

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
April 12, 2023
9:00 A.M.

MINUTES

Commissioner Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner Phil Cooper and Commissioner George Miller present. Also present were Director of Highways Kevin Howard, Deputy Director Dustin Howe, Deputy Clerk Jennifer Weeks, Charyl Ragan, Contract accountant and:

Jay Hassel, JUB
Rand Wickman, CDA National Reserve

APPROVAL OF AGENDA

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

CONFLICTS OF INTEREST ON AGENDA

Corinne Johnson, George Miller, and Phil Cooper each indicated no conflicts of interest with any item on the agenda.

APPROVAL OF MINUTES

Johnson MOVED to approve the minutes of the February 22, 2023, regular meeting. Cooper SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

None.

OLD BUSINESS

Kootenai County Community Development

Unless desired by the board, projects that have seen no activity will not be read in the consideration of time.

1. CDA National Reserve, Major Subdivision, Loffs Bay Rd.:
This development has been billed to bring the review fee balance to \$0. When the road construction is scheduled to begin, they will be billed the minimum review fee deposit to begin construction observations as well as being billed subsequent review fees as necessary. Rand Wickmann presented at the meeting an update on the 4th addition and requested for the chairman to sign the mylars. Johnson proposed a motion to approve signing, Cooper seconded, Miller concurred. The motion passed unanimously. Rand then exited the meeting.
2. Ranch at Cougar Creek, MIN20-0057:
Approved. The district has yet to receive the final plat (Mylars) for signature. The "Payment In Lieu of Construction" fee is due prior to the district signing the final plat.
No activity since June 3, 2021
3. Rocky Point Reserve, MIN20-0088:
Kootenai County is still working with the developer on naming of the roadways.

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I have no objection to the board signing the Final Plat when presented to Worley Highway District.
No activity since July 19, 2022

4. Ferris Landing, MIN20-0089:
Kootenai County is still working with the developer on naming of the roadways.

I have no objection to the board signing the Final Plat when presented to Worley Highway District.
No activity since July 27, 2022

5. Misty Vale, MIN21-0098:
This subdivision is proposed off Vogel Road. The district's review has been given to Kootenai County Community Development. No activity since October 7, 2022.

6. Spud Hill, MIN22-0032:
The district's concerns have been met as well as the obligations to the district. When the final plat is presented for signature, I'll conduct one last review of the Mylar and will have a recommendation for the board.
No additional information this month.

7. Harwood Estates, MIN
This subdivision is proposed adjacent to Meadowbrook Loop. I have reviewed the proposed subdivision and have no objection to the district signing the final plat pending one final review of the Mylar and receipt of the In Lieu of Construction Fees. No additional information this month.

8. Serenity View Estates, MIN
This proposed subdivision is on Fox Haven Road (private). Staff has reviewed the proposed subdivision and has commented to Kootenai County Community Development. The review was performed in house. The remaining balance of the review fee deposit will be returned to the developer.

WHD Construction Projects

1. Rockford Bay Road/Loffs Bay Road (W) Intersection: Status Report
The district's right of way acquisition specialist has contacted two of the three property owners regarding acquisition.
2. Hull Loop Project:
The property owner in which the district made an offer has sought legal counsel. No additional information this month.
3. Mica Creek Bridge:
The district is waiting for the necessary documentation to apply for a sales tax refund. The asphalt surface will be applied this summer.
4. Greensferry Road & Cougar Gulch:
Boundary map verification is complete. Preliminary design setup is done and 30% design will start this month. This project is ready to advertise for bid.

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5. Greensferry Guardrail:
Work will begin pending snow melt for survey access.

6. Loffs Bay Road Cost Share Paving:
The Cost Share group is asking if one of the members is exempt from contributing to the cost share due to the Payment in Lieu of Construction fee that was required for their subdivision application process. Johnson made a motion to approve, Cooper seconded, Miller concurred. The motion passed unanimously.

7. Kidd Island Road:
The application for STP-Rural funding was submitted Friday, January 6, 2023. No additional information this month.

8. Right-of-way Exchange, Kootenai County Solid Waste:
The Kootenai County BOCC is considering the districts recent offer.

9. Cougar Gulch:
I have a call into Laura Winters at Ruen-Yeager & Associates to discuss bid dates and construction duration..

WHD Misc. Projects

1. Koth Road ROW Status:
A request for information was received. Staff and legal counsel have been compiling the information and will make it deliverable soon. No additional information this month.

2. CDA Tribe, Lake Creek Project:
This project is proposed for the improvement of fish passage under some of the district roads. Tribal Fisheries has applied for funding for this project. No additional information this month.

NEW BUSINESS

1. Accounts Payable, Charyl Ragan provided an update on accounts payable. Payroll and Draw check registers for approval.
Miller MOVED that the bills be approved as presented on the Payroll, A/P and Draw registers.
Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.
2. Upcoming Meetings:
Johnson proposed to move April 26, 2023 meeting to April 25th, George seconded, Cooper concurred.
[April 25, 2023 WHD Board of Commissioners Meeting](#)
[May 10, 2023 WHD Board of Commissioners Meeting](#)

2-3 Commissioner Comments:

Johnson and Cooper Thanked the current staff for all their hard work during staff transitions.

EXECUTIVE SESSION

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George Miller MOVED to enter executive session under Personnel Matter, Idaho Code 74-206 (1) (b), , Risk Management Idaho Code 74-206 (1) (l).

Phil Cooper SECONDED the motion. Jennifer Weeks called the roll with the commissioners voting as follows: Johnson, aye; Cooper, aye; Miller, aye. The Board entered executive session at 9:42 am.

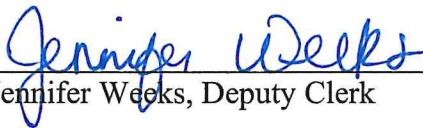
The board reconvened the regular meeting at 10:33 am, we did not have zoom connection due to internet failure.

Johnson moved to allow validation process on a WHD road, Miller seconded, Cooper concurred. The motion passed unanimously.

ADJOURNMENT

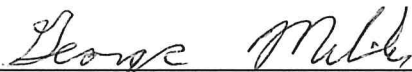
Citing no further business, Cooper MOVED to adjourn the meeting at 10:40 a.m. Johnson SECONDED the motion, Miller concurred. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:

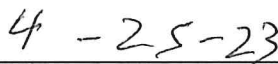


Jennifer Weeks, Deputy Clerk

APPROVED BY:



~~Corinne Johnson, Chair~~



Date