

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
SEPTEMBER 25, 2019  
9:00 A.M.**

**MINUTES**

Vice-Chair George Miller called the meeting to order at 9:08 a.m. with Commissioner Phil Cooper present and Chairman Corinne Johnson appearing telephonically. Also present were Supervisor Kevin Howard, District Clerk/Treasurer Carol Richel, Deputy Clerk Tomi Maynard and:

Mason Farrell, The Club at Rock Creek

**Approval of Agenda**

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**

Miller 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**

Miller MOVED to approve the minutes of the September 11, 2019 regular meeting, and the September 13, 2019 Special Meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Amended Budget Hearing**

Miller opened the hearing at 9:10 a.m. No comments from the public were made on the amended budget. The proposed amended budget/Resolution 2019-06 for fiscal year 2018-2019 was presented as follows:

**WORLEY HIGHWAY DISTRICT  
RESOLUTION 2019-06**

WHEREAS, the Board of Commissioners of the Worley Highway District, Kootenai County, Idaho, shall adopt RESOLUTION 2019-06 amending the fiscal year beginning October 1, 2018: Appropriating the sum of \$5,690,997.00, which sum includes less anticipated expenditures by the Worley Highway District in the sum of \$1,095,239.00; repealing all budgets and parts of budget in conflict and providing an effective date hereof.

**Section 1**

The Worley Highway District 2018- 2019 fiscal year budget, be and same hereby amended to read as follows:

The sum of \$5,690,997.00 be and the same is hereby budgeted to defray the necessary expenses and liabilities of the Worley Highway District, Worley, Kootenai County, Idaho for the fiscal year beginning October 1, 2018 and ending September 30, 2019.

<u>ANTICIPATED REVENUE:</u>	<u>Current</u>	<u>Proposed</u>
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Maintenance & Operation Levy	1,372,092	1,372,092
Ag. Equip. Tax Replacement	15,766	15,766
Special Const/Bridge Levy	1,160,000	1,160,000
Highway Users Revenue	1,150,000	1,188,000
Forest Reserve Fund	55,000	54,000
State Sales Tax	108,000	122,500
CEA Tax	20,000	20,000
Interest Income	49,500	74,250
Sale of surplus equipment	0	1,050
Permit Fees	3,000	2,500
Federal Share Bridge/Spec. Const.	1,090,500	1,090,500
Tort Levy	28,467	28,467
Miscellaneous Revenue	98,000	97,000
TOTAL ANTICIPATED REVENUE	5,150,325	5,226,125
Plus Antic. 10/1/ 2018 Carry Fwd:		
Undedicated	368,001	300,902
Dedicated: Special Road Const	1,267,910	162,410
Dedicated:		
Tort	0	1,560
REVENUE TO BE EXPENDED 2018- 2019	<u>6,786,236</u>	<u>5,690,997</u>
<u>ANTICIPATED EXPENDITURES:</u>	<u>Current</u>	<u>Proposed</u>
Labor Expense	1,356,745	1,356,325
Administration	441,973	440,594
Commissioner's Compensation	17,000	17,000
Operating Expense	602,150	555,150
Road Maintenance	913,508	883,008
Road Construction	2,942,402	1,924,902
Asset Acquisitions	324,350	324,350
Tort	28,467	30,027
M&O Levy Transferred back to Cities	159,641	159,641
TOTAL ANTIC. EXPENDITURES	<u>6,786,236</u>	<u>5,690,997</u>
REVENUE REQUIRED	<u>6,786,236</u>	<u>5,690,997</u>

**Section 2**

The Final 2018- 2019 Budget for year beginning October 1, 2018 and ending September 30, 2019 in conflict to this amendment are hereby repealed.

### **Section 3**

THEREFORE, FOLLOWING AN AFFIRMATIVE VOTE OF A MAJORITY OF THE DISTRICT'S BOARD OF COMMISSIONERS, BE IT HEREBY RESOLVED that the Worley Highway District amend its 2018- 2019 fiscal budget.

Miller closed the hearing at 9:12 a.m.

Miller MOVED to approve resolution 2019-06 amending the budget for Fiscal Year 2018-2019 as presented. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson; aye; Chairman Mangan, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY.

### **Public Comments**

None.

### **The Club at Rock Creek, RDA Extension Request**

Howard reported there is no reason to recommend denying a 1-year extension as it will not change the quality of the work to be completed, and does not impact the safety or travel ability of the roadway.

Miller MOVED to extend the terms of the Road Development agreement by 1 year. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Farrell exited at 9:15 a.m.

### **Old Business**

#### **Koth/Kioth Road**

No Updates.

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

No further work has been done in the ROW. The District did receive a request for public records pertaining to permitting in the area of this project.

### **New Business**

#### **Salisbury Litigation**

This parcel is located at the head of Kidd Island Bay. There are 2 ROW's that intersect a single parcel, essentially creating 3 separate pieces of property within one parcel. One of the ROW's in question was dedicated to the District, without the District's knowledge. When it became known to the District, a letter was drafted, approved by the Board of Commissioners and sent to the property owner and Kootenai County, rejecting the Right of Way, as it was redundant and across a wetland area. The current owner of the parcel has begun litigation, in an attempt to clear up the title and make the parcel more usable. Information has been forwarded to ICRMP and Susan Weeks.

### **The Club at Rock Creek, RDA Extension Request**

Addressed earlier in the meeting.

