

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
AUGUST 30, 2017
9:03 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:00 a.m. with Commissioner Corinne Johnson present and Commissioner George Miller present by phone. Also present were Supervisor Kevin Howard, Assistant Supervisor Dustin Howe, and Clerk Carol Richel, and;

Rob Clark, Abigail Acres

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 August 9, 2017 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Budget Hearing

Mangan opened the hearing at 9:04 a.m. He said they would take comments from the public. Rob Clark asked if there were projects scheduled for next year. Mangan said the district is working on the Kidd Island Road Project. He also stated there are also several smaller projects scheduled. He added the crew spends most of their time on general maintenance; however, they try to schedule some extra projects each year.

The proposed budget for fiscal year 2017-2018 was presented as follows:

<u>ANTICIPATED REVENUE:</u>	
Maintenance & Operation Levy	1,311,757
Special Const/Bridge Levy	1,115,000
Ag. Equip. Tax Replacement	16,707
Tort Levy	27,068
Highway Users Revenue	1,120,000
Forest Reserve Fund	6,500
State Sales Tax	101,000
CEA Tax	19,000
Interest Income	67,725
Sale of surplus equipment	1,500
Permit Fees	2,500
Federal Share Bridge/Spec. Const.	873,695
Miscellaneous Revenue	106,000
Carry Fwd: Undedicated	308,752
Dedicated: Special Road Const	16,682
Dedicated: Tort	0
TOTAL BUDGETED REVENUE	<u>5,093,886</u>

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<u>ANTICIPATED EXPENDITURES:</u>	
Labor Expense	1,241,087
Administration	365,713
Commissioner's Compensation	16,000
Operating Expense	590,600
Road Maintenance	550,063
Road Construction	1,809,040
Asset Acquisitions	342,650
Tort	27,068
M&O Levy Transferred back to Cities	151,666
TOTAL ANTICIPATED EXPENDITURES	<u>5,093,886</u>

Commissioner Miller MOVED that the Proposed Budget for Fiscal Year 2017-2018 be approved as presented. Clerk Richel 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

Abigal Acres – Plat for Signature

Rob Clark presented the board with the plat for Abigal Acres Minor Subdivision. Howard explained the minimum right-of-way required by the district for roadway drainage and easement. Howard recommended signing the plat. Mangan asked how many lots were in the subdivision. Howard said there are three lots.

Miller MOVED to approve the signing of the plat for Abigal Acres Subdivision. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Clark said the highway district does an excellent job of maintaining the roads.

Finnebott, Bennion, and SunUp Intersections

Howard reported, the project is on hold because of the Greensferry Road and Watson Road reconstruction projects.

WORK PROGRESS REPORT by Supervisor Howard

ON THE ROAD

Fog seals, High-Float seals and Chip seals all were performed this month. Additionally, related items were accomplished such as equipment preparation and mobilization, roadway sweeping and washing, and marking of the centerline stripes with tabs. The district also assisted the public entities that assisted in the sealing of Worley Highway District roads. Dustin commented on how well the crew was working together during this seal season.

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Materials were prepared for the Burton Road replacement of undersized culverts with a short bridge.

Howard said the district has received the 404 Permit. The kick off meeting is scheduled for September 5. Mangan said he is excited to see this project getting underway.

The tarp covering the slide on Greensferry Road was removed so that the contractor could begin making the repairs.

The crew painted the yellow centerline stripes and will be switching to white for the edge markings, yield bars and stop bars.

Clint Hull went to look at an equipment trailer for the district. It will meet the district's needs and is in good operating condition. The seller will hold it for the district until the district enters the next fiscal year, then it will be purchased and delivered.

The crew resumed Hot-mix patching and leveling courses on some of the paved roads.

Mangan received a complaint of loose chips on Chatcolet Road. Mangan and Howard went and looked at the road. He reported the chip seal looks good. Where equipment came out of the fields and was turning on the edge of the road, was the only place where the chips were loose. He praised the crew for how well and fast the work was being completed this summer.

IN THE SHOPS

Pickups

#10 – Serviced.

#80 – Installed two way communications radio.

#90 – Serviced.

Trucks

#105 – Serviced, prepare for the snow plow season, replaced both rear air brake cans.

#115 – Replaced angle cylinders on the snow plow. Serviced and prepared for the snow plow season.

#150 – Adjusted the clutch.

#165 – Serviced and prepared for the snow plow season.

#170 – Replaced some clutch linkage components.

#175 – Replaced drive tires, clutch brake, front brakes, tie rod ends, an arm rest on a door and serviced.

#185 – Installed a new driver's seat, door handle and serviced.

#205 – Replaced the driver's seat.

#210 – Recharged the air conditioning and cleaned the ducts. Replaced the chain and bearings on the sander body.

#220 – Installed a two way communications radio.

#235 – Replaced the purge valve in the air drier.

#245 – Adjusted the clutch and replaced the clutch brake.

#255 – New carrier bearings were installed on the driveline.

#280 – Replaced the turbo.

Excavators

#490 – Tighten belts.

#497 – Replaced left hand control lever.

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Tractors

#585 – Replaced the transmission selector handle and cable.

Misc.

#730 – I-R Roller – Replaced the seat.

#750 – I-R Compressor – Replaced the alternator.

#845 – Paint striper body – Replace the paint and bead supply hoses and serviced.

#885 – Fork lift – Repaired a flat tire.

Planned work for this coming Month

- Loffs Bay Road shoulder repair.
- Burton Rd. place culverts with short bridge.
- FEMA funded repairs.
- Hot-mix asphalt patching.

Personnel Manual Changes

At the last meeting (August 9, 2017), the board discussed changing the compensation policies in the personnel manual. There are also some minor changes to remove the minimum tool requirement, add commissioners to the health insurance coverage (which they are already eligible for), and removed the participation in the credit union.

Miller MOVED to change the personnel manual to remove the minimum tool requirement, change the compensation policies to “all hourly wage rates will be set by the board of commissioners,” allow employees to use compensatory time within 4 months following the date of the time actually earned or by the end of the Fiscal Year, add commissioners to the language in the insurance coverage, remove the credit union participation and tools under Miscellaneous Benefits. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

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

The next board meeting will be September 13.

Executive Session

Citing Idaho Code 74-206 (c) and (i) Chairman Mangan MOVED that the Board enter into executive session at 9:33 a.m. Richel 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 right-of-way acquisition and an imminent claim. Howard, Howe, and Richel were asked to stay for testimony.

Regular Meeting reconvened

Mangan reconvened the regular meeting at 10:03 a.m. No motions were made coming out of executive session.

Commissioner Comments

None.

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Adjournment

Mangan adjourned the meeting at 10:03 a.m.

RESPECTFULLY SUBMITTED BY:

Carol Richel
Carol Richel, Clerk/Treasurer

APPROVED BY:

James Mangan
James Mangan, Chairman

September 13, 2017
Date