

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
AUGUST 26, 2020
9:00 A.M.**

MINUTES

Chairman Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner Phil Cooper and Commissioner George Miller present. Also present were Supervisor Kevin Howard, Assistant Supervisor Dustin Howe, District Clerk/Treasurer Carol Richel, Deputy Clerk Tomi Maynard; and:

Robert Tate, Tate Engineering

Norm Thomson, Vanilla Court

Approval of Agenda

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

Conflicts of Interest on the Agenda

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

Approval of Minutes

Cooper MOVED to approve the minutes of the August 12, 2019 regular meeting. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

None.

Old Business

Koth/Kioth Road

No Updates.

Wellers Black Rock Park, Public Right-of-Way

The contractor working on this project is waiting for approval from the property owner to take samples through core drilling. The District has no further involvement until that is done and plans are received.

The Club at Rock Creek, Loffs Bay Rd discussion

Paving on this project begins today and will likely be completed by the end of the week.

Kidd Island Road Project

This project is seeing progress again. Utilities have been moved and Knife River is back on site. Johnson asked how this delay will impact the projected completion date of this project. Howard reports that the contractor still hopes to finish on time.

Vanilla Court Variance Request

Tate provided a drawing of potential curve radiuses at the intersection of Kidd Island and Vanilla Court. After reviewing the drawing, Johnson stated that she did not see any way to allow the variance requested that would protect the public, the district, and the property owner. Cooper and Miller both agreed.

Miller MOVED to deny the request for a variance on Vanilla Court. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Thomson and Tate exited at 9:09 a.m.

Budget Hearing

Johnson opened the hearing at 9:10 a.m. Richel indicated that the Proposed Budget was published according to Idaho Statute, and shared each line item on the budget. There were no members of the public in attendance for comment.

The proposed budget for fiscal year 2020-2021 was presented as follows:

APPROVED BUDGET	
October 1, 2020 - September 30, 2021	
<u>ANTICIPATED REVENUE:</u>	
Maintenance & Operation Levy	1,498,697
Special Const/Bridge Levy	1,260,000
Ag. Equip. Tax Replacement	15,435
Tort Levy	33,292
Highway Users Revenue	1,103,400
Forest Reserve Fund	44,550
State Sales Tax	100,000
CEA Tax	20,000
Interest Income	67,750
Sale of surplus equipment	1,500
Permit Fees	3,000
Federal Share Bridge/Spec. Const.	266,000
Miscellaneous Revenue	98,000
Carry Fwd: Undedicated	232,198
Dedicated: Special Road Const	1,750,025
Dedicated: Tort	0
TOTAL BUDGETED REVENUE	<u><u>6,493,847</u></u>
<u>ANTICIPATED EXPENDITURES:</u>	
Labor Expense	1,459,509
Administration	423,409
Commissioner's Compensation	24,000
Operating Expense	623,500
Road Maintenance	935,508
Road Construction	2,687,517
Asset Acquisitions	129,500
Tort	33,292
M&O Levy Transferred back to Cities	177,612
TOTAL ANTICIPATED EXPENDITURES	<u><u>6,493,847</u></u>

Commissioner Miller MOVED that the proposed budget for fiscal year 2020-2021 be approved as presented. Deputy Clerk Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Commissioner Miller, aye; Commissioner Cooper, aye. The motion PASSED UNANIMOUSLY.

Johnson closed the hearing at 9:18 a.m.

New Business

Vanilla Court Variance Request

Addressed previously in the meeting.

Spring Street, Easement Request

The board previously received, and approved, a request to allow this property owner to put in a drain field for their residence within the ROW that is known as Spring Street. Staff has now received a request from the property owner, requesting that the Board allow the ROW known as Spring Street to be the backup location for this drain field. Concerns were raised regarding committing ROW for future use, when it may have to be improved before the need for use ever arises.

Miller MOVED to table this item until the September 11th meeting, to allow staff to research further. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Employee Breakfast

Staff brought this item back before the board, to seek further direction. Current Covid restrictions do not allow for large group dining. This means that the annual employee breakfast may need to be restructured in an effort to provide a quality dining experience for the board and staff, while ensuring safety and cost efficiency for the District. In researching, staff has found that options are limited for breakfast catering. Additionally, the space available in the employee meeting room does not allow for adequate social distancing.

Cooper MOVED to change the Employee Breakfast to an Employee Lunch, with location to be determined. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Staff will research available options for catering, as well as potential locations that allow for social distancing.

Amended Fiscal Year 2019-2020 Budget

Richel presented the amended budget to the board for their review. A hearing will be held at a later date.

Employee Request for Retiree Insurance

III-A is now offering a retiree insurance benefit. The premium for this policy is entirely paid by the retiree, but has to be collected by the District, and paid to III-A with the Districts premiums. If the Board chooses to add this benefit to the employee package the III-A asks for 60 days in order to set up the plan. Staff requests that enrollment be contingent on the employee agreeing to automatic withdrawal of premiums.

Miller MOVED to add the retiree insurance benefit. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Work Progress Report by Supervisor Kevin Howard

ON THE ROAD

Hot Mix Asphalt patches were applied to roads that will be receiving a seal coat next year.

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Fog seals were completed this month. WHD crew and equipment assisted East Side Highway District with its chip seals. WHD received an abundance of help from ESHD during its seal coat operation this year.

Roadside vegetation received some maintenance this month. Some brushing, mowing and weed spraying was accomplished as needed.

An approach was corrected to meet grade and alignment on Dower Road to complete the punch-list of minor details for the enhanced maintenance accomplished to said road.

Attention and effort were put toward sign repair due to wind damage, vehicle damage, etc.

The process of collecting traffic counts and data will be wrapped up for the year by the end of this month.

Centerline pavement markings (yellow paint) were painted this month. This coming month the edge lines, stop bars and yield bars (white paint) will be applied.

A culvert was replaced on Miller Road.

Test holes were dug near the bridge on Watson Road to collect data for the bridge replacement design.

Roadside drainage maintenance began this month. The crew will clean ditches and culverts as well as other required drainage maintenance on selected roads in the greatest need of maintenance.

Two dump trucks with operators assisted Plummer-Gateway Highway District one day by hauling rock to a project that it had. Throughout the summer, PGHD helped the district with the application of Magnesium-Chloride and other projects.

The alliances with the neighboring highway districts enhance the level of productivity for all of those involved. This truly is a bonus.

Planned work for this coming Month

- Asphalt road patching.
- Pavement Markings.
- Culvert replacements.
- Ditch cleaning.
- Brush cutting.
- Sign repair.

Bills presented for approval

Miller MOVED that the bills be approved as presented on the A/P check register and the payroll check register. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Upcoming Meetings

WHD Regular Meeting September 9, 2020 9:00 a.m.

KMPO and AHDKC September 10, 2020

Commissioner Comments

None.

Executive Session

Miller MOVED to enter into executive session to discuss pending litigation in accordance with Idaho Code 74-206(1)(f) at 10:21a.m. Deputy Clerk Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Commissioner Miller, aye; Commissioner Cooper, aye. The motion PASSED UNANIMOUSLY. Howard, Howe, Richel and Maynard were asked to stay.

Johnson reconvened the regular meeting at 10:30 a.m.

There were no motions coming out of executive session.

Adjournment

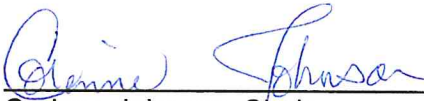
Sighting no further business, Miller MOVED to adjourn the meeting at 10:31 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Meeting adjourned.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Deputy Clerk

APPROVED BY:



Corinne Johnson, Chair

9.9.2020

Date