

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

MINUTES

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

Jeremy Polk, CBCS

Approval of Agenda

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

Conflicts of Interest on the Agenda

Chairman Corinne 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 September 9, 2020 regular meeting. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Amended Budget Hearing

Johnson opened the hearing at 9:02 a.m. No comments from the public were made on the amended budget. The proposed amended budget/Resolution 2020-03 for fiscal year 2019-2020 was presented as follows:

**WORLEY HIGHWAY DISTRICT
RESOLUTION 2020-03**

WHEREAS, the Board of Commissioners of the Worley Highway District, Kootenai County, Idaho, shall adopt RESOLUTION 2020-03 amending the fiscal year beginning October 1, 2019: Appropriating the sum of \$5,279,225.60, which sum includes a reduction in expenditures by the Worley Highway District in the sum of -\$941,925.40; repealing all budgets and parts of budget in conflict and providing an effective date hereof.

Section 1

The Worley Highway District 2019- 2020 fiscal year budget, be and same hereby amended to read as follows:

The sum of \$5,279,225.60 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, 2019 and ending September 30, 2020.

<u>ANTICIPATED REVENUE:</u>	<u>Current</u>	<u>Proposed</u>
Maintenance & Operation	1,426,101	1,426,101

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Levy		
Special Const/Bridge		
Levy	1,206,400	1,206,400
Ag. Equip. Tax		
Replacement	15,812	15,812
Tort Levy	31,042	31,042
Highway Users		
Revenue	1,185,000	1,178,500
Forest Reserve Fund	49,500	49,500
State Sales Tax	120,000	130,000
CEA Tax	20,000	20,000
Interest Income	79,500	50,000
Sale of surplus		
equipment	4,000	1,500
Permit Fees	3,000	3,000
Federal Share Bridge/Spec.		
Const.	900,000	1,085,000
Miscellaneous		
Revenue	98,000	64,000
TOTAL ANTICIPATED		
REVENUE	5,138,355	5,260,855
Plus Antic. 10/1/2019 Carry Fwd: Undedicated	314,741	174,891
Dedicated: Special Road Const	768,055	-156,520
Dedicated:		
Tort	0	0
REVENUE TO BE EXPENDED		
2019- 2020	6,221,151	5,279,226
<u>ANTICIPATED</u>		
<u>EXPENDITURES:</u>	<u>Current</u>	<u>Proposed</u>
Labor Expense	1,438,488	1,420,488
Administration	427,552	423,452
Commissioner's		
Compensation	17,000	17,000
Operating Expense	617,900	509,650
Road Maintenance	872,008	835,008
Road Construction	2,370,947	1,664,872
Asset Acquisitions	276,500	208,000
Tort	31,042	31,042
M&O Levy Transferred back		
to Cities	169,714	169,714
TOTAL ANTIC.		
EXPENDITURES	6,221,151	5,279,226
REVENUE		
REQUIRED	6,221,151	5,279,226

Section 2

The Final 2019- 2020 Budget for year beginning October 1, 2019 and ending September 30, 2020 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 2019- 2020 fiscal budget.

RESOLVED this 29th day of
September, 2020.

Miller MOVED that the 2019-2020 Budget be amended as presented in Resolution 2020-03. Deputy Clerk 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

None.

Carroll Drive, Maintenance Request

At the September 9th Board meeting, Cave Bay Community Services requested that the District take over regular maintenance of Carroll Drive. This request was tabled until the Board could visit the ROW in question, which they did following that meeting. Cooper commented that the District currently has approximately 65 miles of Public Right-of-Way that is not maintained. He voiced a concern that adding the maintenance of this ROW to the crew's schedule would invite other requests for maintenance and set a precedent for acceptance. Maintenance on these additional ROW's would exceed the District's maintenance budget. Johnson commented that the crew only has so much time and overseeing additional ROW could adversely impact the level of service the District maintains on other more heavily travelled roads within the District. Polk asked if the District would consider simply providing dust control on that ROW. Howard commented that the Board would need to consult the District's attorney prior to deciding on that request.

Miller MOVED to decline the request for maintenance on Carroll Drive. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Polk exited at 9:09 a.m.

Old Business

Koth/Kioth Road

No updates.

Wellers Black Rock Park, Public Right-of-Way

No updates.