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

McKinnie provided limited documentation that does not support the dollar amount he requested. Howard recommended giving McKinnie the opportunity to provide further documentation.

Johnson MOVED to table the issue until all documentation is received. Cooper SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

**Ordinance 2019-01 Access Management**

There has been no change on this item.

**Personnel Manual Update**

There were changes to staff's wage rates agreed upon in the budget workshop. These will take effect October 1, and need to be updated in the WHD Personnel Manual.

Because of the way payroll is processed, changes are necessary in the compensatory time policy. Staff is requesting that the manual be changed to indicate that any compensatory time that is not used within the established 4-month time frame, will be paid out on payroll the month following it's expiration.

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

**Resolution 2019-04 Commissioner Compensation**

Johnson requested that the board consider including a set compensation for occasions when a board member has to come to the office to sign checks and documents. After a short discussion the board agreed that 50% of the meeting day compensation, or \$45.00 would be a fair compensation.

Cooper MOVED that commissioners be compensated forty-five Dollars for each occasion that they come in just for the purpose of signing documents. Miller SECONDED. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller requested that the following resolution be put into the record:

**RESOLUTION 2019-04**  
**COMPENSATION OF COMMISSIONERS**

**WHEREAS**, Idaho Code 40-1314, Compensation of highway district commissioners, officers, agents and employees, requires the board of highway district commissioners of each highway district to fix the annual salaries of the commissioners commencing on October 1 and for the next ensuing year, and

**WHEREAS**, Idaho Code 40-1314, became effective July 1, 2002,

**NOW THEREFORE BE IT RESOLVED**, that beginning October 1, 2019 and for the 2019-20 fiscal year, the Worley Highway Board of Commissioners shall be compensated as follows: Compensation of ninety dollars (\$90.00) shall be paid for each day, or part of a day, spent in meetings. Compensation of forty-five dollars (\$45.00) shall be paid for each occasion a commissioner is required to be present for the purpose of signing documents, outside of a meeting.

Actual expenses shall be paid in addition to their compensation, upon the presentation of itemized vouchers, signed by the commissioners.

**FURTHERMORE, WHEREAS** Highway District Commissioners are considered employees of the District, as per Idaho Code 40-1314(4), and the District's Personnel Policy manual states that the district will provide health, vision and dental insurance for employees,

**THEREFORE, BE IT FURTHER RESOLVED** that Worley Highway District will pay the premiums for medical, vision and dental insurance for the District Commissioners.

Miller MOVED to approve Resolution 2019-04, setting the commissioners' compensation for fiscal year 2019-2020. Maynard called the roll with the commissioners voting as follows: Commissioner Miller, aye; Commissioner Cooper, aye; Commissioner Johnson, aye. The motion PASSED UNANIMOUSLY.

**Authorize Pay Raises as Budgeted**

The 2019-2020 fiscal year budget (As approved at the August 28<sup>th</sup> budget hearing) provided for wage increases for all employees.

Miller MOVED to approve the proposed wage rates for fiscal year 2019-2020 as presented on the wage worksheet. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Access Idaho, Credit Card Processing**

In response to requests from the public, staff researched setting the District up with the ability to process credit cards for permits and other fees. Access Idaho provides government entities with this service, as well as the credit card processing terminal, free of charge. Those who choose to use a card are charged a 3% fee by access Idaho, but the District does not pay any sort of fee. Staff would like to forward the service agreement on to Susan Weeks for review, before it is presented to the board for a decision.

Johnson MOVED to direct staff to forward the service agreement on to Susan Weeks for review. Cooper SECONDED the motion. The motion PASSED UNANIMOUSLY.

Miller recessed the meeting for a break at 9:36am.  
Miller reconvened the meeting at 9:41am.

**ON THE ROAD**

The painting of Pavement markings has been completed this month.

The crew completed the enhanced maintenance on Conkling Park Drive where the pavement was extended to Harmon Avenue.

Some of the gravel roads were graded.

A culvert was replaced on Greensferry Road for the district by a contractor.

Hot-mix asphalt patching continued this month. At the time this report was written, approximately one more day will complete this year patching.

**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 – Replaced the head gaskets.

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- #125 – Started building flat bed.
- #220 – Repaired the fill hose holders.
- #265 – Building slide in sander body but not yet complete.
- #270 – Repaired a hydraulic leak.
- #280 – Replaced an airline.

Loaders

- #445 – Serviced.

Brooms

- #710 – Replaced belts and pulleys.

Rollers

- #855 – Repair roller scraper flap.

Misc. Equipment

- #820 Paver – Repaired a hydraulic leak.

**Planned work for this coming Month**

- Hot mix asphalt patching.
- Sign replacements.
- Ditching
- Culvert replacements

Also submitted is a copy of the Watson Road repair project update from Angie Comstock PE, JUB Engineers.

**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.

**Upcoming Meetings**

Employee Breakfast October 3, 2019 7:00 a.m.  
WHD Regular Meeting October 9, 2019 9:00 a.m.

**Commissioner Comments**

Cooper wanted to acknowledge a complimentary letter received from a constituent on Conkling Park Drive. The constituent shared that he was very impressed with the work done, and stated that it exceeded his expectations.

**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:

*Tomi K. Maynard*

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Tomi Maynard, Deputy Clerk

APPROVED BY:

*George Miller*

\_\_\_\_\_  
George Miller, Vice-Chair

*10-9-19*

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Date