

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 29, 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, Deputy Clerk Tomi Maynard; and:

Roger Rasmussen, Dolliver Rd
Isaac Hood, Van Houten Consulting
Jeremy Russell, JUB

Linda Rasmussen, Dolliver Rd
Russ Helgeson, Frame & Smetana

Approval of Agenda

Due to decisions of a time sensitive nature waiting to be made Miller MOVED to amend the agenda to include Solitaire Road, Swede Bay Road, and the Annual Employee Breakfast. 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. Commissioner Corinne Johnson declared a conflict of interest on the Swede Bay Road agenda item and requested to be excused during that discussion. Phil Cooper, and George Miller each indicated no conflicts.

Approval of Minutes

Miller MOVED to approve the minutes of the September 8, 2021 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments and Guest Introduction

None.

Priority Items for Attendees

Solitaire Road

Roger and Linda Rasmussen are in attendance today to sign the Road Improvement Agreement and provide a check for the materials necessary to pave Solitaire Road.

Miller MOVED to approve the Road Improvement Agreement for Solitaire Road. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Johnson and R. Rasmussen signed the agreement.

Rasmussen and Rasmussen exited at 9:08 am.

Swede Bay Road, Paving

Johnson Exited at 9:08 a.m.

Helgeson is in attendance today to represent the property owners funding the paving of approximately 700 ft of public ROW commonly known as Swede Bay Road. The property owners are requesting a variance in the width of the paving as the terrain makes widening the roadway cost prohibitive. Helgeson is also requesting that the variance request fee be waived under the circumstances.

Miller MOVED to approve the variance request and waive the variance fee. Cooper SECONDED the motion. The motion PASSED UNANIMOUSLY.

Helgeson exited at 9:14 a.m. Johnson entered at 9:15 a.m.

Sunny Slopes Road – Road #20 Survey

Jeremy Russell presented the survey of Road #20 that was prepared by JUB based on the documents upheld by the District and Supreme courts. Howard commented that he has reviewed the survey and believes it to be accurate.

Miller MOVED to approve the survey and direct staff to have the document recorded. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Wiks Road ROW Improvement Plans, Ferris Landing & Rocky Point Reserve

Isaac Hood is in attendance today to represent the developers engineer. Because of the remote location and terrain in the area in question, the developer and engineer are requesting that they be held to fire district standards for improving this roadway, not Highway District Standards. Howard reported no objection.

Miller MOVED to approve the road improvement design as presented. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Johnson signed the improvement plans.

Old Business

Koth/Kioth Road

The District has received several calls from property owners impacted by this issue. There are no other updates at this time.

Kidd Island Road Project

The creek reconstruction has been completed. The only outstanding item is the revegetation of the area.

iWorQ

Staff is working to determine the timeframe needed for data extraction.

Sunny Slopes Road – Road #20 Survey

Addressed previously in the meeting.

Hood and Russell exited at 9:31 a.m.

New Business

Employee Breakfast

The Board discussed whether to hold or cancel the employee breakfast due to the community spread of Covid. Johnson commented that she has returned to social distancing and believes that this resurgence is worse than the initial outbreak. Cooper commented that it would be wise to avoid indoor gatherings.

Miller MOVED to cancel this year's employee breakfast based on Covid resurgence. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Greensferry Rd, Guardrail Project

This project is moving forward in the funding process. It is currently scheduled for design in 2023 and construction in 2025.

Wiks Road ROW Improvement Plans, Ferris Landing & Rocky Point Reserve

Addressed previously in the meeting.

2021-10 Compensation of Commissioners

RESOLUTION 2021-10
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, 2021 and for the 2021-22 fiscal year, the Worley Highway Board of Commissioners shall be compensated as follows: Compensation of eight hundred dollars (\$800.00) shall be paid for each commissioner each month.

All other expenses shall be paid in addition to their compensation, upon the presentation of itemized vouchers, signed by the commissioners on a quarterly basis. Vouchers must be turned in by the 15th day of the month of each quarter (December, March, June, & September). Statements turned in after this date will not be eligible for reimbursement.

