

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
AUGUST 28, 2019  
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:

Greg Schmidt, Boutwell Drive  
Angela Comstock, JUB

Arvistis McKinnie, Watson Road

**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 August 14, 2019 regular meeting. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Public Comments**

None.

**Boutwell Drive, Greg Schmidt, paving permit request**

Greg Schmidt is here to request a permit, allowing him to pave the roadway directly in front of his property on Boutwell Drive. The Board indicated that any improvement to the roadway is a benefit to the public.

Miller MOVED to approve an encroachment permit for the purpose of paving the ROW in front of Schmidt's property. Cooper SECONDED. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Schmidt exited at 9:05 a.m.

**Arvistis McKinnie, Watson Road, request for compensation**

Arvistis McKinnie is requesting financial compensation, because the Watson Road project has caused his property to be inaccessible to the heavy equipment that he uses to run his business. McKinnie has provided a breakdown of the costs he is incurring due to the accessibility issues.

Miller MOVED to direct Howard to forward this request to the District's Attorney for review. Cooper SECONDED. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

McKinnie exited at 9:15 a.m.

**Budget Hearing**

Johnson opened the hearing at 9:16 a.m. Richel indicated that the Proposed Budget was published according to Idaho Statute, and shared each line item on the budget. Johnson said they would take

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comments from the public. There were no members of the public in attendance. Johnson said the board had discussed the budget, revenues & expenses.

The proposed budget for fiscal year 2019-2020 was presented as follows:

<u>ANTICIPATED REVENUE:</u>	
Maintenance & Operation Levy	1,426,101
Special Const/Bridge Levy	1,206,400
Ag. Equip. Tax Replacement	15,766
Tort Levy	31,042
Highway Users Revenue	1,185,000
Forest Reserve Fund	49,500
State Sales Tax	120,000
CEA Tax	20,000
Interest Income	79,500
Sale of surplus equipment	4,000
Permit Fees	3,000
Federal Share Bridge/Spec. Const.	900,000
Miscellaneous Revenue	98,000
Carry Fwd: Undedicated	314,787
Dedicated: Special Road Const	768,055
Dedicated: Tort	0
<b>TOTAL BUDGETED REVENUE</b>	<b>6,221,151</b>
<u>ANTICIPATED EXPENDITURES:</u>	
Labor Expense	1,438,488
Administration	427,552
Commissioner's Compensation	17,000
Operating Expense	617,900
Road Maintenance	872,008
Road Construction	2,370,947
Asset Acquisitions	276,500
Tort	31,042
M&O Levy Transferred back to Cities	169,714
<b>TOTAL ANTICIPATED EXPENDITURES</b>	<b>6,221,151</b>

Commissioner Miller MOVED that the proposed budget for fiscal year 2019-2020 be approved as presented. 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.

Johnson closed the hearing at 9:25 a.m.

**Old Business**  
**Koth/Kioth Road**

No Updates.

**Wellers Black Rock Park, Public Right-of-Way**

The contractor working on this project, is waiting for approval from the property owner to take samples through core drilling. The District has no further involvement until that is done and plans are received.

**New Business**

**Boutwell Drive, Greg Schmidt, paving permit request**

Addressed previously in the meeting.

**Hull Loop**

Howard reported that JUB has determined a recommended alignment for Hull Loop. At this time, staff would request the Boards approval for JUB to prepare the ROW acquisition descriptions.

Miller MOVED to direct JUB to prepare a summary of the necessary ROW acquisitions for the Hull Loop project. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Arvistis McKinnie, Watson Road, request for compensation**

Addressed previously in the meeting.

**Resolution 2019-05, Amended retention policy**

Staff received an email from another Kootenai County Highway District, sharing that Susan Weeks, who acts as attorney for both districts, had instructed them to keep all hearing recordings for a minimum of 180 days. The District's retention policy called for hearing recordings to be deleted after 43 days. Staff is presenting an updated resolution, outlining that all hearing recordings be kept for 365 days, in the interest of being proactive. Johnson requested that the resolution be made a part of the record.

**WORLEY HIGHWAY DISTRICT  
RESOLUTION 2019-05**

**AMENDED DOCUMENT MAINTENANCE AND RETENTION POLICY**

**WHEREAS**, in the course of ongoing operations the Worley Highway District handles and processes a substantial amount of documentation, the burden of retention varies by subject and the need to retain and later produce evidence of decisions, policies, minutes of meetings, legal documents, etc., creates an obligation upon the District, and

**WHEREAS**, the sheer volume of paper files and records accumulated over the duration of the Highway District's existence requires a systematic management approach to maximize efficiency and minimize cost, and

**WHEREAS**, Idaho Code 40-1337 classifies all highway district records as permanent, semi-permanent or temporary, and

**WHEREAS**, Idaho Code 40-1337A permits a highway district official to reproduce and retain documents in a photographic, digital or other non-paper medium. The medium in which a document is retained shall accurately reproduce the document in paper form during the period for which the document must be retained and shall preclude unauthorized alteration of the document, and

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**WHEREAS**, Idaho Code 40-1337A(d) provides that, after a paper document has been retained in another permitted medium, the original of the document may be disposed of or returned to the sender, and

