

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
DECEMBER 29, 2021  
9:00 A.M.**

**MINUTES**

Commissioner Corinne Johnson called the meeting to order at 9:11 a.m. with Commissioner George Miller and Commissioner Phil Cooper present. Also present were Director Kevin Howard, Deputy Director Dustin Howe, and Deputy Clerk Tomi Maynard and

Scott Hoover, CPA

**Approval of Agenda**

Miller MOVED to approve the agenda. Cooper SECONDED the motion. Johnson 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. Corinne Johnson, Phil Cooper, and George Miller each indicated no conflicts.

**Approval of Minutes**

Miller MOVED to approve the minutes of the December 8, 2021 regular meeting and the December 13, 2021 executive session. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Public Comments and Guest Introduction**

None.

**Priority Items for Attendees**

**Scott Hoover 2021 Audit Review**

Hoover briefly highlighted the audit review report. He indicated that it is his opinion that the financial statements are fairly presented and free from material defects. He found no significant deficiencies or reportable findings in the District's internal controls. This is the best opinion that can be reached from an audit. Hoover commented that Richel keeps very clean books and is very easy to work with. Johnson, Cooper and Miller all agreed.

Miller MOVED to sign the management representation letter. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

District Clerk/Treasurer Carol Richel entered at 9:16 a.m.

Hoover exited at 9:18 a.m.

**Old Business**

**Koth/Kioth Road**

No updates at this time.

**Kidd Island Road Project**

The agreement for monitoring the creek realignment is still in progress.

**iWorQ**

No updates at this time.

**New Business**

**Scott Hoover 2021 Audit Review**

Addressed previously in the meeting.

**WHD vs Roland Watson, Settlement Agreement**

Miller MOVED to ratify the settlement agreement entered into with Roland Watson dated December 13, 2021, as presented to the Board.

**2022 Business Mileage Rate**

The business mileage for 2021 was 56 cents. For 2022 the IRS raised that rate up to 58.5 cents.

Miller MOVED to accept the new mileage rate of 58.5 cents per mile. Cooper SECONDED the motion. Johnson CONCURRED.

**Resolution 2021-12 Loffs Bay Road Improvements Phase III**

The 3<sup>rd</sup> and final phase of reconstruction on Loffs Bay Road that was outlined in the Road Development Agreement with The Club at Rock Creek is complete. The Club is requesting that the Board formally accept the improvements. Johnson requested that the following resolution be entered into the record.

**RESOLUTION 2021-12  
LOFFS BAY ROAD IMPROVEMENTS PHASE III**

**WHEREAS**, The Club at Rock Creek, entered into a Road Development Agreement dated July 17, 2006, which provided for improvements to Loffs Bay Road. The Road Development Agreement was amended by the addendum to Road Development Agreement dated April, 21, 2008, a Second addendum to Road Development Agreement dated June 24, 2009, a Third Addendum to Road Development Agreement dated January 16, 2012, and a Fourth Addendum to Road Development Agreement dated August 15, 2017 to improve Loffs Bay Road.

**WHEREAS**, Phase II (Station 8+06.70 to Station 46+90.77) of the improvements to Loffs Bay Road improved 0.736 miles of roadway, the improved portion of the road located in Sections 4, Township 48 N, Range 4W, BM, Kootenai County Idaho, and

**WHEREAS**, The Club at Rock Creek spent \$654,359.67 for Phase III improvements to Loffs Bay Road.

**WHEREAS**, Worley Highway District has inspected the Loffs Bay Road Improvement Project (Phase III) to ensure that it meets all of the requirements of the Highway Standards for the Associated Highway Districts Kootenai County, Idaho, and

**WHEREAS**, the Loffs Bay Road Improvement Project (Phase II) is already in the Worley Highway District road system, and

**NOW THEREFORE BE IT RESOLVED** the Worley Highway District Board of Commissioners hereby accepts 0.736 miles of improvement to Loffs Bay Road and hereby accepts the donation of \$654,359.67 in construction for the Loffs Bay Road Phase III Improvement Project.

Miller MOVED to approve Resolution 2021-12. Cooper SECONDED the motion. Maynard called the roll with the commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY. The Board signed the resolution.

