

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
AUGUST 9, 2017
9:00 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:00 a.m. with Commissioners George Miller and Corinne Johnson present. Also present were Supervisor Kevin Howard, Asst. Supervisor Dustin Howe, Clerk Carol Richel, and;

Angela Comstock, JUB

Approval of Agenda

George Miller MOVED to approve the agenda as presented. Corinne Johnson SECONDED the motion. James Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Conflicts of Interest on the Agenda

Chairman James Mangan asked if any board member had a conflict of interest with any item on the agenda. Commissioners Corinne Johnson, James Mangan, and George Miller all indicated no conflicts.

Approval of Minutes

Miller MOVED to approve the minutes of the July 26, 2017 regular meeting, the July 27, 2017 budget workshop, and the August 2, 2017 budget workshop. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

None.

Old Business

Staff Report by Supervisor Kevin Howard
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. Hager Estates, Minor: Status Report

Susan Weeks and I discussed the situation with this subdivision. We discussed the collection of the debt owed the district. No additional information this month.

2. The Club at Rock Creek, Major Subdivision:

At the district meeting held on July 26, 2017 the board passed Resolution 2017-07 to accept the improvements to Loffs Bay Road. Staff will be working on finalizing the resolutions for clearing up the old rights-of-way within the development. The Club went before the Kootenai County Board of Commissioners last week and gained approval for the PUD amendment. Work will begin late summer or early fall within the subdivision. Plans are being produced for the improvements to the next section of Loffs Bay Road.

The fourth addendum to the Road Development Agreement has been reviewed by legal and revised accordingly. If the board chooses, we can begin with signatures and forward to the Club at Rock Creek for their signatures.

Miller MOVED to approve the forth addendum to the Road Development Agreement with the Rock Creek Club of Idaho. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

3. Abigal Acres, MIN17-0011:

It was agreed upon and the district has received Payment in Lieu of Construction for the required improvements to Greensferry Road adjacent to the development.

4. VAR17-0004, Blankenship:

This is a setback variance request adjacent to a private road. Staff indicated to Kootenai County Community Development that the district had no objection to the request.

It was requested this item be removed from the agenda, the board agreed.

5. VAR17-0005, Casey:

This is a setback variance request adjacent to Kidd Island Road. Staff required the engineering of a retaining wall outside of the district's right-of-way to ensure the security of Kidd Island Road. The plans have been submitted. The request has been approved.

It was requested this item be removed from the agenda, the board agreed.

WHD Construction Projects

1. Rockford Bay Road/Loffs Bay Road (W) Intersection: Status Report

Susan Weeks has placed the right-of-way acquisition for this intersection next on her list of tasks for the district following the Kidd Island Road acquisitions. **No additional information this month.**

2. Kidd Island Road Project: Status Report

A conference call was held Monday, July 31st to discuss the Kidd Island Stream Alteration Plan for Kidd Island Road. The entities and engineering firms represented were: Army Corp of Engineers, LHTAC, Idaho Fish and Game, Terragraphics, Bionomics, and WHD. Planning, scheduling and the parameters of the work to be done have been outlined.

It is anticipated that Susan will close another r-o-w acquisition this week.

Howard said the stream needs to be protected. Any design changes to address those concerns will need to be made by JUB Engineers. Mangan felt it should not take very long to get the field work accomplished. Howard said they will look at shading for the stream. He stated that the stream had previously been moved. Angie Comstock, JUB, asked if the Army Corp of Engineers and Idaho Fish and Game are asking for more than the scope because it is easier to work with one entity (WHD) than all the property owners along the stream to obtain their objectives, not necessarily the district's objective of improving the road.

3. Tall Pines Road/Loffs Bay Road Intersection: Status Report

This project is slated on the district's Capital Improvement Plan for construction in 2017. I recommend moving this project out a year or two due to the slide repairs that need to be done. This may entail revisiting the CIP. **No additional information this month.**

4. Finnebott, Bennion & Sun Up Intersections:

During the district's regular meeting held on May 25th, the economics of construction was discussed. It appears to be less expensive to construct both intersections simultaneously. There has been no further discussion since that meeting.

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5. Burton Road Bridge:

Sandra from the Coeur d'Alene Tribe has completed the 404 application and I have signed it on behalf of the district. Sandra has sent the application to the appropriate agencies with the exception of the Idaho Department of Water Resources (IDWR). Angie Comstock (JUB) will be in contact with IDWR.

Dustin is calling for prices for additional materials. The Coeur d'Alene Tribe has offered financial assistance on the purchase of the materials.

Comstock said that once the estimate for the materials has been received, the district will be able to talk to the tribe about the items they are willing to purchase for the project.

6. Watson Road Slide:

Angela Comstock, JUB has been working on the NEPA (environmental) requirements and the design, with the assistance of the geotechnical engineer. There are three proposed repair designs; each of them will have some effect on the neighboring property. I will need to set a meeting with the owners of the property to discuss the repairs.

Howard said the construction will stay within the road right-of-way. However, there will be drainage that will cross over a neighboring property without saturating that property. Comstock said they would complete the final design for the repairs this fall with construction expected next spring.

7. Greensferry Road Slide:

On Tuesday, July 25th, staff opened informal bids for the repairs to Greensferry Road. On Wednesday, July 26th the board reviewed and awarded the bid to Accelerated Construction & Excavating. A preconstruction meeting is scheduled this afternoon.

Miller MOVED to authorize any one of the commissioners of the board to sign the agreement and Notice to Proceed with Accelerated Construction & Excavating for the Greensferry Road Project, once all the paperwork has been received by JUB. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

WHD Misc. Projects

1. 2018 LHSIP Grant – Delineators & Signage:

Dustin and I began preparing for this project. We are making a materials list as they pertain to the nine locations in which the district will improve signage and delineation. This is a bit early but the district will be able to order the materials the moment the funding cycle allows the purchase to be made. **No additional information this month.**

2. Validation of Road #20:

The Order of Validation is before the board for signature today. **No additional information this month.**

3. Review draft budget changes:

There are three draft budgets for fiscal year 2017-2018 for consideration. Upon direction from the board, staff will prepare the chosen draft for publication for hearing.

The board discussed the current percentage rate system between the steps and other positions. If the same percentage amount is given to all positions, this changes the percentage between the steps and

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other positions. The board would like to remove the percentage between the steps as described in the personnel manual, and have raises based on a percent of the current wages. The board will look at the step wages and other positions and determine the wages each year. The board also discussed the responsibilities of the clerk and the clerk's wages.

Howe brought up the fact that comp. time can only be carried for 3 month. He requested that this be changed to 4 months. However, it must be used by the end of the fiscal year. The board discussed the pros and cons of changing the policy.

Break – Mangan recessed the meeting at 10:15 a.m.

Reconvened – Mangan reconvened the meeting at 10:23 a.m.

The board looked at the scenarios with the changed flat rate percentage wage increase. Richel will provide the board with the other changes before the budget hearing at the end of the month.

Motions were discussed and will be addressed at the next meeting.

New Business

Bills presented for approval

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

Upcoming Meetings

The next highway district meeting will be August 30. This will also include the budget hearing.

Commissioner Comments

None.

Adjournment

Mangan adjourned the meeting at 10:41 a.m.

RESPECTFULLY SUBMITTED BY:

Carol Richel
Carol Richel, Clerk/Treasurer

APPROVED BY:

James Mangan August 30, 2017
James Mangan, Chairman Date