

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 26, 2018
9:00 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:09 a.m. with Commissioner Corinne Johnson present and Commissioner George Miller appearing telephonically. Also present were Supervisor Kevin Howard, Assistant Supervisor Dustin Howe, and Administrative Assistant Tomi Maynard.

Approval of Agenda

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

Amended Budget Hearing

Chairman Mangan opened the hearing at 9:10 a.m.

Mangan stated that the largest changes to the budget were increases in revenue from the Highway User Fund and the State Sales Tax Fund. He attributed this to an upturn in economic growth and to Idaho's notably low 2.8% unemployment rate.

The proposed amended budget/Resolution 2018-10 for fiscal year 2017-2018 was presented as follows:

**WORLEY HIGHWAY DISTRICT
RESOLUTION 2018-10**

WHEREAS, the Board of Commissioners of the Worley Highway District, Kootenai County, Idaho, shall adopt RESOLUTION 2018-10 amending the fiscal year beginning October 1, 2017: Appropriating the sum of \$4,590,637.01, which sum includes less expenditures by the Worley Highway District in the sum of \$503,248.99; repealing all budgets and parts of budget in conflict and providing an effective date hereof.

Section 1

The Worley Highway District 2017- 2018 fiscal year budget, be and same hereby amended to read as follows:

The sum of \$4,590,637.01 be and the same is hereby budgeted to defray the necessary expenses and liabilities of the Worley Highway District, Worley, Kootenai County, Idaho for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

<u>ANTICIPATED REVENUE:</u>	<u>Current</u>	<u>Proposed</u>
Maintenance & Operation Levy	1,311,757	1,311,757
Ag. Equip. Tax Replacement	16,707	16,707
Special Const/Bridge Levy	1,115,000	1,115,000
Highway Users Revenue	1,120,000	1,147,000
Forest Reserve Fund	6,500	59,000
State Sales Tax	101,000	114,000
CEA Tax	19,000	20,000
Interest Income	67,725	52,800
Sale of surplus equipment	1,500	8,400
Permit Fees	2,500	2,500
Federal Share Bridge/Spec. Const.	873,695	670,000
Tort Levy	27,068	27,068
Miscellaneous Revenue	<u>106,000</u>	<u>177,725</u>
TOTAL ANTICIPATED REVENUE	4,768,452	4,721,957
Plus Antic. 10/1/ 2017 Carry Fwd: Undedicated	308,752	169,760
Dedicated: Special Road Const	16,682	-301,080
Dedicated: Tort	<u>0</u>	<u>0</u>
REVENUE TO BE EXPENDED 2017-2018	<u>5,093,886</u>	<u>4,590,637</u>
<u>ANTICIPATED EXPENDITURES:</u>	<u>Current</u>	<u>Proposed</u>
Labor Expense	1,241,087	1,224,600
Administration	365,713	366,708
Commissioner's Compensation	16,000	16,000
Operating Expense	590,600	591,500
Road Maintenance	550,063	785,980
Road Construction	1,809,040	1,084,465
Asset Acquisitions	342,650	342,650
Tort	27,068	27,068
M&O Levy Transferred back to Cities	<u>151,666</u>	<u>151,666</u>
TOTAL ANTIC. EXPENDITURES	<u>5,093,886</u>	<u>4,590,637</u>
REVENUE REQUIRED	<u>5,093,886</u>	<u>4,590,637</u>

Section 2

The Final 2017- 2018 Budget for year beginning October 1, 2017 and ending September 30, 2018 in conflict to this amendment are hereby repealed.

Section 3

THEREFORE, FOLLOWING AN AFFIRMATIVE VOTE OF A MAJORITY OF THE DISTRICT'S BOARD OF COMMISSIONERS, BE IT HEREBY RESOLVED that the Worley Highway District amend its 2017-2018 fiscal budget.

Since there were no members of the public in attendance, there were no comments from the public on the amended budget.

Mangan MOVED to approve resolution 2018-10 amending the budget for Fiscal Year 2017-2018 as presented. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson; aye; Chairman Mangan, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY.

Mangan closed the hearing at 9:13 a.m.

Public Comments

None.

Old Business

Finnebott Bennion & Sun-Up intersections- Status Report

Howard reported no change at this time.

Koth/Kioth Road- Status Report

Howard reported that surveying is set to take place on October 1 and 2.

Ritz Ranch- Status Report

The district is still awaiting the final plat.

Russu Addition -- Status Report

The district is still awaiting the final plat.

