

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
March 13, 2024
9:00 A.M.**

MINUTES

Commissioner Phil Cooper called the meeting to order at 9 a.m. with Commissioner George Miller present and Commissioner Corinne Johnson present. Also, present were Director of Highways Kevin Howard, Deputy Director, Dustin Howe, Clerk Charyl Ragan and Deputy Clerk Jennifer Weeks.

Also present: Al Zasadny and Jay Hassel

APPROVAL OF AGENDA

Miller moved to approve the agenda; Johnson seconded. Cooper 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 moved to approve the minutes of the February 28, 2024 meeting Johnson seconded. Miller concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

Al Zasadny owner of Misty Vale, minor subdivision here to request that the commissioners consider waiving his PILC due to the roads accessing his development being built to highway standards.

OLD BUSINESS

Kootenai County Community Development

Misty Vale MIN 21-0098, minor subdivision:

Miller moved to approve the request to waive PILC fee for this subdivision based on staff input and the road already meeting Worley Highway District standards, Johnson seconded. Cooper concurred. The motion passed unanimously.

Harmonic MIN 21-0116, minor subdivision, Final Plat (Mylar) presented for signature.

Miller moved to sign the RDA and mylar as presented, Johnson seconded. Cooper concurred. The motion passed unanimously.

Farup Estates MIN 20-0099, minor subdivision

This minor subdivision has become active again. Director Howard has been in discussion with the owners, and it is their intent to bring the final plat to fruition this year.

CDA National Reserve, Major Subdivision:

Road work has begun and JUB's Jacob Clark is performing the construction inspections for Worley Highway District. No additional information this month.

WHD Construction Projects

Rockford Box Culvert:

Staff have entered into an agreement with JUB to proceed with the right-of-way/easement documents and will determine bid document delivery schedule. Staff will be drafting an offer letter to present to the adjacent property owner(s).

WHD Transportation Master Plan:

The district received a draft of the Transportation Master Plan for review.

Rockford Bay Road/Loffs Bay Road (W) Intersection:

Staff to speak with the board in executive session.

Greensferry Guardrail, Key No. 23285:

JUB is working on the final design of the project. When completed, JUB will present it to the board.

Loffs Bay Road Participation Project (Cost Share Paving):

The project is complete less the paving. The project will be regraded, checked for readiness to pave, then paved next summer. No additional information this month.

Kidd Island Road (Phase II):

A meeting date to purchase and sign the transfer documents for the right-of-way is pending. No additional information this month.

Cougar Gulch Road:

The contractor has contacted Laura Winter, (Ruen-Yeager), and is starting to plan for the construction.

Laura has submitted the Joint Application Permit for the project and has contacted Ziplly Fiber to work through the communications line move. She will meet with Wyatt (Ziplly) later today. Ziplly Fiber will be laying down a temporary line out of the way for construction. They will coordinate with the contractor.

WHD Misc. Projects

Koth Road ROW Status:

Attorney Susan Weeks is requesting a court date in June 2024. No additional information this month.

CDA Tribe, Lake Creek Project:

CDA Tribal Fisheries has worked with the funding agency and secured additional funds for the project. This will cover the engineering costs.

NEW BUSINESS

1. Resolution 2024-01, surplus equipment (#305)

Miller moved to sign resolution 2024-01, surplus equipment. Johnson seconded. Cooper concurred. The motion passed unanimously.

Jennifer Weeks called roll with the commissioners voting as follows: Johnson, aye; Cooper, aye; Miller, aye. Resolution attached.

2. Resolution 2024-02, surplus equipment (#820, #855)

Miller moved to sign resolution 2024-02, surplus equipment. Johnson seconded. Cooper concurred. The motion passed unanimously.

Jennifer Weeks called roll with the commissioners voting as follows: Johnson, aye; Cooper, aye; Miller, aye. Resolution attached.

3. Rescind resolution 2023-04, surplus equipment (#595)

Johnson moved to rescind resolution 2023-04. Miller seconded. Cooper concurred. The motion passed unanimously.

Jennifer Weeks called roll with the commissioners voting as follows: Johnson, aye; Cooper, aye; Miller, aye.

4. Review Fee Deposits

Discussion began on updating the Review Fee Schedule, staff will work on edits and discussion will continue at the board meeting 3-27-2024 to approve the requested updates and set date for public hearing.

5. Accounts Payable

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

6. Upcoming Meetings:

March 14, 2024 KMPO 1:30 pm

March 27, 2024 WHD Board meeting 9 am

7. Commissioner Comments:

Commissioner Johnson Thanked the crew and staff for all the good work.

Executive Session

Cooper moved to enter executive session under Pending Litigation, Idaho Code 74-206 (1) (f), Johnson seconded the motion. Miller concurred. Jennifer Weeks called roll with the commissioners voting as follows: Johnson, aye; Cooper, aye; Miller, aye. The Board entered executive session at 9:48 am.