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, dental, and life insurance for employees,

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

Miller MOVED to approve resolution 2021-10 Compensation of Commissioners. Maynard called the roll with the commissioners voting as follows: Cooper, "aye"; Johnson, "aye"; Miller, "aye". The motion PASSED UNANIMOUSLY.

Authorize Pay Raises as Budgeted

The 2021-2022 budget (As approved at the August 25th, 2021 budget hearing) provided for wage increases for all employees, effective October 1, 2021.

Miller MOVED to approve the proposed wage rates for fiscal year 2021-2022 as presented on the wage worksheet. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

2019 Highway Standards for the Associated Highway Districts, Addendum #3

This addendum changes verbiage in the Standards Manual to allow individual Highway Districts to determine their own fees and combines Major and Minor Subdivisions into one topic. Howard reports that the AHDKC is working on an updated version of the entire standards manual and hopes to put it out for approval in 2022.

Miller MOVED to approve addendum #3 to the AHDKC standards. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Personnel Manual Changes

The changes to the personnel manual were accepted at the September 8, 2021 meeting. However, staff is requesting that the acceptance motion be amended to clarify that the wage rates that were accepted do not take effect until October 1, 2021.

Miller MOVED to amend the personnel manual acceptance motion made September 8 to clarify that the effective date of the wage rate changes is October 1, 2021. Cooper SECONDED the motion. Johnson CONCURRED. The motion passed unanimously.

Infectious Disease Policy

Staff requests direction from the Board on how to handle the current resurgence of Covid.

Miller MOVED to reinstate the infectious disease policy and suspend any impact to staff attendance bonuses for the use of sick leave effective September 1, 2021 through March 1, 2022. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Clerk's Report to the Board By Carol Richel

Current work

Tomi has been working with Pubworks to import old timesheet data into their software.

Tracking the application of the Hot Mix for the 2021 season.

Tomi has worked on updating the Fee Schedule for public record requests.

Entered budget information for the 2022 fiscal year in accounting system.

Prepare resolutions and forms for wage changes.

Tomi has coordinated the employee breakfast.

Work has been completed on the employee presentation.

Tracking of all the costs for the Watson Bridge project.

The district received the funds for the Millhorn abandonment and have recorded the deeds.

Planned work

Cut bonus checks.

Closing the books and preparing for the audit.

Work Progress Report By Kevin Howard

ON THE ROAD

The pavement markings (striping) were completed this month.

The majority of the crew worked the entire month on the Watson Road Bridge project.

The fall application of roadside weed spraying was completed this month.

The Worley Fuel sight passed EPA inspection again this year.

IN THE SHOPS

- Truck #120 had a new starter installed.

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- Several Pickups, one tanker trailer and one wheel tractor received a new set of tires.
- Pickup #50 had a new battery installed.

Planned work for this coming Month

- Finish the Watson Bridge installation.
- Prepare equipment for winter road maintenance.
- Ditch cleaning and water conveyance.

Accounts payable and payroll check registers presented for approval

Miller MOVED that the bills be approved as presented on the A/P check register, the attendance bonus check register and the payroll check register with one correction to the description of Check 26683. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Upcoming Meetings

October 13, 2021 – 9:00 AM – WHD Regular Meeting

October 14, 2021 – 9:00 AM – KMPO

October 27, 2021 – 9:00 AM – WHD Regular Meeting

Executive Session

Citing Idaho Code 74-206 (1) (b) Miller MOVED to enter into executive session at 10:05 a.m. Maynard called the roll with the commissioners voting as follows: Cooper, "aye"; Johnson, "aye"; Miller, "aye". The motion PASSED UNANIMOUSLY.

Johnson reconvened the regular meeting at 10:22 a.m. There were no motions made coming out of Executive Session.


Commissioner Comments

Johnson commented that the IAHD/IACERS Transportation Convention has been cancelled and asked if the first meeting in November should be moved back to its originally scheduled date. Staff will place this item on the agenda for the next meeting.

Adjournment

Citing no further business, Miller MOVED to adjourn the meeting at 10:26 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

10.13.2021
Date