

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
DECEMBER 27, 2019
9:00 A.M.**

MINUTES

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

Angela Comstock, JUB

Approval of Agenda

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

Conflicts of Interest on the Agenda

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 December 11, 2019 regular meeting. Johnson SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

None.

Old Business

Koth/Kioth Road

No updates on this item.

Wellers Black Rock Park, Public Right-of-Way

No updates on this item.

Four Wheel Drive Road

No updates on this item.

2020 Day at the Capitol

IAHD has invited Worley Highway District to send a representative to participate in the 2020 Day at the Capitol event. After discussion, the Board felt that Howard would be the best person to attend this year.

Miller MOVED to send Howard to the 2020 Day at the Capitol. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Grant Applications

Comstock reports that a stretch of Greensferry Road qualifies for safety funding due to a type A accident that occurred during the qualification window. The funding agency is also allowing the District to include information from a fatal accident that occurred after the qualification window closed. JUB has prepared an application, that would require a 7.34% match from the District of approximately \$82,000.

Miller MOVED to approve signing and submitting the application for safety funding. Cooper SECONDED. Johnson CONCURRED. The Motion PASSED UNANIMOUSLY.

Johnson and Richel signed the application.

New Business

Commissioner Compensation

The current commissioner compensation policy compensates for meeting days, and occasions that a commissioner must sign documents outside a meeting day but does not include any payment for travel days. Johnson has requested that the policy be update for the 2021 fiscal year, to provide compensation for travel days. Richel suggested that the Board consider moving from the current policy, into a salary structure. This would streamline the compensation process for the commissioners, nearly eliminating the need for expense statements, and would also be beneficial for budgeting purposes. No change can be made until the next fiscal year, so the board will take some time to consider the options.

Approve 2020 Meeting Schedule

The presented schedule for meetings in 2020 lists budget workshops on July 31 and August 7th. Richel recommended that these workshops be moved to July 30th and August 5th, as per normal District operations. The Board agreed. The proposed 2020 meeting schedule is as follows:

| | |
|-------------------------------|-------------------------|
| Project/Subdivisions Meetings | Administrative Meetings |
| January 8 | January 29 |
| February 12 | February 26 |
| March 11 | March 25 |
| April 8 | April 29 |
| May 13 | May 27 |
| June 10 | June 24 |
| July 8 | July 29 |
| August 12 | August 26 |
| September 9 | September 29 |
| October 14 | October 28 |
| November 11 | November 25 |
| December 9 | December 30 |
| | |
| Workshops | |
| July 30 | August 5 |

Miller MOVED to approve the 2020 WHD Meeting Calendar as discussed. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Roadside Clean Up Program

Staff has created Worley Highway District specific documents to establish a formal roadside clean up program, and issue/approve signs for groups that choose to take on a specific stretch of roadway within the District. This was done using contracts and applications currently in use by another governmental entity as a template. Staff would like approval from the Board to begin using these forms, as soon as the Attorney Weeks verifies their accuracy.

Miller MOVED to approve creation of an official roadside cleanup program. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Work Progress Report
ON THE ROAD

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Some road conditions dictated that sanding material and/or anti-ice material were needed at times this month. Supervision began early morning road checks as weather dictates; crewmen were called in as needed.

Ditches were cleaned as well as the inlets and outlets of culverts as needed.

All external illumination on the district's buildings were checked and repaired as needed.

Crews worked in the district yards cleaning and providing drainage where needed in preparation for winter snow removal.

A few potholes and culvert crossings were filled in with gravel where needed.

Roadside brush cutting has begun for the winter season. The crew started with leaners that were close to or into the travel lane of the roads.

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

#25 – Replaced tires at vender. Replaced the front brakes.

#35 – Replaced tires at vender. Serviced.

#95 – Serviced.

Trucks

#115 – Installed a driveline.

#165 – Repaired the battery cables and replaced a seatbelt.

#175 – Replaced and air-braked can and s-cam bracket.

#220 – Serviced and replaced the oil cooler.

#275 – Repaired lights and prepared for winter use.

Misc.

#595 – Front tire repair at vender.

#645 – Repaired lights and wiring.

#710 – Serviced and prepared for winter use.

#740 - Serviced

Planned work for this coming Month

- Winter Maintenance.

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 January 8, 2019 9:00 a.m.

Commissioner Comments

None.

Executive Session

None.

Adjournment

Citing no further business, Miller MOVED to adjourn the meeting at 9:40 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