

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
APRIL 28, 2021
9:00 A.M.**

MINUTES

Chairman 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, District Clerk/Treasurer Carol Richel, Deputy Clerk Tomi Maynard; and:

Roger Rasmussen, Dolliver Rd

Ken Butcher, Kidd Island Rd

Some participants utilized Zoom to attend the meeting. Any participants who attended electronically and did not identify themselves will not be listed.

Approval of Agenda

George Miller MOVED to approve the agenda as presented. Phil Cooper SECONDED the motion. Corinne Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Conflicts of Interest on the Agenda

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

Approval of Minutes

Miller MOVED to approve the minutes of the April 14, 2021 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

None.

Priority Items for Attendees

Roger Rasmussen, Solitaire Road cost share paving request

Roger Rasmussen is in attendance today to request, on behalf of his homeowner's association, that the District consider paving Solitaire Road. He proposes that the homeowner's association pay for all materials, and the District provides manpower and equipment to accomplish the paving.

Miller MOVED to direct staff to put together some sort of estimate on the cost to both the District and the Association. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Rasmussen exited at 9:11 a.m.

Ken Butcher, Stringham Road farm lease request

Ken Butcher is in attendance today to request that the Board consider allowing him to lease District owned property along Stringham Road for the purpose of grazing cattle. He provided a preliminary estimate of the cost to him and to the District to fence, place a shelter and put in a crop on the property. He also included a preliminary estimate of the income the District would receive from the lease.

Miller MOVED to direct staff to investigate further the benefits and expenses related to this proposal. Cooper SECONDED the motion. Johnson CONCURRED.

Butcher exited at 9:23 a.m.

Old Business

Koth/Kioth Road

The District's attorney hopes to have a meeting with the arbitrator sometime during the first half of May.

Wellers Black Rock Park, Public Right-of-Way

The Board previously agreed to allow a road to this property that did not meet District standards, so long as it meets Fire District standards. After further investigation, the developer discovered that they are unable to build a road that meets Fire District standards on the ROW in question. They returned to deliberations with the Fire District and reached a tentative agreement to create a staging area on a lower lot that will allow the Fire District to fight fire on the upper lots if the need ever arises. Howard would like direction from the Board if they would still like to allow a non-standard road under these circumstances.

Miller MOVED to concur with the Fire District. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Kidd Island Road Project

The contractor intends to begin removing the temporary pavement and laying the permanent pavement on May 10th. They anticipate being done by May 15th.

iWorQ

Staff is still waiting for data from iWorQ.

Sunny Slopes Road – Road #20 Survey

Surveying is done and pins are set. The crew will rough in a road when time allows.

AHDKC Fee Study

The Associated Highway Districts of Kootenai County hired a consultant to study the fees that the Districts are collecting. This consultant determined that many of the District's fees need to be increased. He also recommended the District's do a larger study to determine if they can benefit from implementing impact fees. Howard and Richel briefly outlined a previous attempt by local District's to implement impact fees, and the less than positive outcome of that attempt. Richel commented that Worley Highway District is a smaller district and would not see as much benefit as larger districts. She added that the cost of the study, and the additional tracking that would be necessary could further offset the financial benefit. Howard shared concerns about the District's ability to negotiate with developers in the future if there is already an impact fee being assessed. Johnson commented that the study alone would be a large expense to the District. Cooper added that he does not feel that spending tax dollars on this study is responsible.

Miller MOVED not to participate in the impact fee study. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Request for Abandonment, HMillhorn Farms LLC

The District has not yet received the necessary paperwork or payment to proceed with this request for abandonment. Howard briefly explained and sketched a rough diagram of where this ROW lies at the Board's request.

New Business

Roger Rasmussen, Solitaire Road cost share paving request

Addressed previously in the meeting.

Ken Butcher, Stringham Road farm lease request

Addressed previously in the meeting.

