

NAMPA HIGHWAY DISTRICT NO. 1

Commissioners: Dick Smith, Randy Noble, Bryce Millar

NAMPA HIGHWAY DISTRICT NO. 1 REGULAR BOARD MEETING

June 28, 2018

AMENDED

LOCATION: Nampa Highway District Office
Main Conference Room
4507 12th Avenue Road
Nampa, ID 83686

TIME: 8:00 a.m.

- 1) **CALL MEETING TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ACTION ITEM:** Review and Approve Agenda including Amendments
- 4) **ADMINISTRATIVE ACTION**
 - a. **ACTION ITEM:** Accounts Payable Review and Payroll Review through June 28th, 2018
 - b. **ACTION ITEM:** Regular Meeting Minutes from June 7th, 2018
- 5) **ENGINEER'S REPORT**
- 6) **DIRECTOR'S REPORT**
 - a. **ACTION ITEM-** Water rights for Wes Schober
- 7) **UNFINISHED BUSINESS**
 - a. 8:15 A.M. City of Nampa
 - b. **ACTION ITEM -** Approve and sign license agreement for Mike & Linda Dutton and sign final plat for Dutton Subdivision on Orchard Ave
 - c. **ACTION ITEM –** Chairman Smith to sign the Agent of Record form to appoint Compass Benefit Advisors as executive insurance representatives
- 8) **NEW BUSINESS**
 - a. **ACTION ITEM-** Salary adjustments for New Director and Road Foreman
 - b. 8:30 A.M. Laila Kral, Idaho LHTAC / T2 Center – Presentation of Road Scholar / Road Master Awards to NHD Staff
 - c. 9:00 A.M. **ACTION ITEM -** Bret Miller application to vary standards for access to Happy Valley Road
 - d. Budget Discussion for FY2019 with Board and Staff
 - e. 9:30 A.M. **ACTION ITEM -** Daniel Edgar application to vary standards for access to Bennett Road
- 9) **PUBLIC DISCUSSION**
- 10) **ACTION ITEM: EXECUTIVE SESSION –** I.C. 74-206 (1) (a), (b), (c), (d), (e), (f), or (i)
- 11) **LEGAL COUNSEL REPORT**
- 12) **ACTION ITEM: ADJOURNMENT**

ATTEST:

PAIGE RHOADES
DISTRICT CLERK

DATE & TIME POSTED



NAMPA HIGHWAY DISTRICT NO. 1 REGULAR MEETING

PRESENT: Commissioners, Dick Smith, Randy Noble and Bryce Millar;
District Engineer Eric Shannon; Director Devin Muchow; Attorney David
Wynkoop and District Clerk Paige Rhoades

GUEST: Jeff Barnes, and Don Barr, City of Nampa; ROW Agent Eddy Thiel; Laila Kral,
LHTAC T2 Center; Bret Miller; Daniel & Jim Edgar; Aaron Pugsley; Frank
McClintick; Brad Fewkes

Chairman Dick Smith called the meeting to order at 8:00 a.m. and all present said the Pledge of Allegiance.

Commissioner Millar made a MOTION to approve the regular minutes from June 7th, 2018. Commissioner Noble SECONDED the motion. MOTION CARRIED.

Commissioner Noble made a MOTION to approve the agenda as posted. Commissioner Millar SECONDED the motion. MOTION CARRIED.

Don Barr with the City of Nampa, advised the Board that they have completed their chip seal project, and fog sealing was completed last night. The last shipment of paint will arrive this week, and they hope to finish up striping the chip sealed roads by the end of the week. Then they will apply thermal plastic pavement markings and will do this work at night. Crews are sweeping chip sealed roads and catching up on addressing some of the complaints that have been made.

