

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
NOVEMBER 24, 2021
9:00 A.M.**

MINUTES

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

Approval of Agenda

Johnson noted that the agenda for this meeting was labeled as amended in error. 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 November 10, 2021 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments and Guest Introduction

None.

Priority Items for Attendees

None.

Old Business

Koth/Kioth Road

No updates at this time.

Kidd Island Road Project

Right-of-Way acquisition has been delayed on this project. The District's attorney has secured the services of several appraisers, who have then declined to complete the work due to workload. She is working to get a contract signed by the currently engaged appraiser to ensure the work is completed.

iWorQ

No updates at this time.

New Business

Day at the Capitol

The next Day at the Capitol event falls on January 27, 2022 in Boise. Johnson noted that she plans to attend.

Clerk's Report to the Board By Carol Richel

Current work

Prepared schedules, prepared and made adjusting entries for the 2021 fiscal audit. Scott Hoover, CPA came out on Nov. 16th and 17th to complete the field work. We are waiting on the tax receivable from Kootenai county. Once this is received, the final adjusting entry will be made, and the balance sheet can be prepared for publication.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

NOVEMBER 24, 2021

Page 2

Prepared letters and purchased the Christmas gift cards.

I attended a pre-audit workshop on Nov. 10th. Tomi attended a Road and Street Report workshop on Nov. 17th.

Public records requests have been prepared and sent.

Kevin, Dustin, and Tomi closed out approx. 15 approach permits on the 18th which Tomi will record. There have been more than 20 permits closed out this month alone.

Paperwork was prepared after the loader incident for the worker's comp. claim and to exchange the equipment.

The annual Road & Street report is almost complete.

Planned work

Christmas potluck.

Tomi is preparing the 2022 district meeting calendar for board approval and publication.

Finish the Road and Street Report and present to the board for approval, enter in the ITD website, and prepare publication.

Submit all required documents for the Central Registry for the end of the fiscal.

Dustin, Kevin, and I will be working to clean up VIN numbers that are incorrect in our system. We are also working on a system to ensure VIN's are communicated correctly so this does not need to happen in the future.

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

Work Progress Report By Kevin Howard

ON THE ROAD

The crew has been cutting brush along the roadsides as well as cleaning up debris and downed trees due to the occasional high winds.

Tribal Camp Lane and Thompson Road has rusted out and damaged culverts replaced.

The crew has been preparing the winter maintenance equipment for the upcoming season. There was some snow that fell that offered them the opportunity to tune the equipment and themselves to the tasks ahead.

On November 11th the district took possession of the loader that replaced the one that was damaged on the highway.

Two yard lights have been added to the Sun Up Yard. One on the west end of the office building and the other on the south side of the shop building.

IN THE SHOPS

- Winter road maintenance vehicles and equipment are being readied for the season.

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

December 3, 2021 Holiday Potluck
December 8, 2021 WHD Regular Meeting
December 9, 2021 KMPO

Executive Session

None.

Commissioner Comments

Cooper asked the circumstances that lead to a firetruck turned over near the intersection of Cougar Gulch and Miller Road. Howard and Howe indicated it was not related to road conditions.

Adjournment

Citing no further business, Miller MOVED to adjourn the meeting at 9:18 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

12.8.2021
Date