

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
March 29, 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 Kevin Howard, Deputy Director Dustin Howe, Clerk Tomi Maynard, and Deputy Clerk Jennifer Weeks

Approval of Agenda

Johnson moved to make amendment to agenda, to add Acceptance of the Highway standards for the Associated Highway Districts for 2023, also to add (action item) on to the agenda for Cougar Gulch Road and Rockford/Loffs Intersection. Cooper seconded the motion and Miller concurred. Miller MOVED to approve the agenda as amended. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Conflicts of Interest on the Agenda

Johnson asked if any board member had a conflict of interest with any item on the agenda. Corinne Johnson, George Miller and Phil Cooper each indicated no conflicts.

Approval of Minutes

Miller MOVED to approve the minutes of the March 8, 2023, regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments and Guest Introduction

None.

Old Business

Koth/Kioth Road

No updates currently.

Right-of-Way (ROW) exchange, Kootenai County Solid Waste

Howard reported that there is now discussion of the details of the proposed land swap as part of the exchange. WHD and KCSW are working toward making the Right-of-Way exchange more equitable. Cooper moved to approve the motion, Johnson seconded, and Miller concurred. The motion PASSED UNANIMOUSLY.

New Business

Johnson Pit

Howard reported that public access to this property has become a nuisance for neighbors and has led to the site being treated as a garbage dump. The crew is building gates to close it off and No Trespassing and Authorized vehicle only signs have been ordered and will be installed, the crew will add an earth berm when weather allows.

Cougar Gulch Road, Gravel, Request to proceed to Bid

Engineering is complete on this project. Howard states we are ready to work towards advertising for bids to build the road. Miller MOVED to approve Howard to authorize bid advertisement for the Cougar Gulch project when documents are ready. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller asked about Cougar Gulch and Greensferry, Kevin stated CIP is being updated through JUB.

Rockford/Loffs Intersection, Request to proceed to Bid

Engineering is complete on this project. Howard is requesting Board approval to advertise for bids as soon as bidding documents are finalized. Howard stated that a property owner has sought an attorney, Howard contacted Susan Weeks, to advise her and she instructed Howard to now turn over all contact to her. A discussion came up to add a document to the information that the residents get to help them understand the process and or plan.

Miller MOVED to approve Howard to authorize bid advertisement for the Rockford Bay Road and Loffs Bay Road intersection project when documents are ready. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Work Progress Report
ON THE ROAD

Snow plowing, sanding and anti-ice treatment of roads were performed as needed during the first half of the month.

Clearing of roadside brush and trees has been performed on several roads throughout the district. The crew focused on the district roads to receive seal coats this summer.

Ditches were cleared where possible to reduce damage from pending runoff from snow melt and rain.

The roads were inspected for water runoff after a short period of rain and higher temperatures. Some damage to the asphalt was found on Cottonwood Rd. The district's gravel roads received some minor rills, soft spots and potholes as is typical to the season. Repairs were made to the gravel roads. Temporary repairs were made to Cottonwood Rd. The asphalt will be repaired when the materials are made available.

Load Limit Permits were issued when conditions allowed.

The crew began sweeping winter sanding materials from the paved roads on March 14th.

Gates are being built to be installed at the Johnson Pit. As time allows this spring and summer, the crew will install gates, signs and build earth berms and install fencing to prevent trespass.

IN THE SHOPS

April Gearhardt has produced a report pertaining to the work accomplished in the shop.

Planned work for this coming Month.

- Prepare vehicles and equipment for upcoming seasons.
- Sign maintenance as necessary following winter storms.
- Clean and prepare paved roads to be sealed.
- Brushing when the weather allows.
- Filling of potholes on graveled roads.

Acceptance of the Highway standards for the Associated Highway Districts for 2023

Howard explained the changes to the standards. Miller moved to adopt, Cooper seconded, and Johnson concurred. The motion passed unanimously.

Accounts payable register presented for approval.

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

Upcoming Meetings

April 12, 2023, WHD Board of Commissioners

April 26, 2023, WHD Board of Commissioners

Commissioner Comments

Mariann Willard was brought into the meeting and given a gift and thanked for all of her hard work, she is a part time employee and will be ending her employment with WHD soon.

Executive Session

George Miller MOVED to enter executive session under Idaho Code 74-206 (1)(b) to discuss Personnel Matters. Phil Cooper SECONDED the motion. Tomi Maynard called the roll with the commissioners voting as follows: Johnson, aye; Cooper, aye; Miller, aye. The Board entered executive session at 9:40 am.

Miller RECONVENED the regular meeting at 10:14 am.

Miller MOVED to approve the personnel request presented in Executive Session. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller MOVED to seek replacement for clerk/Treasurer position being vacated by Tomi Maynard, Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Adjournment

Citing no further business, Miller MOVED to adjourn the meeting at 10:47 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Meeting adjourned.

RESPECTFULLY SUBMITTED BY:

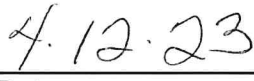


Jennifer Weeks, Deputy Clerk

APPROVED BY:



Corinne Johnson, Chair



Date