

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
JANUARY 29, 2020
9:00 A.M.**

MINUTES

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

Angela Comstock, JUB

Scott Hoover, CPA

Approval of Agenda

Cooper MOVED to amend the agenda to include the presentation of the State and Local agreement for the Kidd Island Road. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. The presentation and approval of this report is a matter of urgency, as it is the final step before the Kidd Island Road project can be put out to bid. Delaying the bidding process could impact the overall cost and quality of the project adversely.

Cooper MOVED to approve the agenda as amended. Miller 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. Commissioners Corinne Johnson, Phil Cooper, and George Miller all indicated no conflicts.

Approval of Minutes

Cooper MOVED to approve the minutes of the January 8, 2020 regular meeting. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

None.

Scott Hoover 2019 Audit Review

Hoover briefly highlighted the audit review report. He indicated that it is his opinion that the financial statements are fairly presented and free from material defects. He found no significant deficiencies or reportable findings in the District's internal controls. This is the best opinion that can be reached from an audit. He commented that Carol keeps very clean books and is very easy to work with.

Cooper MOVED to approve and sign the management representation letter. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller signed the management representation letter.

Hoover left at 9:08 a.m.

Old Business

Koth/Kioth Road

No updates on this item.

Wellers Black Rock Park, Public Right-of-Way

No updates on this item.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

JANUARY 29, 2020

Page 2

New Business

Amend Hiring Motion

Cooper MOVED to amend the motion to hire made at the January 8 regular meeting. The Board has made the decision to fill the part time position with the District. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

2020 Mileage Reimbursement Rate

Cooper MOVED to approve applying the IRS issued mileage reimbursement rate of \$.575 per mile for 2020. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Personnel Policy Manual

Richel presented several updates to the personnel policy manual, clarifying policies already in place. The only substantial change presented was on the District's sick leave policy. This policy has only allowed the use of sick leave in instances where the employee is sick. Staff recommended changing this policy to allow employees to utilize their sick leave to care for sick or injured family members as well.

Cooper MOVED to approve the changes to the employee manual, as presented by staff. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

MKI Fire MOU

The Board was already presented this Memorandum of Understanding at a previous meeting. The agreement was approved and signed, but the original copy was misplaced. Staff has two additional copies of the document and is requesting that the Board approve signing both, which will allow us to keep one original on site and give one to MKI.

Cooper MOVED to approve the signing of the replacement MOU. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Scott Hoover 2019 Audit Review

Addressed previously in the meeting.

Work Progress Report

ON THE ROAD

Some road conditions dictated that sanding material and/or anti-ice material be used at times this month. Crewmen were called in as needed.

A couple windfall trees, and many downed branches were cleared from the roadways this month.

Roadside brush cutting continued this month as time and weather allowed.

Josh and Rick flew to Boise to pick up the district's new Plow/De-icer truck.

With the recent rain falling on the accumulated snow, the crew has been checking roads for water issues. They have cleared ditch lines and culverts of slush and debris as needed.

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

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

JANUARY 29, 2020

Page 3

Pickups

#10 – Serviced.

#40 – Replaced wiper blades and serviced.

#90 – Cleaned fuel tank vent tube.

Trucks

#145 – Replaced the back-up light switch and repaired the sander spinner.

#155 – Replaced sander grates, speedometer, wheel studs and brake can.

#165 – Replaced wiper blades and windshield spray nozzles.

#175 – Adjusted the clutch.

#185 – Replaced clutch linkage ends, wiper blades and repaired snowplow harness.

#190 – Replaced the rear brakes and snowplow angle cylinders.

#255 – replaced the fuel tank and a brake valve.

Graders

#340 – Repaired work lights.

Backhoe

#480 – Replaced the front tires.

Mower/Brusher Tractors

#585 – Tightened Hydraulic fittings, Replaced mower disk and blades.

#595 – Replaced blade bolts.

Planned work for this coming Month

- Winter Maintenance.

Susan Weeks reports that the Supreme Court Hearing for Road# 20 will be held at University of Idaho on April 22 time TBD. These will be oral arguments between the attorneys only.

Bills presented for approval

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

Upcoming Meetings

WHD Regular Meeting February 12, 2020 9:00 am.

KMPO February 13.

Commissioner Comments

None.

Executive Session

None.

Kidd Island Road Project, State and Local agreement

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

JANUARY 29, 2020

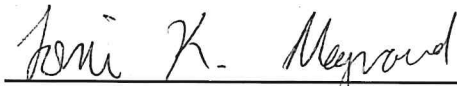
Page 4

Cooper MOVED to approve and sign the State and Local agreement. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Adjournment

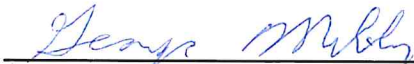
Citing no further business, Johnson MOVED to adjourn the meeting at 9:44 a.m. Cooper SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY. Meeting adjourned.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Deputy Clerk

APPROVED BY:



George Miller, Chair



Date