Jeff Barnes with the City of Nampa, advised the Board that he has seen the first draft of the Master Transportation Plan. It will go before Council for finalization next month. The downtown 2nd and 3rd street project was having issues getting concrete contractors, and part of the concrete work had to be subcontracted out to get completed. Mr. Barnes advised the Board that the ITD project is moving along, and with working at night they have gotten all the way to Garrity completed. The Midland and I-84 project begins in July and will roll into winter before completion. Once that project is completed they will move to work on the Karcher Road overpass. Mr. Barnes advised the Board that the City is finishing up utility projects, like the force water main for the Western Regional lift station to the treatment plant. Mr. Barnes advised the Board that the City is working on planning for next year and will coordinate with NHD regarding it's Middleton & Orchard Signal Project. City of Nampa crews are replacing the Elijah Drain culvert on Greenhurst, between Southside Blvd and Lexi Lane. Closure to be until October for replacement.

Engineer Shannon discussed the loose ends on the Burke Lane project and advised the Board that if there is a similar project in the future that the procedures may be handled differently.

ROW Agent Eddy Thiel provided the Board with the completed license agreement for Mike & Linda Dutton. Commissioner Noble made a MOTION to approve and authorize the license

agreement for Mike & Linda Dutton. Commissioner Millar SECONDED the motion. MOTION CARRIED.

ROW Agent Eddy Thiel provided the Board with the final plat for Dutton Subdivision on Orchard Ave. Commissioner Millar made a MOTION to approve and authorize the Chairman to sign the plat. Commissioner Noble SECONDED the motion. MOTION CARRIED.

At 8:30 a.m., Laila Kral with LHTAC T2 Center appeared before the Board to present awards to NHD employees for their completion in training courses. Ms. Kral presented Frank McClintick, Aaron Pugsley, Brad Fewkes and Manny Medrano with certificates. Manny Medrano was not in attendance.

EXECUTIVE SESSION: At 8:42 a.m. Commissioner Noble made a MOTION to go into Executive Session pursuant to IC 74-206(1)(b). Commissioner Millar SECONDED the motion. Upon roll call, Chairman Smith voted "aye", Commissioner Noble voted "aye and Commissioner Millar voted "aye". MOTION CARRIED. The Board concluded the Executive Session at 8:57 a.m.

Commissioner Noble made a MOTION to promote Devin Muchow as Director and Frank McClintick as Road Foreman. Commissioner Millar SECONDED the motion. MOTION CARRIED.

At 9:00 a.m., Bret Miller appeared before the Board to request a variance to the standards for access on to Happy Valley Road. ROW Agent Eddy Thiel and Mr. Miller discussed the details of the request. Commissioner Millar made a MOTION to approve the variance subject to deed restriction for multi-family residential use. Commissioner Noble SECONDED the motion. MOTION CARRIED.

Engineer Shannon began his work report.

For the Middleton & Orchard Signal project, Mr. Clair Bowman has been working with the (Parcel #2) Church of the Brethren pastor and Board Chair and will present them a right-of-way contract on July 10, 2018. The full Church Board will consider the contract on July 12th, 2018. Parametrix is also working on the parking lot design, which the church will like to see prior to signing the right-of-way contract.

Mr. Bowman will follow up with Walt Miller (Parcel #14) to see if he is ready to sign the right-of-way contract that was provided to him.

Mr. Larry Rincover has signed PSA on June 19th, 2018 to acquire Parcels #5 & 6 (Cross), #7 (Rivera), #9 (Knight), and #11 (Dominguez). Mr. Rincover plans to finish up within 90 days.

For the Robinson & Victory Roundabout project, Engineer Shannon advised the Board that the temporary 2-way stop at Happy Valley & Victory that was implemented on June 21st was removed the next day, as drivers were not paying attention to new signs, and it caused confusions and at least one crash. Engineer Shannon advised the Board that he has hired a masonry sub to

build the brick wall in the center island and they will do their work in July, at the same time as when the electrical contractor installs underground conduit.

For the Robinson & Amity Roundabout project, appraisals are in progress and are due to be completed on July 6th, 2018.

For the Sander Barn, the contractor is currently erecting the structural steel.

For the Happy Valley & Airport Signal, Engineer Shannon prepared a draft MOU to the City for review. The MOU essentially says NHD will build the signal, and the City will operate and maintain the signal afterwards. Parametrix is currently working on design scope & budget. NHD expects to have little or no right-of-way takes. This project is currently scheduled for FY2021 but could go earlier if costs are low enough.

