

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

**MINUTES**

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

Jay Hassell, JUB

**Approval of Agenda**

Mangan stated that the agenda need to be amended to discuss a letter received from Kootenai County Sheriffs Department. As this letter pertains to safeguards for emergency service communications, Mangan felt it was prudent to include it today.

George Miller MOVED to approve the agenda as amended. 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 December 12, 2018 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

**Public Comments**

None.

**Old Business**

**Finnebott, Bennion & SunUp Intersections**

Howard reported that the legal descriptions are being finalized so that the signed purchase agreements can be recorded.

**Koth/Kioth**

There have been no major changes.

**New Business**

**Rockford Bay Road Project**

As directed by the Board previously, JUB is finalizing the application for funding from LHTAC for this project. This application needs to be submitted by January 3, 2019.

**WORLEY HIGHWAY DISTRICT  
RESOLUTION 2018-11  
SUPPORT OF ROCKFORD BAY ROAD STP RURAL PROJECT**

**WHEREAS**, the Board of Commissioners of Worley Highway District, Kootenai County, Idaho shall adopt this resolution in support of the Project Identification Submittal to the Local Highway Technical Assistance Council (LHTAC) in the request for Local Federal-aid Incentive Program – STP Rural, to reconstruct Rockford Bay Road, and

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

DECEMBER 27, 2018

Page 2

**WHEREAS**, the Rockford Bay Road Project total cost estimate is Two Million Dollars (\$2,000,000.00), which will require a Seven and Thirty-four One Hundredths percent (7.34%) match from the Worley Highway District,

**NOW THEREFORE BE IT RESOLVED**, that Chairman of the Board of Commissioners, James Mangan, is hereby authorized and directed to sign the Rockford Bay Road project identification packet and submit to the Local Highway Technical Assistance Council (LHTAC) for prioritization.

**PASSED BY**, the Worley Highway District Board of Commissioners and approved by the Worley Highway District Board of Commissioners this 27th day of December, 2018.

Chairman Mangan moved for the approval of Resolution 2018-11 committing matching funds, and authorizing Chairman Mangan to sign the application for submittal when complete. Maynard called the roll with the Commissioners voting as follows: Commissioner Johnson, aye; Chairman Mangan, aye; Commissioner Miller, aye.

**Approve 2019 Meeting Schedule**

Maynard presented a schedule of dates for the District Meetings as they fall on the standard 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. The Board felt a few changes were necessary for the purpose of convenience near holidays, and to ensure that all payroll and accounts payable ledgers have been approved prior to the last day of the month. The final meeting schedule as agreed upon:

2019 WHD Meeting Calendar

January 9<sup>th</sup>, 2019 9:00 AM

January 30<sup>th</sup>, 2019 9:00 AM

February 13<sup>th</sup>, 2019 9:00 AM

February 27<sup>th</sup>, 2019 9:00 AM

March 13<sup>th</sup>, 2019 9:00 AM

March 27, 2019 9:00 AM

April 10, 2019 9:00 AM

April 24, 2019 9:00 AM

May 8, 2019 9:00 AM

May 29, 2019 9:00 AM

June 12<sup>th</sup>, 2019 9:00 AM

June 26<sup>th</sup>, 2019 9:00 AM

July 10<sup>th</sup>, 2019 9:00 AM

\*July 30<sup>th</sup>, 2019 9:00 AM

July 31st, 2019 9:00 AM Budget Workshop

August 7th, 2019 9:00 AM Budget Workshop

August 14<sup>th</sup>, 2019 9:00 AM

August 28<sup>th</sup>, 2019 9:00 AM Regular Meeting and Budget Hearing

September 11<sup>th</sup>, 2019 9:00 AM

September 25<sup>th</sup>, 2019 9:00 AM

October 9<sup>th</sup>, 2019 9:00 AM

October 30<sup>th</sup>, 2019 9:00 AM

\*November 8<sup>th</sup>, 2019 9:00 AM

\*November 26<sup>th</sup>, 2019 9:00 AM

December 11<sup>th</sup>, 2019 9:00 AM

\*December 27<sup>th</sup>, 2019 9:00 AM

*Meetings marked with (\*) are on days other than Wednesday.*

Miller MOVED to approve the 2019 meeting calendar with changes discussed. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

#### **2019 Mileage Reimbursement Rate**

Maynard informed the board that the IRS has set the mileage reimbursement rate at \$0.58 per mile for business use for 2019.