**Resolution 2021-13 Transfer Funds from General Fund to Tort Fund**

A settlement was reached in the case of Roland Watson vs Worley Highway District. The settlement amount exceeds the balance in the District's Tort Fund. With the guidance of Susan Weeks, staff has prepared a resolution to transfer the funds necessary from the General Fund to the Tort Fund in order to satisfy the agreement. Johnson asked that the following resolution be placed in the record.

**RESOLUTION 2021-13  
FUND TRANSFER RESOLUTION**

WHEREAS, the Worley Highway District maintains a tort claim fund, and

WHEREAS, the Worley Highway District has agreed to pay a tort claim which exceeds the fund; and

WHEREAS, the Worley Highway District will need to transfer funds from its general account to pay the amount in excess of the tort claim fund;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of Worley Highway District, Kootenai County, Idaho, that funds be transferred as follows:

1. The District Clerk shall transfer funds from the general fund to the tort claim fund sufficient to pay the tort claim owed to Roland Watson.

Miller MOVED to approve Resolution 2021-13. Cooper SECONDED the motion. Maynard called the roll with the commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY. The Board signed the resolution.

**Clerk's Report to the Board** By Carol Richel

**Current work**

Scott Hoover is here today to present the 2021 Audit. All journal entries have been completed.

The fiscal year end 2021 balance sheet was published per Idaho Code 40-1317.

Tomi got the supplies and prepared the ham for the annual Christmas Potluck.

Final documents were sent to FEMA to complete the Watson Slide project.

Tomi prepared a resolution for surplus equipment per Idaho Code 40-1309. She also prepared a resolution to accept the Loffs Bay Road Phase III improvements and a resolution to transfer funds.

The annual Road and Street Report was finished, presented to the board for approval, and entered in the ITD website.

Several approach permits were issued and recorded.

With the arrival of Winter, Tomi has been busy entering timesheet data.  
An additional Worker's comp. claim was prepared and is ongoing.

Tomi prepared the 2022 district meeting calendar for publication.

**Planned work**

Prepare the annual Road and Street Report for publication per Idaho Code 40-708.

Submit all required documents for the State Controller's Office for the end of the fiscal.

January 19<sup>th</sup> there will be a local Transparency Law workshop that both Tomi and I will attend.

**Work Progress Report** By Kevin Howard

**ON THE ROAD**

Again, this month the crew has been cutting brush along the roadsides as well as cleaning up debris and leaning trees.

Some grading of gravel roads was accomplished before the snow fall came.

An emergency culvert replacement was done on Bitter Road.

Some ditch cleaning around a couple culverts and other water flow issues were done on Chatcolet and Rew Roads.

Plowing, sanding and anti-icing have been the primary focus the last couple of weeks.

**IN THE SHOPS**

- A few snowplow trucks had engine computer issues that were fixed.
- The brush chippers were readied for use when weather allows.

**Planned work for this coming Month**

- Winter maintenance. Plow snow, sand, de-ice, etc.
- Brush cutting along roadways that are being encroached by woody vegetation.

**Accounts payable and payroll check registers 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**

January 12, 2021 Regular Meeting  
January 25, 2021 Regular Meeting

**Executive Session**

Johnson MOVED to enter into executive session to discuss personnel matters under Idaho Code 74-206 (1)(b) Maynard called the roll with the Commissioners voting as follows: Commissioner Cooper,

aye; Commissioner Johnson, aye; Commissioner Miller, aye. Howard, Richel, Howe and Richel were asked to stay for testimony. The Board entered into executive session 9:31 a.m.

Johnson RECONVENED the regular meeting at 9:54 a.m.

Miller MOVED to direct staff to start looking for a temporary office person to provide existing staff support, as well as a new full time crew member to replace the crew member who has put in his notice. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

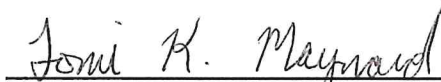
**Commissioner Comments**

None.

**Adjournment**

Citing no further business, Miller MOVED to adjourn the meeting at 9:56 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Meeting adjourned.

RESPECTFULLY SUBMITTED BY:

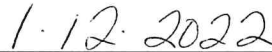


\_\_\_\_\_  
Tomi Maynard, Deputy Clerk

APPROVED BY:



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



\_\_\_\_\_  
Date