

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
September 13, 2023
9:00 A.M.

MINUTES

Commissioner Phil Cooper called the meeting to order at 9:02 a.m. with Commissioner Corinne Johnson and Commissioner George Miller present. Also present were Director of Highways Kevin Howard, Deputy Director Dustin Howe, Clerk, Charyl Ragan, Deputy Clerk, Jennifer Weeks and:
Marshall and Cindy Macleod
Scott Hoover
Jay Hassel

APPROVAL OF AGENDA

Cooper moved to make an amendment to the agenda, to add ICRMP Insurance Renewal (Action Item), Miller seconded, Johnson concurred. The motion passed unanimously.
Miller moved to approve the amended agenda, Cooper seconded, 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 August 30, 2023, regular meeting Miller moved, Johnson seconded, Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

None

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.:
The contractor is installing domestic utilities. Road work has not yet begun. No additional information this month.
2. 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.
3. Harwood Estates, MIN 22-0022:
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.
4. 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 in house. No additional information this month.

5. Azure Estates, MIN22-0059:

As of June 28, 2023, Kootenai County informed the developer that the deadline for recordation is April 30, 2024.

WHD Construction Projects

1. 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 standalone project and ranked. It ranks second in the category, just after the adjacent intersection project. Jay with JUB stated geotechnical exploration is scheduled in September. No Additional information this month.

2. WHD Transportation Plan:

The current WHD 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. No additional information this month.

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

The final piece of right-of-way to be acquired is being pursued by the district's attorney.

4. Greensferry Guardrail, Key No. 23285:

Dustin and I met with the JUB team that is working on this project to discuss final design. Given the challenges, the bid will most likely be an "Add Alternate" style. Meaning that there will be the primary project, Guardrail installation, with multiple asphalt superelevation's to consider pending bid price. Construction costs have escalated more than anticipated since the job was estimated.

5. Loffs Bay Road Participation Project (Cost Share Paving):

Geotextile fabric and ballast rock has been placed as well as most of the gravel. Time will be spent re-grading and compacting to make it as solid as possible to best survive the winter. It is planned to be paved next summer.

6. Kidd Island Road (Phase II):

Utility move have been moving along nicely in the corridor. Right-of-way offers have been sent out to three of the four owners. Appraisal has yet to be complete on the fourth.

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.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

SEPTEMBER 13, 2023

Page 3

2. CDA Tribe, Lake Creek Project:

Dustin and I met with Angelo and Stephanie (CDA Tribal Fisheries) yesterday to begin scheduling this project. The project build years are 2024 and 2025. We have more planning to do to prepare for the project. The federal grant for the project has been secured. No additional information this month.

NEW BUSINESS

1. **2021-2022 Fiscal Year Audit Presentation-Scott Hoover (Action Item)**

Scott Hoover presented the audit results, there were no questions. Cooper moved to accept the audit results, Miller seconded, Johnson concurred. The motion passed unanimously. Jennifer took roll, Cooper, aye, Johnson, aye, Miller aye.

2. **Set Back variance-Delcardo Bay-Cindy & Marshall Macleod (Action Item)**

Cindy and Marshall Macleod presented a request for a setback variance on their lot. Cooper motioned to not approve the variance and that they need to follow Kootenai County guidelines, Miller seconded, Johnson concurred. The motion passed unanimously.

3. **Discussion on Policy on district participation on signage on district roads (Action Item)**

The topic was discussed, Jay Hassel provided some good suggestions. No decision was made, discussion will continue to develop a policy.

4. **ICRMP Insurance Renewal (Action Item)**

Cooper moved to sign the renewal, Miller seconded, Johnson concurred. The motion passed unanimously.

5. **Accounts Payable (Action Item)**

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

6. **Upcoming Meetings:**

September 14, 2023, KMPO 1:30 pm

September 27, 2023, WHD Board meeting and Public Hearing 9 am

October 11, 2023 WHD Board meeting 9 am

7. **Commissioner Comments:**

Johnson stated she had a homeowner give praise to the crew for the dust control on the district roads.

EXECUTIVE SESSION

Cooper motioned to go into executive session for a Personnel Matter, Idaho code 74-206 (1) (b), Johnson seconded, Miller concurred. The motion passed unanimously. Jennifer took roll, Cooper, aye, Johnson, aye, Miller aye.

The executive session started at 10:04 am and concluded at 10:33 am. The regular session resumed at 10:33 am.

Miller motioned to grant the request of time off without pay to an employee, Johnson seconded, Cooper concurred. The motion passed unanimously.

ADJOURNMENT

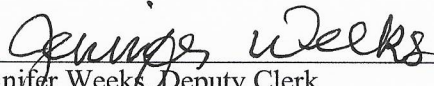
Citing no further business, Cooper moved to adjourn the meeting at 10:36 a.m., Johnson seconded the motion, Miller concurred. The motion passed unanimously.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

SEPTEMBER 13, 2023

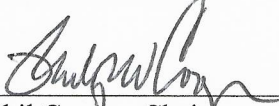
Page 4

RESPECTFULLY SUBMITTED BY:

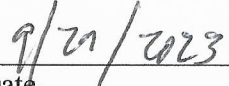


Jennifer Weeks, Deputy Clerk

APPROVED BY:



Phil Cooper, Chair



Date