

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
FEBRUARY 27, 2018  
9:00 A.M.**

**MINUTES**

Chairman James Mangan called the meeting to order at 9:00 a.m. with Commissioners George Miller and Corinne Johnson present. Also present were Supervisor Kevin Howard, Assistant Supervisor Dustin Howe, and Administrative Assistant Tomi Maynard.

Marty Buell, Roadwise

**Approval of Agenda**

George Miller MOVED to approve the agenda as presented. Corinne Johnson SECONDED the motion. James Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

**Conflicts of Interest on the Agenda**

Chairman James Mangan asked if any Board member had a conflict of interest with any item on the agenda. Commissioners Corinne Johnson, James Mangan, and George Miller all indicated no conflicts.

**Approval of Minutes**

Miller MOVED to approve the minutes of the February 14, 2018 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

**Magnesium Chloride Bid Opening**

Chairman Mangan opened bids to supply magnesium chloride to the District for 2018 as follows:

<i><b>Bidder</b></i>	<i><b>Bid Price</b></i>	<i><b>Demurrage</b></i>		<i><b>Anticipated Delivery Date</b></i>
Roadwise, Inc., Spokane, WA	109.85 /ton	\$75.00 /day	7 free days	April 9 <sup>th</sup> , 2018
Envirotech Services, Greeley, CO	108.75 /ton	\$75.00 /day	7 free days	14 days from order

The board discussed the difference between the bids, noting that Envirotech Services came in \$1.10 lower per ton, with the same demurrage options. Supervisor Howard indicated that they anticipate applying the magnesium chloride beginning on or around April 20<sup>th</sup>, therefore the delivery timeframe is acceptable from both bidders. Citing the lower cost, Chairman Mangan recommended awarding the winning bid to Envirotech Services.

Miller MOVED that the district accept the bid submitted by Envirotech Services., subject to a review by Supervisor Howard, to verify that the bid meets the minimum bid specifications. Johnson SECONDED the motion, and Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Buell left the meeting at 9:05am.

**Public Comments**

None.

**Old Business**

**Finnebott Bennion & Sun-Up intersections- Status Report**

Howard reported that he is still waiting for full descriptions of the ROW requirements from JUB.

**La Delcardo Bay Rights-of-Way**

The Board asked that this item be removed from the agenda.

**Koth/Kioth Road- Status Report**

Howard stated that we are waiting for weather to clear so surveys can be completed.

**Letter to Kootenai County Board of Commissioners**

Howard presented the final draft of the letter to the board, with other Highway District signatures. Citing a previously passed motion to sign, Chairman Mangan signed on behalf of the Board.

**Staff Report** by Supervisor Kevin Howard

**ON THE ROAD**

The crew performed typical winter maintenance throughout the month of February. Snow was plowed and sand applied when needed. Magnesium Chloride (mag) was applied to the paved collector roads prior to some of the weather events and on frosty days. The mag has been beneficial in reducing the snow floor buildup, reducing slick roads on frosty mornings and helping the retention of sanding materials. There were periods when it was required of the crew to work overtime to complete the tasks. Most recently the crew battled high winds and snow drifts.

The crew removed a couple windfall trees; one on Presley Road and another on Meadowbrook Loop. These occurred on two separate days. Each were in evening hours causing overtime.

The weather provided for temperatures cold enough to re-freeze the roadways. The district lifted the road restrictions (Load Limits) until further notice.

**Vehicle and Equipment Repair**

Unless otherwise noted; repairs and services were accomplished at the Mica Shop.

(ST) Shop truck, (DS) Dealer Service, (W) Worley Shop, (S) Sun Up

**Pickups**

#30 – Replace communications radio.

#50 – Serviced (W).

#65 – Serviced.

#90 – Serviced.

**Trucks**

#105 – Replaced the driveline and U-joints.

#120 – Building the Paint body for striping roads.

#145 – Replaced the snowplow bit.

#150 – Replaced the radiator, the fan and the fan belts.

#165 – Replaced the snowplow bit.

#170 – Replaced front wheel bearings, tie rod and front brakes.

#175 – Replaced the battery cables.

#185 – Replaced an inside door handle and door latch.

#190 – Replaced the spinner motor on the sander body and repaired headlight wiring.

#195 – Replaced the parking brake lever.

Motor Graders

#305 – Replaced antenna and wire to the communications radio.

#355 – Remedied low fuel pressure issue.

Brush Chipper

#800 – Unplugged the feed roller and fixed a battery cable.

**Planned work for this coming Month**

Winter Maintenance, Ditching; if and when weather allows, Brush cutting.

**Request for Change in Office Hours**

Office staff requested that the Office Summer Hours Policy be changed to:

Monday through Thursday: 7:30 am to 4:30 pm

Friday: 8:00 am to 12:00 pm

The office would continue to open at the established winter hour of 7:30 a.m. and simply extend the afternoon closing to the established summer hour of 4:30 p.m. Monday through Thursday and 8 a.m. to noon on Fridays. Friday would be an administrative work day; allowing staff to get caught up on work. The phones would be programmed to send incoming calls to voicemail, which would notify the front desk and could be dealt with as necessary. The gate would be closed to the public. This change in office hours would accomplish a more consistent schedule and allow office staff Friday afternoons to utilize the Post Office and banks. This would be a trial for the summer. If staff finds the nine-hour days are beneficial, staff would like to continue these hours all year round.

Miller MOVED to approve the requested change in office hours. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

**Right-of-Way Acquisition- General Discussion**

Mangan recommended at the last meeting that staff pre-emptively work on acquiring right-of-way on Hull Loop. He retracted that recommendation in the interest of prioritizing staff and legal hours for more imminent projects.

**Bills presented for approval, and Discussion of Finances**

Miller MOVED that the bills be approved as presented on the check registers. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

**Upcoming Meetings**

The district's next regular meeting will be March 14.

Court hearing for Road #20 is scheduled for March 7<sup>th</sup> at 3:00 PM

**Commissioner Comments**

Mangan commented that Burlington Northern will be building a double track, parallel to the existing track, from Pines to Huetter. While this does not affect our district it does affect our sister districts. Burlington holds existing ROW of 400 feet, so the project will not need additional right-of-way. Estimates are that the area will go from 58 trains per day to 112 by the year 2035, significantly impacting traffic patterns.

**Adjournment**

Chairman Mangan adjourned the meeting at 9:50 AM.

RESPECTFULLY SUBMITTED BY:

\_\_\_\_\_  
Tomi Maynard, Administrative Assistant

APPROVED BY:

\_\_\_\_\_  
James Mangan, Chairman

\_\_\_\_\_  
Date

DRAFT