

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
August 30, 2022
9:00 A.M.

MINUTES

Commissioner Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner George Miller and Commissioner Phil Cooper present. Also present were Director Kevin Howard, Deputy Director Dustin Howe and Clerk Tomi Maynard.

Approval of Agenda

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

Conflicts of Interest on the Agenda

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

Approval of Minutes

Miller MOVED to approve the minutes of the August 10, 2022, regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Public Hearing: 2022-2023 Budget

Johnson opened the hearing at 9:01 a.m. The proposed budget for fiscal year 2023 was presented as follows:

PROPOSED BUDGET	
October 1, 2022 - September 30, 2023	
<u>ANTICIPATED REVENUE:</u>	
Maintenance & Operation Levy	1,485,980
Special Const/Bridge Levy	1,591,936
Ag. Equip. Tax Replacement	15,435
Tort Levy	36,500
Highway Users Revenue	1,987,761
Forest Reserve Fund	0
State Sales Tax	364,887
CEA Tax	30,500
Interest Income	52,000
Sale of surplus equipment	25,000
Permit Fees	15,000
Federal Share Bridge/Spec. Const.	187,000
Miscellaneous Revenue	97,000
Carry Fwd: Undedicated	105,607
Dedicated: Special Road Const	79,669
Dedicated: Tort	0
TOTAL BUDGETED REVENUE	<u><u>6,074,275</u></u>
<u>ANTICIPATED EXPENDITURES:</u>	
Labor Expense	1,681,247
Administration	501,850

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Commissioner's Compensation	28,800
Operating Expense	741,250
Road Maintenance	919,758
Road Construction	1,110,250
Asset Acquisitions	837,500
Tort	36,500
M&O Levy Transferred back to Cities	217,120
TOTAL ANTICIPATED EXPENDITURES	<u>6,074,275</u>

Commissioner Miller MOVED that the proposed budget for fiscal year 2023 be approved as presented. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Commissioner Miller, aye; Commissioner Cooper, aye. The motion PASSED UNANIMOUSLY.

Public Comments and Guest Introduction

None.

Priority Items for Attendees

None.

Old Business

Koth/Kioth Road

No updates at this time.

Kidd Island Road Project

Susan Weeks is working to move the ROW acquisition along.

Greensferry/Cougar Gulch intersection traffic control

This project is still in the design phase with JUB.

Sun Up, Bennion, Finnebott

Staff recommends removing this item from the agenda now that the final payment has been processed.

Potential Right-of-Way (ROW) exchange, Kootenai County Solid Waste

ITD has provided a permit for this approach to US 95.

Westway Drive, Encroachment Complaint

No updates at this time.

New Business

Engagement Letter, 2022 Audit

Maynard requested Board approval to engage Scott Hoover to perform the District's annual audit.

Miller MOVED that the chair sign the engagement letter for Scott Hoover's services. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Resolution 2022-007 Surplus Equipment

Howe reported that there are several pieces of equipment that have either been replaced or are simply no longer useful to the District. He requested that the Board declare these items surplus so they can be disposed of.

WORLEY HIGHWAY DISTRICT

Resolution No. 2022-07

DECLARATION OF SURPLUS EQUIPMENT

WHEREAS, the Board of Commissioners of the WORLEY HIGHWAY DISTRICT found that the equipment described herein is no longer useful to the Worley Highway District and the Board finds it in the best interest of the public to sell the equipment; and

WHEREAS, Idaho Code §40-1309 provides that a public hearing shall be held and published in accordance with the provisions of Idaho Code §40-206, and at which hearing any person interested may appear and show cause that the equipment should not be sold or exchanged; and

WHEREAS, the commissioners of the WORLEY HIGHWAY DISTRICT have elected to put the following equipment out for auction or trade-in.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby declare the following equipment as surplus, to be disposed of according to state statutes, including disposal, sale, or trade-in on new equipment:

- 1992 GMC Chip Truck #195
- 2003 Chev 4X4 ½ ton pickup #20
- 1982 Allis Chalmers Forklift #885
- 1998 CAT 9-Wheel Roller #720
- 2008 Chev Reg Cab ½ ton 4X4 pickup #65

Miller MOVED to approve Resolution 2022-07. Maynard called the roll with the Commissioners voting as follows: Cooper, aye; Johnson, aye; Miller, aye. The motion PASSED UNANIMOUSLY.

Capitalization Threshold

Maynard is requesting that the Board increase the Districts capitalization threshold from \$2000 to \$5000. This is the same threshold that other Associated Highway Districts are following and is a logical amount given the rise in prices in all areas.

Miller MOVED to increase the capitalization threshold to \$5000. Cooper SECONDED the motion. Johnsons CONCURRED. The motion PASSED UNANIMOUSLY.

Payroll Policy

Currently the District payroll period runs from the first day of each month until the last day of every month, with overtime running from the middle of the preceding month to the middle of the current month. Paychecks are then issued on the last working day of each calendar month. This has been a point of frustration for employees who sometimes must wait over a month to be paid for overtime hours. It is also cumbersome for office staff to track and maintain accurately. Maynard is requesting that the Board consider changing pay dates to the 5th of the month, for all hours worked the calendar month before.

Miller MOVED to change the payroll policy establishing the pay date on the 5th of each month, with this change taking effect beginning with the December pay period to be paid on the 5th of January 2023. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Work Progress Report
ON THE ROAD

The fog seals and chip seals were completed. The crew assisted Plummer Gateway Highway District and East Side Highway District with seals. East Side HD assisted WHD with our seals as well.

The yellow centerline pavement marking has been completed. The crew assisted Plummer-Gateway Highway District with painting its pavement markings. Plummer-Gateway will be assisting WHD with the enhanced maintenance on Rolling Hills Road to reciprocate the assistance.

The crew graded some of the graveled roads. Water trucks were used to add moisture to the road to help the gravel compact after the grading.

The crew has been placing hot-mix asphalt patches on selected paved roads district wide.

IN THE SHOPS

- The chip seal equipment has been cleaned after seals were completed.
- Truck #105 is being converted to a sander truck.
- The Oil Distributor truck had many adjustments during seal season.

Planned work for this coming Month

- Hot mix asphalt patching.
- Enhanced Maintenance buildup of Rolling Hills Road between Ator Hill Road and Bloomsburg Road.
- Prepare winter maintenance vehicles.
- Finish painting white pavement markings (edge lines).

Accounts payable and payroll check registers presented for approval

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

Upcoming Meetings

September 8: 2022 KMPO 1:30 p.m.

September 14, 2022 WHD Regular meeting 9:00 a.m.

September 28, 2022 WHD Regular meeting 9:00 a.m.

Executive Session

Miller MOVED to enter into executive session under Idaho Code 74-206 (1)(f). Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Commissioner Miller, aye; Commissioner Cooper, aye. The motion PASSED UNANIMOUSLY.

Commissioner Comments

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Miller and Johnson commented that they have both received positive feedback regarding the recent chip seal and paint applications.

Adjournment

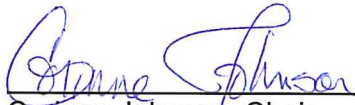
Citing no further business, Miller MOVED to adjourn the meeting at 9:43 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Meeting adjourned.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, District Clerk

APPROVED BY:



Corinne Johnson, Chair

9.14.2022

Date