

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**June 29, 2022**  
**9:00 A.M.**

**MINUTES**

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

Vicki Nelson, Westway Dr  
Cheryl Olberding, Westway Dr  
Holly Edwards, Westway Dr  
Todd Nelson, Westway Dr  
Alan Rich, Westway Dr  
Mark Paulson, Westway Dr  
James Barton, Westway Dr  
Cassie McGeha, Westway Dr

Annette Crawford, Westway Dr  
Tarie Zimmerman, Westway Dr  
Blane Crawford, Westway Dr  
Marcy Rich, Westway Dr  
Clayton Lowe, Westway Dr  
Allen Olberding, Westway Dr  
T. Weitzel, Westway Dr

**Approval of Agenda**

Maynard asked the Board to amend the agenda to include Resolution 2022-05 McAvoy Bridge Replacement. This item was left off the agenda by clerical error and is a time sensitive matter due to requirements for a potential funding source.

Miller MOVED to amend the agenda to include Resolution 2022-05 McAvoy Bridge Replacement. 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 June 8, 2022 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Public Comments and Guest Introduction**

None.

**Priority Items for Attendees**

**Westway Drive Encroachment Complaint**

Several audience members shared concerns regarding a travel trailer that is parked partially on the Westway Drive right-of-way (ROW). Many of the concerns that were shared at the June 8<sup>th</sup>, 2022 meeting during public comments were more clearly described, pictures were provided of additional belongings that have been placed on the ROW. Johnson asked Howard for recommendations. He suggested putting up no parking signs as allowed by WHD Ordinance 2015-001. Members of the audience questioned how that would impact parking on neighboring properties. Howard commented that the ordinance would apply to all residents equally. After additional conversation and further reflection Howard indicated he could contact the sheriff's office and request a deputy instruct the residents of the trailer to move it off the ROW based on the lack of a permit to use the ROW for anything other than travel.

All audience members exited at 9:44 a.m.

**Old Business**

**Koth/Kioth Road**

This item will be discussed in executive session.

**Kidd Island Road Project**

No update at this time.

**iWorQ**

No update at this time.

**Greensferry/Cougar Gulch intersection traffic control**

JUB is gathering topographical information and working on a preliminary design plan.

**Sun Up, Bennion, Finnebott**

The re-seeding of these intersections has been completed; staff has not received a bill.

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

Howard presented data obtained from KMPO regarding current traffic counts vs potential traffic count when the area is fully built out. Johnson directed Howard to share the data and follow up with ITD.

**New Business**

**Process Review, Staff recommendations**

Staff has reviewed the suggested changes in the report provided by Moss Adams. Some of the suggestions are geared towards far larger entities than the District and would require additional staffing to achieve. Howard and Maynard outlined a list of recommended changes to be implemented to increase financial transparency as well as additional checks and balances. Johnson commented that the changes make sense and will protect both the District and Staff.

**Surplus Equipment**

The Board previously approved Resolution 2019-01 for the purchase of a snow blower at auction that was intended to replace two significantly older snow blowers. Staff is requesting the Board declare these 2 pieces of equipment surplus so they can be sold.

**WORLEY HIGHWAY DISTRICT**

Resolution No. 2022-06

***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:

- 1965 FWD Snowblower #285
- 1965 FWD Snowblower #290

Miller MOVED to approve resolution 2022-06. Maynard called the roll with the commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY. The board signed the resolution and directed staff to dispose of the equipment.

**Request to change Credit Card holders**

Maynard requested permission to cancel Clerk Carol Richel's credit card due to her passing. She further requested that the Board consider adding Howe as a card holder to simplify ordering parts, filters and other necessary item's particularly for the shop.

Miller MOVED to cancel Richel's card and add Howe as a card holder with a \$2000 limit. Cooper SECONDED the motion Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Maynard presented a letter to the credit card company requesting the changes for Board signature.

**Mica Creek Bridge Emergency Declaration**

This bridge has suffered a failure that has been discussed at previous meetings. If this bridge is not repaired in a timely manner the condition may deteriorate further which would require a full closure. This would make repairs far more costly, and the necessary detour route would be extremely inconvenient for the travelling public. To obtain funding and follow Single Source procurement procedures it is necessary for the Board to officially declare this failure an emergency. Howard drafted the following resolution for the Boards consideration.