Engineer Shannon and ROW Agent Eddy Thiel addressed the Board regarding future lot split applications. Up until now NHD has recommended approval of lot splits, if the County makes paving the approach a condition of the split. But the County is not enforcing this condition, so developers are splitting and selling lots without paving approaches. Whichever of the new owners is first to apply for a building permit is then saddled with the entire cost of paving the approach. So, in the future NHD will not recommend approval of a lot split until after the approach has been paved, or a cash security deposit has been made.

This completed Engineer Shannon's work report.

Daniel and Jim Edgar appeared before the Board to discuss a variance to the standards for access onto Bennett Road. ROW Agent Eddy Thiel and Mr. Daniel Edgar presented the Board with the details of the request. Commissioner Noble made a MOTION to approve the variance subject to Mr. Edgar putting in a paved approach. Commissioner Millar SECONDED the motion. MOTION CARRIED.

Director Devin Muchow began his work report.

He presented the Board with a copy of the shop department report.

The Road crew has been finishing work on the roundabout project until after chip sealing is completed. Crews are currently getting prepared for chip sealing, sweeping and brushing.

The Bridge crew has been working on pipes for the roundabout project and doing concrete work for the center island. The Crew has also replaced guardrail on the Mora Canal bridge at Robinson and Bowmont. Director Muchow presented the Board with the paint report on roads that have been striped.

Director Muchow advised the Board that Road Foreman Frank McClintick is getting ready for chip seal season.

Director Muchow advised the Board that he has received a request from Roger Schoeber about the irrigation water transfer that his father Wes Schoeber has paid for in the past. The Board advised Director Muchow to discuss the details with Mr. Schoeber but not to sell all the water shares in case they are needed in the future.

Director Muchow advised the Board that Nampa Paving has almost completed all the paving for FY2018. Approaches are the only thing that they have left to complete and it looks as though costs will be under budget once they are totally completed.

Director Muchow advised the Board that District Clerk Paige Rhoades is working on the planning of the Christmas party for the year. The Board advised the Clerk to continue to plan it for the Nampa Civic Center as in the past.

Director Muchow advised the Board that all the reservations for the Convention in Coeur d'Alene have been made at this time.

Director Muchow advised the Board that he has received the building plans from Kenny Pfiefer for the blue sand shed. Staff will contact a structural engineer to review the building plans. The cost of the building to be purchased from Mr. Pfiefer was \$50,000 and the District will do the concrete foundation.

Director Muchow advised the Board that he is in the process of hiring 2 temporary workers for chip sealing help. He said that Tylee Lanham on our crew will be leaving the Nampa Highway District and with Frank McClintick moving off the crew he would like to hire an additional 2 temporary workers to cover until chip seal season is over, and there will be time to hire for a permanent position. The Board advise Director Muchow that it would be fine to hire 4 temporary workers and possibly increase the dollar per hour amount to get a better quality of workers. Director Muchow advised the Board that District Clerk Paige Rhoades and he have been meeting and working with the Attorney on the litigation regarding the sweeper accident from September of 2016.

This completed Deputy Director Muchow's work report.

District Clerk Rhoades presented the Board with an Agent of Record form for the Chairman to sign to have COMPASS Benefit Advisors to represent Nampa Highway District regarding ALL insurance related topics for the District. Commissioner Millar made a MOTION to authorize the Chairman to sign the Agent of Record document. Commissioner Noble SECONDED the motion. MOTION CARRIED.

District Clerk Rhoades presented the Board with a draft Budget and discussed the options and components of reasoning behind the numbers. The Board requested the Clerk run a few other options and present those for the Board to determine how to proceed at the next meeting on July 10th, 2018. District Clerk Rhoades advised the Board that she would accomplish that by the next meeting.

Commissioner Millar made a MOTION to approve Accounts Payable and Payroll for the month of June. Commissioner Noble SECONDED the motion. MOTION CARRIED.

Commissioner Millar made a MOTION to adjourn at 1:31 a.m. Commissioner Noble SECONDED the motion. MOTION CARRIED.

Chairman, Dick Smith

Vice Chairman, Randy Noble