

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
NOVEMBER 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 Corinne Johnson present. Also present were Supervisor Kevin Howard, Assistant Supervisor Dustin Howe, Clerk Carol Richel, and;

James Connolly, Hyalite Engineers  
Angela Comstock, JUB Engineers

Jay Hassell, JUB Engineers

**Approval of Agenda**

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

**Approval of Minutes**

Miller MOVED to approve the minutes of the October 25, 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  
Susan Weeks has begun legal action to settle this matter. No additional information this month.
2. The Club at Rock Creek, Major Subdivision:  
Notices have been sent to adjacent property owners regarding the proposed abandonment of unopened public rights-of-way within the subdivision. This process is moving forward.

*The hearing will be November 29, 2017.*

James Connolly is here today to present to the board proposed roadway plans for the next phase of The Club at Rock Creek for discussion and possible approval. The plans have been reviewed by Drew Baden, JUB, with comments of which have been addressed. However, there are a couple variances that are being requested.

At this time, I would like to allow Mr. Connolly to make his requests known.

Connolly presented drawings portraying the variances to the board. For the first variance, he is requesting a planer roadway instead of a crown on Road #2. They would slope the entire width of a segment of the roadway toward the ditch. Mangan asked the degree of the slope. Connolly state 2%. Most of the runoff would go into a pond. He also requested the same variance on a portion of Chalk Hill Drive. Runoff would go to the north of the road into another pond. The second variance would be on Road 6 with the grade of 11.9% for a short distance and 11.06% on for a portion of Road #5. On all the steep sections, the curves are at 25 mph. Mangan questioned if a person could make the turn onto road 6 after coming down the steep grade on road 5. Connolly said there was a tradeoff for site distance. Mangan said he has concerns about the access to the lots by the steep grade. He said the approaches would need to accommodate for the road grade. Miller asked what the grade is on Road 5 from the steep slope to the intersection. Connolly responded that there is a transition to a 3% grade at the intersection. He also said there is a 20 mph curve on Road 5. Road 6 has 12' parking lane to access a utility building. Howard said that after talking to Drew Baden, he did not see any red flags on the variance requests. He added, if the homeowners requested the roads within the subdivision be taken in to the highway district for maintenance and the driveway approaches are not built to highway district standards, the district would not accept the roads for maintenance. Howard suggested that a line should be added to the plan indicating that approaches must meet highway district standards. Jay Hassell, JUB suggested that the plans be amended to include note 11, approaches must meet highway district standards and note 12 addresses the two variances and the locations.

Miller MOVED to approve the construction plans for the Club at Rock Creek Phase 2; with the conditions that item 11 (approaches meet highway district standards), and item 12 (document variances for the 2 slopes and locations), be included; and that these items be included in the plans on sheet C 4.0. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Mangan signed the construction plans.

3. Russu Addition, MIN17-0021:

This proposed four lot minor subdivision is near the intersection of Vogel Road and Finnebott Road. The application was sent out for review by GE Siegford at HMM. I checked the review against the application and concur with Mr. Siegford. The review has been sent to Kootenai County Community Development. **No additional information this month.**

**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 Kidd Island Road acquisitions. **No additional information this month.**

2. Kidd Island Road Project: Status Report

Another parcel in negotiation has change ownership by name only. The parcel has been entered into a trust. One of the parcels that were successfully negotiated will finalize the documents today. There has been a shift in ownership of two parcels at the "11th hour" and early take agreements are being written.

3. Finnebott, Bennion & Sun Up Intersections:

Angela Comstock and Drew Baden, JUB Engineers, are waiting for title reports so that they can produce accurate descriptions of the right-of-way needs.



4. Burton Road Bridge:

The project is buttoned up for the year. Guardrail has been placed on the bridge. The district was given an opportunity to obtain some used concrete guardrail to complete the project. The delay is in scheduling the transport of the guardrail.

5. Watson Road Slide:

District Clerk Carol Richel worked through the district's cash flow and it was determined that the district could not complete the recommended repair to Watson Road, carry that expense while waiting for reimbursement from FEMA and continue the work on Kidd Island Road all at the same time.

Last week I met with Rebecca Stevens, CDA Tribe, Lake Management Department, and Jamie Brunner, DEQ, on site to discuss concerns pertaining to Lake CDA, Watson Road and the private property affected. With those concerns in mind, funding potential was the next step. Rebecca and Jamie will be looking into several funding sources that could possibly cumulatively fund the project or assist the district with funds. The district could expect a reply in February.

*Howard said the road will be blocked off for the winter. Mangan asked if the drainage work will be completed before winter. Howard indicated a pipe needs to be reconnected.*

6. Greensferry Road Slide:

All of the paperwork is complete and the retainage paid to the contractor. Staff requests removal of this item from the report.

*The board agreed to removal.*

**WHD Misc. Projects**

1. 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.**

2. Validation of Road #20:

I spoke with Susan Weeks yesterday and she will create a board update for the next meeting. This will be included in that report.

**New Business**

**Bills presented for approval**

Richel made a request to pay the credit card bill electronically this month. Mangan questioned the bill for guardrail repairs. Howard said this was for damages caused by accidents. This district was not able to receive compensation since they did not know who damaged the guardrails.

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

**Commissioner Comments**

Mangan asked if the district has received a signed agreement from the Cave Bay Homeowners Association. Howard said the district has not. Attorney Weeks told the association the district would need a license to use the private road. She sent them a template for the license.

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Mangan said he will attend a meeting on Monday with the Kootenai County Commissioners to discuss the proposed removal of the review by the highway districts for minor subdivisions. Howard said that safety would not be considered if the district did not review these subdivisions. The district would lose an opportunity to collect the fees that help to build the adjacent road up to highway district standards. Johnson asked why the county is considering not having the districts review the subdivisions. Howard felt the county was getting pressure from developers to streamline the process. Miller and Johnson will attend as well.

**Upcoming Meetings**

Next week is the IAHD Convention in Boise. The next highway district meeting is scheduled for November 29.

Break – Mangan recessed the meeting at 10:02 a.m.

Reconvened – Mangan reconvened the meeting at 10:15 a.m.

**Executive Session**

Citing Idaho Code 74-206 (b) Chairman Mangan MOVED that the Board enter into executive session at 10:15 a.m. Richel called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Chairman Mangan, aye; Commissioner Miller, aye.

The purpose of the executive session was to discuss a personnel matter. Howard, Howe, and Richel were asked to stay for testimony.

**Regular Meeting reconvened**

Mangan reconvened the regular meeting at 10:37 a.m.

Miller MOVED to approve hiring an administrative assistant for approximately 20 hours per week through Integrated Personnel. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.


**Adjournment**

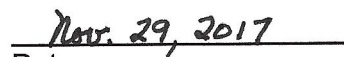
Mangan adjourned the meeting at 10:38 a.m.

RESPECTFULLY SUBMITTED BY:

  
\_\_\_\_\_  
Carol Richel, Clerk/Treasurer

APPROVED BY:

  
\_\_\_\_\_  
James Mangan, Chairman

  
\_\_\_\_\_  
Date