**RESOLUTION 2022-04**

**Mica Creek Bridge Emergency Declaration**

**WHEREAS**, the Board of Commissioners of Worley Highway District, Kootenai County, Idaho shall adopt this resolution in support of the Submittal of an application to the Local Highway Technical Assistance Council (LHTAC) in the request for Local Rural Highway Investment Program 2022 funding to assist in Worley Highway District's Mica Creek Bridge Emergency Repair Project.

**WHEREAS**, the bridge abutments and wing walls were damaged due to water scour from unusually quick runoff and,

**WHEREAS**, the estimated cost for repair is in excess Four Hundred Forty Thousand Dollars (\$440,000.00).

**NOW THEREFORE BE IT RESOLVED**, that the Worley Highway District Board of

Commissioners, do hereby ratify the Chairmans signature on the Mica Creek/Loffs Bay Road Bridge Repair Project application submitted to the Local Highway Technical Assistance Council (LHTAC).

Miller MOVED to approve Resolution 2022-04. Maynard called the roll with the commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY. Johnson signed the resolution.

**McAvoy Bridge Replacement**

Governor Brad Little signed SB1359 in March which included funding for the Leading Idaho Local Bridge Program. McAvoy Bridge is one of the many bridges in the state, and the only in Worley Highway District, that qualifies for this funding.

**WORLEY HIGHWAY DISTRICT  
RESOLUTION 2022-05  
McAvoy Bridge Replacement**

**WHEREAS**, the Board of Commissioners of Worley Highway District, Kootenai County, Idaho shall adopt this resolution in support of the Submittal of an application to the Local Highway Technical Assistance Council (LHTAC) in a request for SB1359, Leading Idaho Local Bridge (LILB) funding to replace Worley Highway District's McAvoy Bridge, Cougar Creek crossing.

**WHEREAS**, Governor Brad Little, State of Idaho, on March 23<sup>rd</sup>, 2022 signed Senate Bill SB1359 thus enabling the Leading Idaho Local Bridge (LILB) Program and,

**WHEREAS**, Worley Highway District's McAvoy Bridge is identified by the State of Idaho as an eligible bridge replacement project under SB1359 as a posted, weight restricted bridge.

**NOW THEREFORE BE IT RESOLVED**, that Chairman of the Board of Commissioners, Corinne Johnson, is hereby authorized and directed to sign the Memorandum of Understanding – Leading Idaho Local Bridge Program between the Local Highway Technical Assistance Council and Worley Highway District for the purpose of replacing McAvoy Bridge.

Miller MOVED to approve Resolution 2022-05 and ratify the signing of the funding application. Maynard called the roll with the commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY. Johnson signed the resolution

**Westway Drive, Encroachment Complaint**

Addressed previously in the meeting.

*Johnson recessed the meeting for a break at 10:21 a.m. The meeting was reconvened at 10:28 a.m.*

**Local Government Investment Pool (LGIP) Interest allocation**

In the past, Board direction was given to allocate interest payments in this account to each individual fund that is held in the account. This includes general fund, special construction, house bill 312, liability and individual funds for each road that has a payment in lieu of construction (PILC) balances. This is a legitimate way of distributing those funds but is also unnecessary and time consuming. As staff is currently restructuring the accounting program and processes for the purpose of streamlining and transparency, Maynard requested board direction on how to distribute interest funds earned in the LGIP account.

Miller MOVED to begin tracking interest on this account separately from other funds to be used at Board discretion. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

### **Accounting Consultation**

With the passing of Clerk/Treasurer Carol Richel, the District needs accounting consultation services to ensure all reporting and audit preparation is completed on schedule. Mary Richter, CPA has worked with many of the local highway districts for various reasons over the years. She has also spoken at the Transportation convention and clerk's meetings at the request of Idaho Associated Highway Districts. Maynard stated that she believes Ms. Richter's unique familiarity with Highway district funding sources, reporting and audit requirements makes her the best possible consultant under the current circumstances.

