

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
December 13, 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, Clerk Carol Richel, Administrative Assistant Tomi Maynard, and;

GE Siegford, HMH
Fred Robohn, Cave Bay
Jerry Wilhelm, Cave Bay
Janet Mueller, Cave Bay

James Wright, Cave Bay
Jeremy Polk, Cave Bay
Shaun Mueller, Cave Bay

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 November 29, 2017 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

Jeremy Polk- President of the Cave Bay Home Owners Association stated that they have been working towards the district taking over maintenance and care of Cave Bay Road within the Cave Bay Community, and that they are very close to the licensing agreement being legally signed and taking effect. Polk inquired how long it would take for the district to begin regular maintenance such as plowing once the license is signed. Howard indicated that once the legalities are squared away with the attorneys, the district will take over the necessary maintenance immediately.

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 has begun legal action to settle this matter. No additional information this month.
2. The Club at Rock Creek, Major Subdivision:
Staff is working with the club's representative and their attorney to complete the action of abandonment, vacation and exchanges as approved following the public hearing held on November 29, 2017. The signing of the resolutions will be done during the January 10, 2018 meeting and is on the agenda.

Mangan added that we are still awaiting payment. Howard agreed.

Shaun and Janet Mueller entered at 9:14

3. Russu Addition, MIN17-0021:

The district's review has been sent to Kootenai County Community Development. The developers engineer is correcting the items of concern that were part of the district's recommendation to KCCD. The district is waiting to receive the corrected draft for a second review.

4. Harmons Third Addition:

Pat Harmon visited the board at the district's regular meeting on July 26th, 2017. At that meeting the board passed a motion to waive the "In Lieu of Construction Fee". With that and the fact that the parcel is not adjacent to a public right-of-way under the jurisdiction of Worley Highway District, staff informed KCCD that there are no recommendations coming from WHD. When this is presented to the board for signature, staff recommends the signing of the plat.

5. York Subdivision:

This is a two lot minor subdivision adjacent to Clemetson Road. The district received the review fee deposit Friday of last week. This has been sent to GE Siegford P.E. for review.

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

Dan Coonce (LHTAC) said that the bulk of the work to be done by the sub-consultants is waiting until spring for the appropriate weather. The sub-consultants have been working with JUB to indicate specific locations for work when the time comes.

Dan Coonce and Jim Porter (JUB) have made a recommendation to hold the public hearing for this project. The public hearing was initially waived. Considering the requirements from the Army Corp of Engineers and additional challenges due to the change in ownership of some of the parcels, it would serve the district to hold the hearing. LHTAC will be able to assign a hearing officer since the district's attorney has been largely involved in the right-of-way acquisition.

Mangan recommended that we wait to hold the public hearing until spring when the snow is gone. Howard agreed.

3. Finnebott, Bennion & Sun Up Intersections:

Angela Comstock and Drew Baden, JUB Engineers, are waiting for title reports so that they can produce accurate descriptions of the right-of-way needs. **No additional information this month.**

4. Burton Road Bridge:

The concrete guardrail has been placed and the project is complete. Staff recommends removal of this item from the staff report.

Mangan asked if the gravel that is currently piled on the roadsides is being given to the property owners. Howard said it is. The board agreed to removal of this item from the staff report.

5. Watson Road Slide:

FEMA is back in town. I met with the representatives on site as they are newly assigned to this area. They will be going through the project information to assure that the project has been properly represented. Once they have completed their review, they will submit the project to be approved for funding.

Richel said we have seen one payment, not related to Watson Road, from FEMA of approximately \$12,000 dollars. Many other payments are still being processed.

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 court has tentatively scheduled an appellate brief for March 6, 2018. At that time, all arguments will be made. Again, the date is tentative. The court will give formal notice of the date once it is securely on the schedule.

New Business

Bills presented for approval, and Discussion of Finances

Mangan commented that all indications so far, this year, are that we will get a similar amount of money from HB 312 next year. He exhorted the district and the board to be proactive in planning and preparing this winter, to maximize the benefit achieved by those funds when conditions allow work to begin. He requested that the agenda sometime in January include an opportunity to discuss where and how those funds will be best put to use. Mangan asked everyone involved to give some thought to the point value system currently in use to rank projects, to decide if it is still the best way to evaluate the order of importance for upcoming projects.

Mangan asked if we applied for the LHTAC local strategic grant. Howard said we did not, because we do not have any sidewalks or schools within the district, making us a poor candidate for those funds. Mangan reported that there is an LHTAC transportation legislation preview presentation December 20th at 11 AM in Sandpoint. He will be attending.

Mangan commented that both the check and payroll register look fairly standard, with nothing out of the ordinary.

Johnson and Miller indicated they had nothing to add on finance discussion.

Miller MOVED that the bills be approved as presented on the check registers. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Upcoming Meetings

The next Board meeting will be December 28.

Commissioner Comments

Chairman Mangan advised that winter is the time to plan maintenance and upgrades for next season.

Surplus Equipment under \$5000

Howard reported that there are several pieces of equipment in what is referred to as the Bone Yard, that will not be used in the future. He said that the Idaho statutes say that anything valued under \$5000 can be sold without going to an open bid. He asked the board for permission to compile a list of items that can be sold if somebody comes and makes an offer. The Board agreed to take a look at that list once it is complete.

Executive Session- None.

Adjournment

Chairman Mangan adjourned the meeting at 9:46 AM.

RESPECTFULLY SUBMITTED BY:

Tomi K. Maynard
Tomi Maynard, Administrative Assistant

APPROVED BY:

James Mangan Dec. 28, 2017
James Mangan, Chairman Date