The Club at Rock Creek, Loffs Bay Rd discussion

The contractor is still working on a few final items. One main item is of high importance to the District. During the paving portion of this project, a hydraulic hose on a piece of equipment broke, resulting in hydraulic fluid being spilled on the first lift of pavement. There is some concern that this may impact how well the second lift adheres to the first. The Club is working with their contractor, to obtain a guarantee that ensures the contractor will come make any corrections necessary if the lifts separate.

Kidd Island Road Project

Progress continues on this project. There have been several delays due to utility relocation.

Carroll Drive, Maintenance Request

Addressed previously in the meeting.

New Business

Resolution 2020-02 Compensation of Commissioners

**WORLEY HIGHWAY DISTRICT
RESOLUTION 2020-02**

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, 2020 and for the 2020-21 fiscal year, the Worley Highway Board of Commissioners shall be compensated as follows: Compensation of seven hundred dollars (\$700.00) shall be paid for the chairman each month, and compensation of six hundred fifty dollars (\$650.00) shall be paid for all other commissioners each month.

All other expenses shall be paid in addition to their compensation, upon the presentation of itemized vouchers, signed by the commissioners on a quarterly basis.

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, dental, and life insurance for employees,

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

RESOLVED this 29th day of September 2020.

Miller MOVED that Resolution 2020-02 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.

Authorize Pay Raises as Budgeted

The 2020-2021 budget (As approved at the August 26th budget hearing) provided for wage increases for all employees, effective October 1, 2020.

Miller MOVED to approve the proposed wage rates for fiscal year 2020-2021 as presented on the wage worksheet. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Life and Disability Insurance Proposal

Staff received a proposal from an insurance agent associated with III-A, for the provision of Life and Disability Insurance for District Staff. This policy would save the District money, allows the

Commissioners to be covered on the Life policy, and provides a more valuable benefit for District Employees.

Miller MOVED to transfer the District's life and disability insurance policies to One America. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Annual Christmas Potluck

Staff would like direction from the Board to schedule the potluck for this year. The Board instructed staff to schedule the potluck for December 18th at 11:00 a.m.

Weniger Road, ROW Donation

Peter and Judith Raugh have had a portion of Weniger Road that abuts their property surveyed and have presented the District with recorded documents donating this ROW to the public. This stretch of ROW is already subject to a prescriptive easement and maintained by the District. This simply gives the District deeded ownership of the ROW.

Miller MOVED to accept the ROW donation from the Raugh family. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Work Progress Report by Supervisor Kevin Howard

ON THE ROAD

The crew graded some of the graveled roads as time and moisture allowed. Where needed, sod was pulled from the shoulders and worked to break it up and eliminate the sod lip on the roadway edge which would have created a drainage issue. The district calls this process Rattling Sod.

Several of the crew cleared overburden from a portion of the Ford Quarry where it is planned for material to be shot and crushed next year.

The district rented an excavator with a hydraulic hammer to break up several roadside rock outcroppings throughout the Cougar Gulch area. One area, in particular, that models the benefit is on Miller Road where snowplows have been broken while negotiating the narrow stretch of roadway and snagging the outcrop of rock.

A large culvert was replaced on Greensferry Road by contract. The district provided traffic control for the project to keep the contract cost down.

Pavement markings have been completed for the year.

A culvert was replaced on Miller Road and another on Senkler Road.

The crew went to ITD District 1 and brought back the two Mack water trucks that the district purchased from them to be used as Magnesium-Chloride applicators for road stabilization in the spring.

Planned work for this coming Month

- Culvert replacements.
- Ditch cleaning.
- Brush cutting.
- Sign repair.

- Preparation for winter maintenance.

Bills presented for approval

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

Upcoming Meetings

Employee breakfast October 1, 2020 7:00 a.m. at the Breakfast Nook.
KMPO October 8, 2020 1:30 p.m.
WHD Regular Meeting October 14, 2020 9:00 a.m.

Commissioner Comments

None.

Executive Session

None.

Adjournment

Sighting no further business, Miller MOVED to adjourn the meeting at 9:57 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Meeting adjourned.

RESPECTFULLY SUBMITTED BY:




Tomi Maynard, Deputy Clerk

APPROVED BY:



Corinne Johnson, Chair



Date