Brent Condie- Request to vacate/abandon additional section of Road 417

In the process of vacating right-of-way within the Russu addition, it was determined that there is right-of-way through Brent Condie's property. Brent Condie has made an informal request that the portions of Road 417 that runs through his property be vacated. He has not worked with staff to move that request forward at this time.

Commissioners Compensation

The following resolution was put into the record.

**RESOLUTION 2018-09
COMPENSATION OF COMMISSIONERS**

WHEREAS, Idaho Code 40-1314, Compensation of highway district commissioners, officers, agents and employees, requires the board of highway district commissioners of each highway district to fix the annual salaries of the commissioners commencing on October 1 and for the next ensuing year, and

WHEREAS, Idaho Code 40-1314, became effective July 1, 2002,

NOW THEREFORE BE IT RESOLVED, that beginning October 1, 2018 and for the 2017-18 fiscal year, the Worley Highway Board of Commissioners shall be compensated as follows: A salary of ninety dollars (\$90.00) shall be paid for each day, or part of a day, spent in the actual performance of duties.

Actual expenses shall be paid in addition to their compensation, upon the presentation of itemized vouchers, signed by the commissioners.

FURTHERMORE, WHEREAS Highway District Commissioners are considered employees of the District, as per Idaho Code 40-1314(4), and the District's Personnel Policy manual states that the district will provide health, vision and dental insurance for employees,

THEREFORE BE IT FURTHER RESOLVED that Worley Highway District will pay the premiums for medical, vision and dental insurance for the District Commissioners.

Mangan MOVED to approve Resolution 2018-09, setting the commissioners' compensation for fiscal year 2018-19. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Chairman Mangan, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY.

Authorize Pay raises

The 2018-19 fiscal year budget (as approved at the August 29 budget hearing) provided for a 4% wage increase for Step III crew members, and a 3% wage increase for all other staff.

Miller MOVED to approve the proposed wage rates for fiscal year 2018-19, as shown on the wage worksheet. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

WORK PROGRESS REPORT by Supervisor Howard

ON THE ROAD

The bulk of the crew's time was spent on the Dower Road enhanced maintenance project. This week the project should be buttoned up for winter with the gravel surface complete and set.

The painted pavement markings have been completed. The only exception is that the crew will be putting a pavement overlay on a portion of Sun Up and Loffs Bay Roads which will be striped if the weather permits.

The crew got a healthy start on the Hull Loop enhanced maintenance project this past week and a half. The crew will move back to Hull Loop next week.

On September 19th the crew and staff participated in a Wellness Check and flu shot opportunity at the district office.

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

#85 – Replaced the slip tank fueling hose.

Trucks

- #100 – Replaced the clutch, flywheel and waste gate solenoid; serviced.
- #145 – The engine was rebuilt at Cummins Sales and Service.
- #190 – Replaced the fuel lines, serviced and prepared for winter.
- #210 – Repaired the driver's door window. The fuel pump was rebuilt and turbo replaced.
- #235 – Replaced kingpins, bearings and brakes on the front axle. Replace all tires.

Graders

- #305 – Replaced a hydraulic hose on the mold board and repaired the clutch linkage.

Excavator

- #495 – Replaced the throttle control actuator.

Trailers

- #680 – Replaced the slide chain for the air and hydraulic lines.

Misc. Equipment

- #855 – Single Drum Roller – Replaced a hydraulic hose, park brake switch and bled the fuel system. (ST)

Planned work for this coming Month

- Enhanced maintenance to Hull Loop.
- Replace a large culvert under Cougar Gulch Road.

Bills presented for approval

Mangan noted the payment to Bionomics Environmental Inc., and asked if the environmental study has been completed. Howard indicated that we do not have a completed report, but that the data has all been collected.

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

Upcoming Meetings

The annual employee breakfast will be held on October 2 at 7:00 a.m. at the Breakfast Nook. The next board meeting will be October 10.

Executive Session

Citing Idaho Code 74-206 (c) Chairman Mangan MOVED that the Board enter into executive session at 9:46 a.m. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Chairman Mangan, aye; Commissioner Miller, aye.

The purpose of the executive session was to discuss a personnel matter. Howard was asked to stay for testimony.

Regular Meeting reconvened

Mangan reconvened the regular meeting at 9:59 a.m. No motions were made coming out of executive session.

Commissioner Comments

None.

Adjournment

Mangan adjourned the meeting at 10:04 a.m.

RESPECTFULLY SUBMITTED BY:

Tomi K. Maynard
Tomi Maynard, Administrative Assistant

APPROVED BY:

James Mangan
James Mangan, Chairman

Oct. 10, 2018
Date