

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

MINUTES

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

Angela Comstock, JUB
Kevin Smith, JUB
Steve Nelson, Four Wheel Drive Road

Ben Schmitt, JUB
Arvistis McKinnie, Ditches Unlimited
Steve Sullepp, Big Sky Construction

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 November 13, 2019 regular meeting. Johnson SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

Arvistis McKinnie is concerned with how the driveway was reconstructed on his neighbor's property, as part of the Watson Road repairs. McKinnie has a shared use easement with his neighbor, and gains access to his property by this approach. Howard told McKinnie that he would need to take his concerns up with the property owner, as the District is not bound by their private easement.

Four Wheel Drive Road

Steve Nelson owns a piece of property, that is intersected by a right-of-way known as Four Wheel Drive Road. This right-of-way was gifted to the public in the 70's, but was never accepted by the Highway District. Nelson is requesting that the Highway District vacate this right-of-way. Johnson inquired about the property beyond Nelson's, and how those properties are accessed. Howard indicated that parcels could potentially be landlocked if this was vacated.

Johnson MOVED to table this issue, to allow the Board time to research this item. Cooper SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

Nelson exited at 9:16 AM

Arvistis McKinnie, Watson Road, Request for Compensation

Arvistis McKinnie is requesting compensation for financial losses he feels are a result of the Watson Road repair. Johnson commented that this construction is a result of an act of nature, that the District had no control over. She further elaborated that she is concerned about the precedent that would be set if the Board agreed to pay this compensation. McKinnie argues that because his property is not his residence, but a commercial contracting office and was rendered unusable, his situation is unique and would not apply to other residents within the District. Cooper clarified that while there are no other District residents with identical situations, it is not reasonable to assume that similar circumstances could never occur.

Cooper MOVED to table this request until the Board has an opportunity to discuss the ramifications with the District's attorney. Johnson SECONDED the motion. The motion PASSED UNANIMOUSLY.

McKinnie exited at 9:24 AM

Old Business
Koth/Kioth Road

No updates on this item.

Wellers Black Rock Park, Public Right-of-Way

No updates on this item.

New Business
Capitol for a Day

Capitol for a day is a new program, hosted by Idaho Association of Highway Districts. It began last year, with the goal of providing an opportunity for Highway Districts to spend face to face time with Idaho legislators. This year County Road departments are being included as well. Because of the large number of Highway Districts and County Road departments involved, IAHD will be inviting specific parties to send a representative. Those parties will likely be chosen and notified sometime in January, with travel taking place in February.

IAHD/IACERS Convention

This year both Idaho Association of Highway Districts, and Idaho Association of County Engineers and Road Supervisors worked together to put on a joint convention. Previously, each entity held separate conventions scheduled back to back. Johnson and Cooper both commented that they learned a lot, enjoyed the program, and felt that it was a success. Howard and Richel agreed.

Bluff Eleven Estates, Plat for signature

Howard reports that Bluff Eleven Estates is a simple replat, combining two residential lots into one, resulting in little to no impact on District roads. His recommendation would be to sign the plat.

Cooper MOVED that the District sign the plat as presented. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Johnson signed the plats.

Fiscal Year 2021 LRHIP Grant Application

The District has plans to correct the alignment of the Finnebott, Bennion and Sun Up intersections. Angela Comstock, JUB stated that this project appears to be a good candidate for the Local Rural Highways Investment Project, which provides grants up to \$100,000 to aid in funding. JUB is prepared to apply for LRHIP funding on the Districts behalf, if the Board would like them to move forward with it.

Cooper MOVED to sign off on the LRHIP Grant Application. Johnson SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

Ordinance 2019-01 Access Management

This ordinance is still being fine-tuned, but has been passed by 2 other Highway Districts. Howard reports that he hopes to have the final product for Board approval at the next meeting.

Access Idaho, Credit Card Processing

Previously, staff asked the Board to consider allowing the District to start accepting credit cards. The board was in agreement, but directed staff to have Susan Weeks review the contract before they signed. Weeks has reviewed the contract and sees no cause for concern.

Cooper MOVED to sign the agreement for Access Idaho services. Johnson SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

District Email

Currently the District email policy states that emails will be retained for 30 days. Idaho State law requires temporary documents be retained for 2 years. Staff would like to have Susan Weeks review the District Email Policy, and recommend the most prudent way to revise it.

Johnson MOVED to table the issue, pending Susan Weeks review. Cooper SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

Work Progress Report

ON THE ROAD

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

The remaining signs that were received through the sign grant were installed. The required reporting to LHTAC indicating the completion has been sent.

Gravel roads were graded as needed. Due to the fact that this was the last grading prior to winter, rollers were used in conjunction with the graders to set the road surface. The gravel roads are in excellent condition as we enter winter.

Winter maintenance equipment was staged in their respective yards in preparation for the coming months.

Some severely leaning trees were removed from a few of roads for safety reasons. Some roadside brush was cut back as well.

Some road conditions dictated that sanding material and/or anti-ice material be used at times this month.

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

- #30 – Serviced.
- #80 – Serviced.
- #85 – Serviced and put on snow tires.
- #90 – Serviced.

Trucks

- #100 – Replaced the valve cover and the power steering pump.
- #145 – Replaced a snowplow hydraulic cylinder.
- #150 – Sealed a water leak.

- #170 – Repaired headlight wiring and replaced the transmission.
- #175 – Replaced the driver’s seatbelt.
- #180 – Replaced fuel tank and serviced for season.
- #190 – Replaced head light switch, repair door handle.
- #205 – Replaced dipstick, replaced radiator hose.
- #210 – Replaced the park brake valve, mounted the sander body and serviced.
- #235 – Replaced the cab heater fan.
- #240 – Serviced and prepared for winter use.
- #260 – Replaced a trailer brake service glad-hand.
- #265 – Replaced a trailer brake service glad-hand.
- #290 – Replaced batteries and the alternator.

Road Graders

- #305 – Replaced the engine cooler, repaired a transmission leak and serviced.
- #315 – Repaired lights.
- #355 – Serviced.

Wheel loaders

- #440 – Serviced

Excavators

- #495 – Repaired damage and replaced the battery.
- #497 – Replaced the hydraulic tank sight glass.

Misc.

- #585 mower tractor – Serviced.
- #600 Trailer – Replaced the tilt cylinder.

Planned work for this coming Month

- Winter Maintenance.

Bills presented for approval

Cooper MOVED that the bills be approved as presented on the A/P check register and the payroll check register. Johnson SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

Approval of Annual Road and Street Financial Report

Richel presented the Annual Road and Street Financial Report to be approved prior to being filed with Idaho State.

Cooper MOVED to approve the annual road and street financial report. Johnson SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

Financial Statements Review

Richel shared the District financial statements, explaining categories, accounts, current balances and how the budget is tracked throughout the year.

Upcoming Meetings

WHD Regular Meeting December 11, 2019 9:00 a.m.

Commissioner Comments

None.

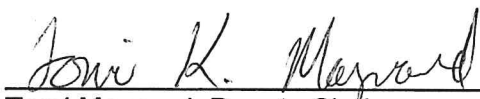
Executive Session

None.

Adjournment

Citing no further business, Miller MOVED to adjourn the meeting at 10:27 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

12.11.19

Date