

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 27, 2017
9:00 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:00 a.m. with Commissioner George Miller present. Also present were Supervisor Kevin Howard, and Clerk Carol Richel.

Approval of Agenda

Mangan stated the agenda needs to be amended because the approval of the bills had been omitted from the original agenda. The reason for the amendment is it is necessary to pay the bills.

James Mangan MOVED to approve the agenda with the addition of bills presented for approval. George Miller SECONDED the motion. 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 James Mangan and George Miller both indicated no conflicts.

Approval of Minutes

Mangan MOVED to approve the minutes of the September 13, 2017 regular meeting. Miller SECONDED the motion. The motion PASSED UNANIMOUSLY.

Amended Budget Hearing

Mangan opened the hearing at 9:04 a.m.

Mangan stated the largest changes to the budget were a small increase in Highway User Funds and a decrease in the Forest Reserve Fund. Miller said the Forest Service funds are shared with the schools. Overall the revenue did not increase significantly. In the expenditures, the largest change was to road construction.

The proposed amended budget/Resolution 2017-09 for fiscal year 2016-2017 was presented as follows:

**WORLEY HIGHWAY DISTRICT
RESOLUTION 2017-09**

WHEREAS, the Board of Commissioners of the Worley Highway District, Kootenai County, Idaho, shall adopt RESOLUTION 2017-09 amending the fiscal year beginning October 1, 2016: Appropriating the sum of \$5,864,869.00, which sum includes additional expenditures by the Worley Highway District in the sum of \$474,600.00; repealing all budgets and parts of budget in conflict and providing an effective date hereof.

Section 1

The Worley Highway District 2016-2017 fiscal year budget, be and same hereby amended to read as follows:

The sum of \$5,864,869.00 be and the same is hereby budgeted to defray the necessary expenses and liabilities of the Worley Highway District, Coeur d'Alene, Kootenai County, Idaho for the fiscal year beginning October 1, 2016 and ending September 30, 2017.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES
 SEPTEMBER 27, 2017
 Page 2

<u>ANTICIPATED REVENUE:</u>		
Maintenance & Operation Levy	1,255,589	1,255,589
Ag. Equip. Tax Replacement	17,204	17,204
Special Const/Bridge Levy	1,070,000	1,070,000
Highway Users Revenue	1,049,000	1,115,000
Forest Reserve Fund	58,500	7,000
State Sales Tax	95,000	104,000
CEA Tax	19,000	19,000
Interest Income	43,236	27,500
Sale of surplus equipment	25,000	39,000
Permit Fees	2,500	2,500
Federal Share Bridge/Spec. Const.	285,000	285,000
Tort Levy	26,831	26,831
Miscellaneous Revenue	54,800	195,000
TOTAL ANTICIPATED REVENUE	4,001,660	4,163,624
Plus Antic. 10/1/ 2016 Carry Fwd: Undedicated	599,081	556,081
Dedicated: Special Road Const	789,528	1,145,164
Dedicated: Tort	0	0
REVENUE TO BE EXPENDED 2016- 2017	<u>5,390,269</u>	<u>5,864,869</u>
<u>ANTICIPATED EXPENDITURES:</u>	<u>Current</u>	<u>Proposed</u>
Labor Expense	1,179,423	1,184,923
Administration	321,296	326,246
Commissioner's Compensation	16,000	16,000
Operating Expense	538,500	589,250
Road Maintenance	609,213	609,213
Road Construction	1,821,051	2,234,451
Asset Acquisitions	736,800	736,800
Tort	26,831	26,831
M&O Levy Transferred back to Cities	141,155	141,155
TOTAL ANTIC. EXPENDITURES	<u>5,390,269</u>	<u>5,864,869</u>
REVENUE REQUIRED	<u>5,390,269</u>	<u>5,864,869</u>

Section 2

The Final 2016-2017 Budget for year beginning October 1, 2016 and ending September 30, 2017 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 amends its 2016- 2017 fiscal budget.

Sincere 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 2017-09 amending the budget for Fiscal Year 2016-2017 as presented. Clerk Richel called the roll with the commissioners voting as follows: 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, and SunUp Intersections

Howard has not received documents on this project; however he was told that JUB has started work again on this project.