The board reconvened the regular meeting at 10:30 am.

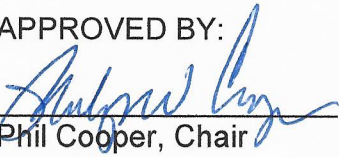
ADJOURNMENT

Citing no further business, Miller moved to adjourn the meeting at 10:33 a.m. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

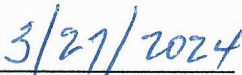
RESPECTFULLY SUBMITTED:



Jennifer Weeks, Deputy Clerk

APPROVED BY:


Phil Cooper, Chair



Date

WORLEY HIGHWAY DISTRICT
Resolution No. 2024-01

DECLARATION OF SURPLUS EQUIPMENT

WHEREAS the Board of Commissioners of the WORLEY HIGHWAY DISTRICT found that the equipment described herein is no longer useful to the Worley Highway District and the Board finds it in the best interest of the public to sell the equipment; and

WHEREAS Idaho Code §40-1309 provides that a public hearing shall be held and published in accordance with the provisions of Idaho Code §40-206, and at which hearing any person interested may appear and show cause that the equipment should not be sold.

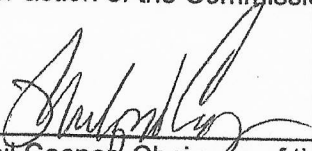
WHEREAS the commissioners of the WORLEY HIGHWAY DISTRICT have elected to put the following equipment out for Sealed Bid auction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby declare the following equipment as surplus:

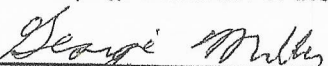
- 1994 Caterpillar 140G. SN 72V17100 (#305)

BE IT FURTHER RESOLVED that the equipment be sold by sealed bid auction with a minimum bid of Forty Thousand US Dollars (\$40,000.00). If the item is unsold after the sealed bid auction, it will be offered to the public at a live public auction with the same minimum bid. If the item is unsold after the live public auction, the Director may negotiate the sale of the Subject Property at a private sale to a member of the general public in a commercially reasonable manner for no less than the aforementioned minimum bid requirement and upon such terms and conditions as are in the best interest of Worley Highway District and otherwise deemed necessary and advisable. In which case, the Director or designated District staff is hereby authorized and directed to execute such necessary contracts, and other documents required to consummate the sale without further action of the Board of Commissioners (Board). Otherwise, the Subject Property may be sold at a price less than the minimum bid stated and upon such terms and conditions as are in the best interest of Worley Highway District and otherwise deemed necessary and advisable, with Board approval, following negotiations by the Director as directed by the Board, and upon such approval by the Board, the Director or designated District staff shall be authorized and directed to execute such necessary contracts and other documents required to consummate the sale without further action of the Commission.

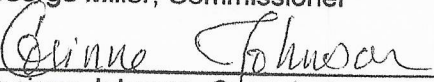
RESOLVED this 13th day of March 2024.



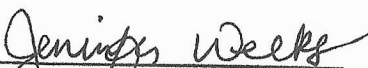
Phil Cooper, Chairman of the Board



George Miller, Commissioner



Corinne Johnson, Commissioner

ATTEST: 

Jennifer Weeks, Deputy Clerk

WORLEY HIGHWAY DISTRICT
Resolution No. 2024-02

DECLARATION OF SURPLUS EQUIPMENT

WHEREAS the Board of Commissioners of the WORLEY HIGHWAY DISTRICT found that the equipment described herein is no longer useful to the Worley Highway District and the Board finds it in the best interest of the public to sell the equipment; and

WHEREAS Idaho Code §40-1309 provides that a public hearing shall be held and published in accordance with the provisions of Idaho Code §40-206, and at which hearing any person interested may appear and show cause that the equipment should not be sold.

WHEREAS the commissioners of the WORLEY HIGHWAY DISTRICT have elected to send the following equipment to live public auction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby declare the following equipment as surplus:

- 2005 Bomag Asphalt Paver 813 – SN 1040 (WHD #820)
- 1991 Caterpillar Compaction Roller CS433B – SN 1MG00421 (WHD #855)

BE IT FURTHER RESOLVED that the equipment be sold at a live public auction. If the item is unsold after the live public auction, the Director may negotiate the sale of the Subject Property at a private sale to a member of the general public in a commercially reasonable manner upon such terms and conditions as are in the best interest of Worley Highway District and otherwise deemed necessary and advisable. In which case, the Director or designated District staff is hereby authorized and directed to execute such necessary contracts, and other documents required to consummate the sale without further action of the Board of Commissioners (Board).

RESOLVED this 13th day of March 2024.



Phil Cooper, Chairman of the Board



George Miller, Commissioner



Corinne Johnson, Commissioner

ATTEST: 
Jennifer Weeks, Deputy Clerk