Miller MOVED to accept the mileage rate of .58 per mile for 2019. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

#### **ON THE ROAD**

Some Jersey Barriers were removed from Loffs Bay Road and replaced with some boulders. The boulders were placed outside of the clear zone in an area where the property owner wishes are that the general public not use.

There were a few roads this month that the crew was asked to patrol to look for water damage, downed trees (windfalls) and brush leaning into the roadway. They were to take immediate corrective measures whenever possible or report back for work to be scheduled.

The crew worked on cleaning up the Ford Quarry in preparation for the next crushing. This task has been completed.

Road shoulder maintenance was done to Bennion Road. The road had some sluffing shoulders that needed repaired and widened.

Potholes in some of the gravel roads were repaired. Spot blading with a grader was enough for some and gravel was hauled for the more severe areas.

Maintenance to the facilities was accomplished. The work done ranged from cleaning and organizing to adding parking to the Sun Up Yard.

The roadside brush was cut on a few roads. The two brush cutting tractors that the district has worked in tandem. This lessens the impact to the travelling public by decreasing the amount of time spent on that road.

Snowplowing, sanding and the application of anti-ice material were done as needed throughout the month. As needed, some of the crew put in some overtime to get the work done.

Staff purchased two pup dump trailers this month. The district's budget was approved to allow the purchase of three. The two trailers purchased fell well below the calculated allowance for each.

Several crewmen patrolled the district inspecting culverts and drainage. This information will be used for maintenance scheduling.

### **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

- #10 – Serviced
- #65 – Serviced.
- #85 – Replaced a tail light
- #90 – Serviced
- #95 – Serviced

#### Trucks

- #115 – Replaced the block heater.
- #145 – Replace the plow bit and repaired the snow chain hangers.
- #155 – Replaced the backup light switch, fuel tank breather and repaired the plow end flag.
- #170 – Replaced belts and plow bit bolts, repaired lights.
- #180 – Serviced, prepared for winter and replaced the radio antenna.
- #185 – Repaired electrical wiring
- #190 – Replaced the engine water pump and fan belts.
- #210 – Replaced the clutch, installed the sander body and serviced for winter.
- #220 – Serviced.
- #235 – Replaced the left side mirror.

#### Graders

- #300 – Mounted the snow wing and rotated the tires.
- #305 – Mounted the snow wing and serviced.

#### Dozers

- #360 – Installed new batteries.

#### Loaders

- #415 – Replaced all fuse blocks/holders.
- #445 – Serviced and replaced the exhaust manifold gasket.

#### Brusher/Mower Tractors

- #585 – Repaired a pin in the mower boom and replaced the rear tires.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

DECEMBER 27, 2018

Page 5

#595 – Repaired a flat tire.

Trailers

#650 – Replaced cross members and rewired the tail lights.

Brooms

#710 – Serviced.

**Planned work for this coming Month**

- Winter Maintenance: plowing snow, sanding, de-icing, etc.
- Roadside brush cutting as weather allows.

**Bills 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. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

**Upcoming Meetings**

WHD Meeting January 9 9:00 AM

KMPO and AHDKC January 10

**KCSD Gate Request**

KCSD is requesting permission to put a gate on Eerie Road to improve security for a public repeater in that area. Mangan directed Howard to gather more information in regards to the location. Howard will schedule a time to meet with a representative from KCSD.

**Commissioner Comments**

None.

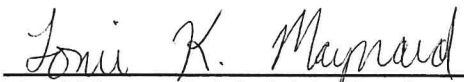
**Executive Session**

None.

**Adjournment**

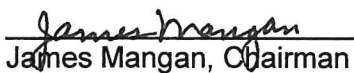
Mangan adjourned the meeting at 10:00 a.m.

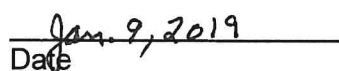
RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Administrative Assistant

APPROVED BY:

  
James Mangan, Chairman

  
Date