No Parking – SunUp, Bennion, & Four Echoes Roads

Howard gave the board maps to show the areas where the proposed No Parking signs would be located. The second map showed where the sheriff's office would like the signs. Howard also showed the board photos of the signs and posts. Each sign, post, and concrete would cost approx. \$175-\$200. He had two proposals. The first was to place signs around every corner, with signs on both sides of the posts. This would cost around \$22,000 for the materials; this does not include labor costs. The second proposal called for using wood sign posts with a sign only on one side, and would cost approx. \$5,000 in materials. This is roughly our entire sign budget. He requested using half of our sign budget each year until the signing is complete. Mangan questioned if the wood posts were more prone to being knocked over by the snowplows pushing snow against them. Howard said the reason signs are leaning, is that the posts were not deep enough in the ground. Mangan also questioned how much maintenance would be on the wood vs. the metal posts. Howard said that the metal post is twice as much as the wood posts. Mangan said he would like to spend more initially than in maintenance in the future. Howard said that if the district used the less expensive plan now, it could be evaluated and more signs could be installed latter. Mangan was inclined to install the signs when purchased, as funds are available. Howard will look at the ordinance to see if any changes need to be made. This will be discussed at the next meeting.

Mangan commented on what a good job was performed on the Greensferry Road Slide. He said without the brush, there isn't a reference point for the side of the roadway. The new delineators help to mark the edge of the road.

WORK PROGRESS REPORT by Supervisor Howard

ON THE ROAD

A failed culvert was found, marked off and then later replaced on Senkler Road. A few culverts were replaced on Cougar Gulch Road as well.

Repairs were made to several roads which were on the list for FEMA funding. This includes rock lining ditches on some roads and the replacement of a 60 inch diameter culvert on Pilot Rock Road. All of the repairs have been completed with the exception of the slide on Watson Road. Watson Road will be barricaded off with concrete barriers so that it cannot be used during the wet seasons.

Miller questioned if the district should do something about the drainage. The water was the cause of the slide. Howard said the water will need to be diverted so more damage does not occur.

The pavement marking was completed this month. The yellow centerlines as well as the white edge lines, stop bars and yield bars have been completed.

The monthly safety meeting was held on the 13th.

The sight distance was improved at the intersection of Loffs Bay Road and Tall Pines Road. The district hired Alamo Excavation to remove the boulders that blocked the sight distance. The boulders that were excavated were hauled to Coeur d'Alene and donated to be used on the K27 memorial. I find it fitting that material removed from an intersection to improve safety for the travelling public will now be used as part of a memorial for an officer, SGT. Greg Moore, who dedicated his service to the safety of the public.

Mangan said he went by the project and the site distance has doubled. Howard gave Asst. Supervisor Howe credit for getting this project completed.

Preparation for the construction of the Burton Road Bridge over Bozard Creek came sporadically throughout the month. Now it has all come together and construction began this week.

The board will look at this project after the meeting.

Vehicle and Equipment Repair

(ST) Shop truck

(DS) Dealer Service

Pickups

#30 - Serviced and rotated the tires.

#45 - Repaired the strobe light.

Trucks

#105 - Repaired the snowplow.

#110 - Serviced the air compressor and the welder.

#145 - Built a snowplow "A" frame mounting bracket.

#155 - Repair the snowplow.

#160 - Serviced and replaced rear brakes, drums and slack adjusters.

#170 - Replaced the fuel pump and alternator, welded cracks on the sander body, repaired the snowplow, and replaced the batteries and cables.

#175 - Replace the driver's side wing vent window.

#185 - Finished the installation of the new sander, adjusted clutch and tightened the belts.

#205 - Repaired the head lights and marker light, filled the radiator with coolant (ST).

#235 - Replaced the communications radio.

#260 - A recall for emissions was done at Freightliner (DS).

#265 - A recall for emissions was done at Freightliner (DS).

#270 - A recall for emissions, had both front brake lines and Right side ABS cable replaced done at Freightliner (DS).

Graders

#305 - Cat rebuilt lift cylinders and fixed oil leak on the engine, fuel pump leak and oil leak on air compressor (DS).

#315 - Repaired an air leak in the park brake system.

Loaders

#450 - Cat repaired brake system on warranty (DS).

