millar asked if the City of Nampa was going to build their portion of Franklin Road from Idaho Center Boulevard to Robinson Road out to five lanes at this time. Engineer Shannon commented that the City of Nampa only has plans to construct their portion to two lanes, due to the lack of funding.

Engineer Shannon informed the Board that he received a phone call from Monty McClure regarding the Willard Shroll property that is adjacent to NHD's pit and asked if the District would be interested in purchasing the 1.32 acres. The property is owned by his mother-in-law and the property will be available around the first of the year. Following discussion, the Board felt it would be beneficial to invite Mr. McClure into a meeting to find out what they might be asking for the property.

Engineer Shannon reported that Martin Luttrell, Mayor for the City of Melba signed the indemnification agreement for traffic sign placards which have been discarded from NHD inventory.

Engineer Shannon reported that there is good progress being made on the CARS4 program and that Castle Rock Associates would like for him to go through it to make sure it is running to our satisfaction, before going live.

Engineer Shannon commented that we budgeted \$35,000 in our fiscal year 2011/2012 for GIS mapping and that there is talk about updating the aerial mapping sometime this next summer.

Jo Bolen, Gibbons, Scott & Dean presented a draft audit summary letter to the Board for fiscal year ending September 30, 2010. Ms. Bolen went over her findings identified during the audit process and noted the following issues:

- During their examination of cash, there was a problem with the deposits not being made in a timely manner during the year. Frequently, the deposits were being made every two weeks during the year.
- As of fiscal year end, the road deposits payable did not agree with the general ledger or bank account. Ms. Bolen commented that the road deposit payables were out of balance in 2009 and it occurred again in 2010. Therefore, it was necessary for them to go through the check register and reconcile to the list of deposits. An adjustment was made to bring the general ledger into agreement with the list of deposits.
- There was a problem with a payoff calculation on one of the LID's and on one of the accounts they were not able to find where the 2008 payment had been made.
- During their review of various accounts, it was noted that several posting errors occurred and that they corrected all the postings errors found.
- The fund balance using the modified accrual basis decreased by \$2,767,914.00, Ms. Bolen commented that this was due to the capital outlay and road projects.
- In reviewing the financial reports for fiscal year ending September 30, 2010, the expenditures exceeded revenues by \$2,827,525.00. Ms. Bolen noted that this is prior to taking into consideration transactions under other financing sources.

Ms. Bolen commented that they always recommend that you have a carryover of at least 20 percent of your current budget for the next fiscal year and that looking at the District's operation on a going concern basis, it appears that it is fiscally sound. Chairman Millar thanked Ms. Bolen for coming in and confirmed that fiscal year 2011 audit would be started in January 2012.

Randy Haverfield, Architecture Northwest came before the Board to discuss specifications for the interior overhead lighting on the new equipment barn. There was discussion about putting the lights on a timer, rather than a switch. Engineer Shannon explained that the current specifications for the interior building lights are to be controlled by motion detectors. The lights will have a minimum 20 minute burn time, unless there is activity. Once the lights go off there is approximately a 10-15 minute recovery time and Mr. Haverfield wanted to make sure this was acceptable to the Board. Following discussion, the Board agreed to leave the lights on a motion detector and if we need to adjust the timer it can be done at anytime, without a change order. Engineer Shannon commented that the bid opening will take place November 22nd at 2:00 p.m., Nampa Highway District office.

At 9:55 a.m. Chairman Millar declared a recess and the meeting reconvened at 10:00 a.m.

Commissioner Farner made a MOTION to approve the accounts payable for October 2011. Commissioner Smith SECONDED the motion. MOTION CARRIED.

Director Bequeath reported that he and Bridge Foreman, Wayne Davis met with Nampa-Meridian Irrigation District about piping the ditch on the north side of Lewis Lane between Happy Valley Road and Robinson Road, for a distance of 620 feet. The edge of the road is breaking off at this location and has become a safety issue. Quotes have been received from three vendors as follows; Rain for Rent, \$10,037.00, Treasure Valley Pipe, \$14,000.00 and Ferguson Supply, \$18,000.00. Nampa Meridian has no objection to NHD piping the ditch, but once the ditch leaves the weir it is no longer their responsibility. Therefore, they are not willing to contribute to the cost to have it repaired. Following discussion, the Board wanted to make a site visit prior to making a decision.

Director Bequeath informed the Board that he and Deputy Director Kennedy would be meeting with the property owner at the corner of Perch and Marsing Road to discuss the existing culvert under Perch Road and the issues he is having with his property flooding when the snow melts.

Director Bequeath commented that at the convention this year Jim McNall, ICRMP Risk Management Specialist talked about employee annual evaluations. Director Bequeath was in favor of dealing with an employee as a situation arises and have it noted in their employee personnel file rather than, document the employee's performance annually. Following discussion, the Board agreed to eliminate the annual employee evaluations and to take care of employee issues as they arise.

Director Bequeath informed the Board that Shop Foreman, Dennis Nelson gave a power point on snow removal and sanding equipment at the monthly safety meeting.

Director Bequeath made a recommendation to piggyback the 2012 weed chemicals from Canyon Highway District No. 4's (CHD4) bid, due to the favorable prices they received. Prices bid to CHD4 for weed chemicals are as follows:

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| Payload | 400 lbs. | \$ 78.00 per lb. | \$31,200.00 |
| Diuron 80DF | 2,000 lbs. | \$ 4.00 per lb. | \$ 8,000.00 |
| 24-D | 40 gals. | \$ 10.49 per gal. | \$ 420.00 |
| Glyphosate | 800 gals. | \$ 8.85 per gal. | \$ 7,080.00 |
| Plateque | 22 gals. | \$ 1.18 per gal | \$ 2,596.00 |
| Telar | 541 ozs. | \$ 14.00 per oz | \$ 7,574.00 |

TOTAL BID: \$65,091.42.

Commissioner Smith made a MOTION to piggyback the 2012 weed chemical off CHD4's bid. Commissioner Farner SECONDED the motion. MOTION CARRIED. Commissioner Smith asked if we had an additional employee crossed trained in the weed/spray department. Director Bequeath reported that no one has signed up or volunteer as of yet.

Commissioner Farner made a MOTION to adjourn the meeting. Commissioner Smith SECONDED the motion. MOTION CARRIED.

The meeting was adjourned at 11:45 a.m.

Chairman, Bryce Millar

Vice Chairman, Richard Farner