Miller MOVED to engage the services of Mary Richter, CPA. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

### **Cash Flow Report**

Maynard presented the cash flow report in the format that has been supplied to the Board in the past. This report contains a large amount of data, that is broken down in a very detailed manner. Maynard also presented a simplified version of this report that summarizes the same information, without displaying the detailed categories. She requested that the Board review each and give direction on how detailed they would like the report to be. Johnson commented that she would prefer to be presented a summarized report but requested that details be available if questions arise. Cooper commented that the snapshot makes it easier to digest the information.

### **Accounting Software**

Maynard requested permission to purchase QuickBooks and begin restructuring the accounting set up. This request comes at the recommendation of Mary Richter, and restructuring will be done under her guidance to ensure the most transparent and efficient methods are being used. These changes will go "live" on October 1<sup>st</sup> at the start of the next fiscal year.

Miller MOVED to purchase QuickBooks. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

### **III-A Renewal Rates**

Renewal rates for employee insurance benefits for the 2023 fiscal year have been released. There will be an increase of 12% on medical premiums (approximately \$65.00 per employee per month). There will be an increase of 14% on dental premiums (approximately \$1.00 per employee per month). The increase on dependent coverage is at very similar percentages. Dependent coverage is voluntary, and premiums are withheld from employee checks monthly. This is a larger increase than most years but is also low



compared to increases being implemented by other carriers. The trend is due in large part to the significant expenses that were incurred during the Covid-19 pandemic.

Miller MOVED to accept III-A renewal rates for the 2023 fiscal year. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

### **ON THE ROAD**

#### **By Director Howard**

The crew cleaned ditches to improve drainage in the Cougar Gulch area.

The buildup of Solitaire Road was worked on heavily this month and was completed on the 16<sup>th</sup>.

During the week of the 13<sup>th</sup>, the district's roads were hit hard with rain. There were some roads that required warning signs to be placed due to the water over the roadway. Several days were spent to repair damaged roadways.

The crew washed and broomed paved roads that are to receive a seal coat.

Dustin, Clint, and I went to Moyie Springs to look at an oil distributor for applying seal oils on roadways. A purchase agreement was written up and the truck was driven to the district's Mica shop.

*Miller MOVED to ratify the decision to approve the purchase of this oil distributor. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.*

Yesterday the crew applied the first seal coat shot of the three that will pave Solitaire Road.

The bare ground spray application was completed along the edges of the asphalt adjacent to many paved roads. This helps prevent damage to the asphalt caused by vegetation.

The roadside mowing began this week.

### **IN THE SHOPS**

- Truck #238 – prepared the new distributor truck for use.
- Miscellaneous general maintenance, i.e., lights, wipers, fluid checks, etc.

#### **Planned work for this coming Month**

- Continue preparation of paved roads for the Seal Coat Application.
- Seal coats on paved roads.
- Hot mix asphalt patching.

#### **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. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

#### **Upcoming Meetings**

July 13<sup>th</sup>, 2022 - 9:00 am - WHD regular meeting

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July 14<sup>th</sup>, 2022 - 1:30 pm - KMPO

**Executive Session**

Miller MOVED to enter into executive session under IC 74-206 to discuss subsections (a) hiring, (b) personnel matters and (f) pending litigation. Maynard called the roll with the commissioners voting as follows; Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY. The board entered executive session at 10:04 a.m., requesting Howard, Howe and Maynard stay for discussion. GIS Technician Gearhart was asked to join the executive session briefly for input.

Johnson reconvened the regular meeting at 11:49 a.m. Several motions were made coming out of executive session.

Miller MOVED to fill the full-time crew position at the step 1 pay rate, effective July 1, 2022. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller MOVED to fill the part time office position at the step 1 pay rate, effective July 1, 2022. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller MOVED to promote Maynard to District Clerk at the step 2 pay rate, effective July 1, 2022. Cooper SECONDED the motion Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller MOVED to authorize Director of Highways to adjust Gearhardt's hours as discussed in executive session. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Commissioner Comments**

None.

**Adjournment**

Citing no further business, Miller MOVED to adjourn the meeting at 11:54 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

7-13-2022  
Date