**WHEREAS**, it is the Commissioner's position that electronic tapes, digital or other audio recordings and written notes of public meetings of the district created for the sole purpose of assisting the District Clerk to prepare the meeting minutes are considered drafts which need not be retained after approval of the official minutes;

**NOW, THEREFORE BE IT RESOLVED**, that the District's Board agrees to abide to all the Idaho Codes pertaining to retention and disposal of public documentation and shall adopt the attached Exhibit A listing for the District's documentation and schedule for retention and to revoke all previous Records Retention Resolutions of the district;

**BE IT FURTHER RESOLVED**, whenever any record is reproduced by photographic or digital process, it shall be made in duplicate, and the custodian or his/her designee thereof shall place one (1) copy in a fire-resistant vault, or off-site storage facility, and he/she shall retain the other copy in his/her office with suitable equipment for displaying such record at not less than original size and for making copies of the record.

**BE IT FURTHER RESOLVED**, all tape, digital, or other audio recordings and written notes of every meeting shall be retained by the District Clerk of Worley Highway District, or his/her designee, until the written minutes of that meeting have been formally approved, by motion, by the Board of Commissioners or 365 days after a public hearing.

Johnson moved that resolution 2019-05 be approved as presented. 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.

**Ordinance 2019-01 Access Management**

Lakes Highway District passed an ordinance declaring and clarifying the rights of access management for roads and approaches within their district. Staff has taken that ordinance and altered it to fit Worley Highway District. Howard requests approval to forward the Districts draft of the ordinance to Susan Weeks for her review and direction, if the Board's wishes to move forward.

Miller MOVED that draft ordinance 2019-01 be forwarded to Susan Weeks. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Retiree Gift Cards**

The district sends gift cards to all retired commissioners and employees during the holiday season. Today, the District is sending nearly as many gift cards to retired commissioners and employees, as are being given to current commissioners and employees. Given the number of retirees, staff asked the board if they would to continue this tradition.

Miller MOVED to discontinue this practice after this holiday season, with a note to be sent with the cards advising retirees of the change. Cooper SECONDED. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**District Credit Cards**

Richel is requesting that the credit limit be increased to \$2000 on the Clerks credit card. There have been occasions in the past, where the District Supervisor is forced to handle purchases unnecessarily,

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because of the credit limit on the Clerks card. Johnson commented that it would make sense to increase both the Clerk, and Deputy Clerk's credit limits, to allow the Deputy Clerk to make purchases if the Clerk is unavailable.

Cooper MOVED to increase the credit limit on both the Clerk and Deputy Clerk's credit cards to \$2000. Cooper SECONDED. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Work Progress Report** by Supervisor Kevin Howard

**ON THE ROAD**

The district's scheduled Chip Seals and Fog Seals were completed this month. Assistance was given to East Side Highway District and Plummer/Gateway Highway District for their seals in return for the help they gave WHD.

Crew installed many of the signs and posts that the district had received from the sign grant. Additionally, they install the flashing rings on Rockford Bay Road and Watson Road that were purchased as a trial.

Hot-mix asphalt patching resumed this month. Targeted are the roads to be sealed next year and severe surface failures.

A couple of the crew assisted the installation of a new culvert on Loffs Bay Road by providing traffic control for the contractor that was performing the work.

Pavement markings have been painted this month. We anticipate having this program completed in two weeks. The district will assist East Side Highway District and Plummer-Gateway Highway District with their pavement markings as well.

Some of the gravel roads were graded. Water trucks were used to wet the roads. The district typically waits for rain in order to have the needed moisture for grading but was compelled to haul water due to the lack of rain and the severity of the failed surfaces.

Dustin and Rick attended an anti-icing seminar. The attendance was low so they were able to tailor the class to Worley Highway District's questions and needs.

**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**

#65 – Service and rock chip repair at Novus, replace spark plugs and wires.

#90 – Windshield replaced at Novus.

**Trucks**

#100 – Remove heads.

#145 – Rebuild sander frame.

#165 – Novus replaced windshield.

#205 – Changed the oil.

#265 – Continuing to build the slide in sander.

#270 – Clutch adjustment, Novus replaced windshield.

#290 – Serviced and installed a rebuilt clutch.

#295 – Serviced, hard faced and rebuilt an auger.

Brooms

- #710 – Replaced bristles.
- #740 – Replaced bristles and a tire.

Misc. Equipment

- #820 Paver – Repaired a hydraulic leak.

Planned work for this coming Month

- Hot mix asphalt patching.
- Painting of Pavement Markings.

Bills 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

- WHD Regular Meeting September 11, 2019 9:00 a.m.
- KMPO September 12, 2019 1:30 p.m.
- WHD Regular Meeting September 25, 2019 9:00 a.m.
- Employee Breakfast October 3, 2019 7:00 a.m.

Commissioner Comments

None.

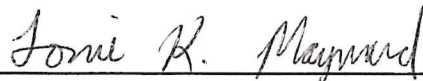
Executive Session

None.

Adjournment


Sighting no further business, Miller MOVED to adjourn the meeting at 10:08 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Meeting adjourned.

RESPECTFULLY SUBMITTED BY:



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Tomi Maynard, Deputy Clerk

APPROVED BY:

  
\_\_\_\_\_  
Corinne Johnson, Chair

September 11, 2019  
\_\_\_\_\_  
Date