

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING**

**July 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, Clerk, Charyl Ragan and:
Matt Drechsel, Drechsel Road,
Jay Hassell, JUB Engineers, and
Laura Winters, Ruen Yeager & Associates.

APPROVAL OF AGENDA

It was noted that bullet "B" incorrectly indicated Sub-District 2 Commissioner for Cooper and shall be changed to Sub-District 1. Commissioner Johnson entertained a motion to approve the agenda as amended.

Miller moved, Cooper seconded, Johnson concurred. The motion passed unanimously.

Phillip W Cooper oath of office – Sub-District 1 Commissioner

Phillip Cooper swore an Oath of Office as elected Commissioner of Sub-District 1 of Worley Highway District. His 4-year term of office commenced July 1, 2023.

George Miller oath of office – Sub-District 3 Commissioner

George Miller swore an Oath of Office as elected Commissioner of Sub-District 3 of Worley Highway District. His 4-year term of office commenced July 1, 2023.

Reorganization of Board of Directors

Director Howard called for nominations for Chairman of the Board. Johnson nominated Phil Cooper. No other nominations were made. Miller Seconded the nomination. Cooper Concurred. The motion passed unanimously.

Johnson nominated Miller for Vice Chairman of the Board. No other nominations were made. Cooper seconded the nomination. Miller concurred. The motion passed unanimously.

Cooper nominated Johnson for Secretary/Treasurer of the Board. No other nominations were made. Miller seconded the nomination. Johnson concurred. The motion passed unanimously.

CONFLICTS OF INTEREST ON AGENDA

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

APPROVAL OF MINUTES

Cooper entertained a motion to approve the minutes of the June 28, 2023, regular meeting. Johnson moved, Miller seconded, Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

Laura with Ruen-Yeager & Associates presented the Cougar Gulch Road Improvement construction contract to be signed by Commissioner Cooper. She indicated the start date of the project will be early Summer of 2024.

Jay Hassell with JUB Engineering presented the Capital Improvement Project list (CIP) to the board. Director Howard asked the board to adopt the CIP. Cooper moved, Miller seconded, Johnson concurred. The motion passed unanimously.

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Matt Drechsel, resident, commented on wanting speed and farm machinery signs on Drechsel Rd to slow traffic as he's been dealing with speeding traffic. He also discussed wanting to propose expansion of his road and sharing the costs will discuss further with Director Howard.

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.:
Yesterday, June 13th, CDA National Reserve held a preconstruction meeting in preparation for the work to be accomplished this summer. When work begins on the roadways, the district will engage JUB for construction inspections. 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 activity since June 3, 2021. No additional information this month.
3. Rocky Point Reserve, MIN20-0088:
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 19, 2022. No additional information this month.
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. 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 activity since October 7, 2022. No additional information this month.
6. 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.

7. Serenity View Estates, MIN22-0028:

This proposed subdivision is at the end of Fox Haven Rd. (private). Staff has reviewed the proposed subdivision and has commented to Kootenai County Community Development. The review was performed inhouse. The remaining balance of the review fee deposit will be returned to the developer. No additional information this month.

8. Kellmer Acres, MIN22-0053:

This proposed subdivision is adjacent to Stach Rd. The district review recommendations have been sent to Kootenai County Community Development. No additional information this month.

9. Azure Estates, MIN22-0059:

This proposed subdivision is accessed by way of Rockford Bay Rd. The district review recommendations have been sent to Kootenai County Community Development. No additional information this month.

WHD Construction Projects

1. CIP Review: Status Report

Jay Hassel, JUB presented updated CIP report. *Discussed earlier in the meeting.*

2. Rockford Box Culvert: Status

Whereas the desire to widen or replace the box culvert just west of the Rockford Bay Road and Loffs Bay Road Intersection has been a point of concern in discussions revolving around both the intersection project and the rebuild of Rockford Bay Road. It has been singled out as a stand-alone project and ranked. It ranks second in the category, just after the adjacent intersection project.

3. WHD Transportation Plan:

The current WHD Transportation Plan was adopted 6 years ago. Updates are suggested every 5 to 10 years as projects are completed and new goals established. The updated plan will be completed in time for the district's next application for STP-Rural funding, of which, a current Transportation Plan is required.

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

A second property owner has now responded to the district's request for right-of-way and presented a counter offer. An administrative settlement has been offered. The district is waiting for a response from the property owner.

5. Hull Loop Project:

The property owner in which the district made an offer has sought legal counsel. No additional information this month. Director Howard recommended removing it from the current projects list until it is brought back up.

6. 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. No additional information this month.

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7. Greensferry Road & Cougar Gulch:
This project is ranked #6 through the CIP Ranking Process and will not be moving forward in the immediate future. Staff will remove this from this report and the agenda until such time the project begins to move. Director Howard recommended removing it from the current projects list until it is brought back up.
8. Greensferry Guardrail, Key No. 23285:
JUB is working on the concept design. Concurrently, environmental and cultural reporting is in process.
9. Loffs Bay Road Participation Project (Cost Share Paving):
The district has received the agreed upon funds from the group. No additional information this month.
10. Kidd Island Road:
The application for STP-Rural funding was submitted Friday, January 6, 2023. No additional information this month.
11. Right-of-way Exchange, Kootenai County Solid Waste:
The public hearing has been set for August 9, 2023, at the district's regular meeting.
12. Cougar Gulch Road:
Contract signing. *Discussed earlier in the meeting.*

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:
The district has been informed that Tribal Fisheries has been awarded the successful in their application and the funds have been obligated. No additional information this month.

NEW BUSINESS

1. Accounts Payable

Cooper moved that the bills be approved as presented on the A/P register. Miller seconded the motion. Johnson concurred. The motion passed unanimously.

2. Upcoming Meetings:

July 26, 2023, WHD Board of Commissioners Meeting
July 27, 2023, WHD Budget Workshop
August 09, 2023, WHD Board of Commissioners and Public Hearing
August 17, 2023, WHD Budget Workshop

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3. Commissioner Comments:

Commissioner Cooper thanked Commissioner Johnson for her service as Chairman for the last 7 years. Commissioner Johnson indicated that she would continue KPMO meetings since they are in the middle of the Smart City discussions.

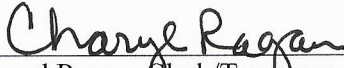
EXECUTIVE SESSION

None.

ADJOURNMENT

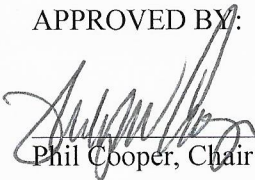
Citing no further business, Cooper moved to adjourn the meeting at 10:03a.m. Johnson seconded the motion, Miller concurred. The motion passed unanimously.


RESPECTFULLY SUBMITTED BY:



Charyl Ragan, Clerk/Treasurer

APPROVED BY:


Phil Cooper, Chair


Date