Excavators

#497 - Blew out radiator and greased the bucket pins.

Tractors

#585 - Serviced

Trailers

#610 - Repaired the hold down pin for the tilt deck.

Paint Striper

#845 - Replaced broken bearings and cylinder on paint cart twice.

Rollers

#855 - Cat repaired drive motor and park brake system (DS) built new muffler and stack assembly.

Misc.

#900 - Cleaned the carburetor and did a tune up on the Stihl trimmer.

Planned work for this coming Month

- Loffs Bay Road shoulder repair.
- Burton Rd. place culverts with short bridge.
- Fall grading.
- Ditching.

TV Winter Campaign

Mangan said the district was asked if it wanted to be included in the TV Winter Campaign. Mangan questioned if spending money on public service announcements falls within the powers of the highway district. Idaho Code 40-1310 says Highway District Commissioners have exclusive general supervision and jurisdiction over all highways and public rights-of-way within their highway system, with full power to construct, maintain, repair, acquire, purchase and improve all highways within their highway system. Mangan wanted a ruling on this, whether this was under the highway district's jurisdiction to spend public funds for this type of advertising. Howard felt that content is a portion of falling within the scope of powers. Warning signs that say road work ahead are like this advertisement. Miller felt this is outside the districts' parameters. Miller suggested questioning the Attorney General's office as to the legality of paying for these ads. Mangan said he would like to have a ruling before next winter; however a decision needs to be made now for this year's winter advertising.

Mangan MOVED to approve the expenditure of \$2000 for the TV Winter Campaign. Miller SECONDED the motion. The motion PASSED UNANIMOUSLY.

La Delcardo Bay Rights-of-way

Howard said he visited the area with Kootenai County Code Enforcement. There were some complaints about site disturbances. After inspection, there was just the general disturbance that fell in line with regulations. Dep. Clerk Kuykendall found some documents showing abandonments that were done by the county after they no longer had jurisdiction over the roads. Howard felt the district will need to get an opinion on the legality of these abandonments. The board discussed how some of the abandonments could land lock the parcels. Mangan felt that the district should send the documents to another attorney and not overburden Attorney Weeks.

Commissioners Compensation

The following resolution was put into the record.

**RESOLUTION 2017-08
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, 2017 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 2017-08, setting the commissioners' compensation for fiscal year 2017-18. Richel called the roll with the commissioners voting as follows: Chairman Mangan, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY.

Wage Rate Increases

The 2017-18 fiscal year budget (as approved at the August 30 budget hearing) provided for a 3% increase in wages.

Mangan MOVED to approve the proposed wage rates for fiscal year 2017-18, as shown on the wage worksheet. Miller SECONDED the motion. The motion PASSED UNANIMOUSLY.

Extension of Office Rental with MKI Fire

Staff received a request to extend the office rental agreement with MKI Fire office space at the Mica Site. An extension of the Memorandum of Understanding has been signed by MKI and was presented to the board. This extended the agreement for another 2 years.

Mangan MOVED to approve the extension of the MOU with the Worley Highway District and the Mica Kidd Island Fire District for the rental of office space. Miller SECONDED the motion. The motion PASSED UNANIMOUSLY.

Bills presented for approval

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

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

SEPTEMBER 27, 2017

Page 7

Upcoming Meetings

The district's annual employee breakfast meeting will be held at the Cracker Barrel Restaurant at 7 a.m. on October 2. The next board meeting will be October 11. LHTAC is going to give a briefing on local strategic initiatives, however it is at the same time as our meeting on October 25. Yet there is one schedule in Sandpoint that afternoon. Mangan and Howard will attend.

Commissioner Comments

Mangan said another layer of seal coating was placed on Clemetson Road, completing this project. The Burton bridge project is currently in progress. Tall Pines Road site distance project is finished. Carnie Road will require one more layer that will be applied next year. Howard said the additional gas tax and the ability to hire additional trucks and flaggers have made a significant difference in getting these projects completed.

Adjournment

Mangan adjourned the meeting at 10:53 a.m.

RESPECTFULLY SUBMITTED BY:

Carol Richel

Carol Richel, Clerk/Treasurer

APPROVED BY:

James Mangan

James Mangan, Chairman

October 11, 2017

Date