

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
JANUARY 11, 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 Corinne Johnson present via Zoom. Also present were Director of Highways Kevin Howard, Deputy Director Dustin Howe; District Clerk Tomi Maynard; and:

Jennifer Weeks, Deputy Clerk  
Jay Hassel, JUB

James Dixon, Crew  
Hannah Doyle, JUB

*Due to internet failure, the meeting was stopped from 9:02 am until 9:16 am.*

**APPROVAL OF AGENDA**

Cooper MOVED to approve the agenda as presented. Miller 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**

Miller MOVED to approve the minutes of the December 28, 2022 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**PUBLIC COMMENTS AND GUEST INTRODUCTIONS**

Clerk Maynard introduced Jennifer Weeks, new hire for the position of Deputy Clerk. Deputy Director Howe introduced James Dixon, new hire as a general crew member. Jay Hassel introduced Hannah Doyle who started with JUB in June and did considerable work on the plans for Cougar Gulch/Loffs Bay Intersection design to be discussed today.

**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.:  
Phase 4 mass land grading has been in progress. None of which currently require inspection regarding the proposed roads. No additional information this month.
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 additional information this month.
3. Rocky Point Reserve, MIN20-0088:

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I have inspected the roadwork required of the developer and find that the completed job is commensurate with the size of the development and the anticipated traffic volume. The completed road does not meet district standards but additional improvements can be required of subsequent developments served by this road if necessary.

I have no objection to the board signing the Final Plat when presented to Worley Highway District. No additional information this month.

4. Ferris Landing, MIN20-0089:

I have inspected the roadwork required of the developer and find that the completed job is commensurate with the size of the development and the anticipated traffic volume. The completed road does not meet district standards but additional improvements can be required of subsequent developments served by this road if necessary.

I have no objection to the board signing the Final Plat when presented to Worley Highway District. No additional information this month.

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 additional information this month.

6. Spud Hill, MIN22-0032:

This subdivision is proposed off of US-95 but is adjacent to public right-of-way on the northern edge. This right-of-way is under Worley Highway Districts jurisdiction. I spoke with the developers engineer regarding a public right-of-way that was not shown on the proposed plat. April subsequently provided the right-of-way information to him. Staff are waiting for the revised proposed plat review. No additional information this month.

**WHD Construction Projects**

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

Dustin and I have worked up some numbers to offer to the property owners for acquisition. I have asked legal counsel if there are any changes to the process since the last time the district used the acquisition guide. Once confirmed, we will proceed.

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 Notice to Proceed (NTP) has been issued to the contractor. A Preconstruction meeting was held January 5, 2023. Sign placement begins January 9. Bridge closure is proposed for January 16 pending readiness. District crews will be providing rock fill as well as some labor and possible equipment if needed.

4. Greensferry Road & Cougar Gulch:

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Boundary map verification is complete. Preliminary design setup is done and 30% design will start this month. No additional information this month.

*Jay Hassel presented and discussed two different design concepts for this intersection and requested direction from the Board. There is substantial cost involved with either concept. Howard asked if this project has been ranked in the CIP. Hassel indicated it has not. Johnson requested that the project be ranked through the normal process and the results be presented to the Board when it is available. She would like that information prior to giving any direction.*

5. Greensferry Guardrail:

On January 5<sup>th</sup>, an online meeting was held to negotiate the contract between WHD and JUB Engineers. Lisa Popoff P.E., LHTAC, negotiated on behalf of the district.

6. Loffs Bay Road Cost Share Paving:

The Cost Share Agreement has been signed by both parties. The district plans to move forward when funds are received and material purchases begin. Constant communication with Jim Nelson, the agreement representative, will be accomplished throughout the process.

7. Kidd Island Road:

The application for STP-Rural funding was submitted Friday, January 6, 2023.

*LHTAC emailed confirmation that the application was received.*

8. Right-of-way Exchange, Kootenai County Solid Waste:

JUB has completed the right-of-way research and will begin data analysis to prepare legal descriptions and exhibits to be presented. No additional information this month.

9. Cougar Gulch:

I met with Laura-Ruen-Yeager & Associates and Scott from-Allwest on site to discuss the native soils and how that will influence design. No additional information this month.

**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.

**NEW BUSINESS**

1. 2023 IRS Mileage Rate

As of January 1, 2023 the IRS business mileage rate is \$0.655 per mile. There was also a mid-year increase from \$0.585 to \$0.625 effective July 1, 2022 that was not recognized by the District.

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Miller MOVED to utilize the IRS business mileage rate. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

2. Magnesium Chloride Bidding Advertisement

Staff will be advertising for bids for Magnesium Chloride for the summer road stabilization as per protocol.

3. Accounts Payable and Draw check registers for approval

Miller MOVED that the bills be approved as presented on the December Payroll register and the January A/P and Draw Payroll check registers. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

4. Upcoming Meetings:

January 12, 2023 AHDKC 3:30 PM at Lakes Highway District

January 12, 2023 KMPO meeting has been cancelled.

January 24, 2023, KCATT

5. Commissioner Comments:

Cooper welcomed the new hires to the District.

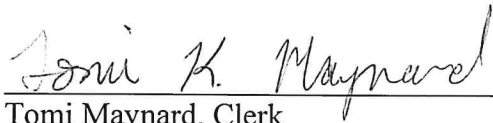
**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

Citing no further business, Cooper MOVED to adjourn the meeting at 10:02 a.m. Johnson SECONDED the motion. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Clerk

APPROVED BY:



Corinne Johnson, Chair



Date