

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
MARCH 8, 2017  
9:00 A.M.**

**MINUTES**

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

Angela Comstock, JUB Engineers  
Fred Robohn, Cave Bay

Tadd Isaacson, HMM Engineers

**Approval of Agenda**

George Miller MOVED to approve the agenda as presented. Dave 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 Dave Johnson, James Mangan, and George Miller all indicated no conflicts.

**Approval of Minutes**

Miller MOVED to approve the minutes of the February 22, 2017 regular meeting. 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

The tasks related to this subdivision are being performed by the district's attorney. I would recommend removal from the Staff Report and monitor this within the attorneys report. No activity.

2. The Club at Rock Creek, Major Subdivision:

I met with JUB to discuss an appropriate procedure in accepting the improvements to Loffs Bay Road as the segments are completed by the developer. It was decided that verbiage addressing this concern be added to the Fourth Addendum to the Road Development Agreement. I notified Susan Weeks of this pending addition to the addendum. The current draft is on her desk for review and modification.

The required Traffic Impact Study (TIS) has been submitted to the district. Staff has sent it to JUB for review and comment.

There has been an additional right-of-way by viewers report discovered passing through the development. I have notified Kyle Capps, Club at Rock Creek of the finding.

3. Kidd Island Estates, Major Subdivision:

This proposed development is no longer in preliminary review and does not show as active on the county's website. Staff recommends removal of this item from the staff report.

*The board agreed to removal.*

4. Variance Request, Larry Eaton:

This request is moving forward with the districts recommendation applied. Staff recommends removal of this item from the staff report.

*The board agreed to removal.*

**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 Loffs Bay Road acquisitions. **No additional information this month.**

2. Kidd Island Road Project: Status Report

Dan Coonce, P.E., Local Highway Technical Assistance Council, informed me that LHTAC was not able to obtain the services of the districts first or second choice for Biologist (Fish). Dan is contacting #3 to check for availability.

LHTAC and Terra Graphics are negotiating the Scope of Work for the hydro research.

*Howard said if #3 is not available for the fish study, Terra Graphics has a biologist on staff. This biologist currently is not on the ITD term agreement roster; however they are working to get him on the list. The district could use Terra Graphics for the fish study (as well as the hydro research) once he is on the roster. Mangan asked how long it would take to complete the research. Angela Comstock thought it would not take long to incorporate their findings into JUB's design. Howard thought that LHTAC would push this forward quickly.*

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

As a reminder, this project is slated on the district's Capital Improvement Plan for construction in 2017. **No additional information this month.**

4. Finnebott, Bennion & Sun Up Intersections:

Note from Jay Hassell, JUB: As you know engineering services consultants must be selected based on Qualifications (as opposed to bidding). To assist the District in remaining compliant with Idaho State Code and IDAPA, JUB reviewed the ITD term agreement roster for qualified geotechnical engineering consultants. Given the nature of the work, familiarity with the area and previous experience, JUB has requested Strata provide a scope and fee to JUB for consideration. When JUB is satisfied that the scope addresses the project needs, Strata's proposal will be provided to WHD for consideration. Assuming the future final proposal is acceptable to WHD, we will request that the district approve the selection of the geotechnical consultant at the same time as approval of the supplemental service agreement.

*Howard said this is the easiest process to move the project ahead and stay compliant with Idaho State laws.*



### **WHD Misc. Projects**

1. Validation Request, Unmaintained Rights-of-way – Koth Road:  
Considering the passive position the board has taken, staff recommends removal of this item from the staff report until it is brought to the district's attention once again.  
*Mangan said it could take a while for the district to get a decision from both respective attorneys. Howard said the district will wait to see if quiet title is filed on the property. The board agreed to removal.*
2. Transportation Plan:  
Today's meeting offers the opportunity for comment from the public. The district will place the Transportation Plan on the agenda at the end of this month for final acceptance by the board. Angela Comstock is here today to assist the district with this process.  
*The district did not receive any additional comments. Mangan thoroughly went through the plan and felt it was a good plan. The board will vote on the plan at the next meeting.*
3. 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.*
4. Cave Bay Road within Cave Bay Community:  
It is recommended by the Susan Weeks that the district let the HOA and the property owner settle their differences without the district's involvement. Both parties understand the district's need in order to provide service. Staff recommends removal of this item from the staff report until it is brought to the district's attention once again.  
*Fred Robohn said the Home Owners Association is very frustrated. The property owner is requesting a lot line adjustment due to the property lines being changed in a replat in 1978. The HOA is meeting Saturday morning to discuss their options. Mangan said the board wants to proceed, however the district cannot move forward until there is an agreement in place. The board agreed to removal.*
5. Conkling Road Speed Study:  
Comstock said as soon as the snow is gone she will go out and work on the study.

### **New Business**

#### **Bills presented for approval**

Mangan asked Richel where the revenues have come from for other income. She said that most of that was from the Bloomsburg Grant. Since the grant was to cover labor, the funds needed to stay in the General Fund. He also asked how the highway user funds are categorized. She said there is a line item in the General Fund and a line item in the Special Construction Fund for the new funds (HB312). He also said the district will need to address how to cover the additional overtime.

Miller MOVED that the bills be approved as presented on the accounts payable check register and the draw check register. Johnson SECONDED the motion and Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

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**Commissioner Comments**

None.

**Upcoming Meetings**

Both the AHDKC and KMPO meetings for tomorrow have been canceled. The next highway district meeting is on March 29.

**Adjournment**

Mangan closed the meeting at 9:28 a.m.

RESPECTFULLY SUBMITTED BY:

Carol Richel

Carol Richel, District Clerk/Treasurer

APPROVED BY:

James Mangan

James Mangan, Chairman of the Board

March 29, 2017

Date