November 10 Meeting conflict, Transportation Conference

The annual transportation conference is scheduled to take place November 9-11, 2021. This conflicts with the November 10 Board Meeting as scheduled.

Miller MOVED to change the November 10th Board Meeting to November 8th at the same time and location, to accommodate the conference. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Board discussion on continuing Zoom meetings

Johnson raised the question of how long the Board would like to continue utilizing the Zoom platform for meetings. This practice began during Covid shutdowns as a means of allowing the public safe access to District meetings. Cooper commented that there have been few attendees via zoom for the past few months. Maynard commented that the Zoom option provides access for people who would not be able to attend for various reasons and improves transparency. Johnson inquired at the cost to the District. Johnson suggested the board revisit this issue at the end of June.

Clerk's Report to the Board By Carol Richel

Overview of past

When I first started here, the subdivisions were tracked by a spreadsheet and invoices produced in word. I built a database to not only track review fees and deposits, but to produce invoices based on that information. We also now have a digital way to store developer's information, track PILC payments, whether a plat has been signed, etc. If the board wishes, I can do a presentation on the database.

I also built databases to track our approach/encroachment/utility permits. These were kept manually in books with no way to search the information.

Tomi has created digital load limit permits that are fast and easy to edit. She took care of hundreds of permits this past season. Her customer service skills have been a great asset to the district.

With the new Access Management Ordinance, Tomi has been recording many approach permits at the county.

She also was responsible for setting up the zoom meetings and has done an excellent job.

Staff kept the office open until 5 p.m. on Friday March 19 and Friday March 26 to accept candidacy paperwork for the upcoming election.

Current work

We are currently working on FEMA funding for the January 2021 Windstorm.

Set up of the new PubWorks software.

Tracking the application of the magnesium chloride for the 2021 season.

Cleaning in the vault of old records.

May 18 is the election for the highway district. There are 2 candidates for subdistrict 2.

Work Progress Report By Kevin Howard

ON THE ROAD

Some of the district's gaveled roads had additional gravel added and additional grading to put them in the best shape possible prior to the application of Magnesium-Chloride as a road stabilizer.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

APRIL 28, 2021

Page 4

The crew used the flusher truck, as well as an excavator to clean under the guardrail, to complete the process of removing winter sanding material from most of the paved roads.

The crew attended a ZOOM meeting which updated their SEEP (Stormwater & Erosion Education Program) certification.

The crew completed the windstorm cleanup of downed trees adjacent to Kidd Island Road.

All but one load limit restriction has been lifted.

Some ditch cleaning for water conveyance had been done to accommodate spring runoff.

A downed STOP sign caused for a Saturday call out for repairs.

The district's Magnesium-Chloride application is nearing 50% completion. With the addition of the newly created application truck. The crew is now applying the material at twice the speed. This allows time for the crew to work on other tasks as needed.

IN THE SHOPS

- The sander body was removed from Truck #265 and the hydraulics adjusted for the dump body.
- Hydraulic fittings for the pup trailer were repaired on Truck #270.
- The new mag application truck was retrofitted at Ag Enterprises.
- A transfer pump was replaced on one of the mag tankers.

Planned work for this coming Month

- Application of Magnesium Chloride.
- Hot Mix Asphalt patching.
- Gather materials to prepare for Watson Bridge replacement.

Bills presented for approval

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

Upcoming Meetings

May 12, 2021 WHD Regular Meeting 9:00 a.m.

May 13, 2021 KMPO at 1:30 p.m. and AHDKC 3:30 p.m.

May 26, 2021 KCATT 8:00 a.m.

Commissioner Comments

None.

Executive Session

Miller MOVED to enter into executive session to discuss 2 separate personnel matters in accordance with Idaho Code 74-206(1)(b) at 10:45 a.m. Deputy Clerk Maynard called the roll with the commissioners voting as follows: Commissioner Miller, aye; Commissioner Johnson, aye; Commissioner Cooper, aye. The motion PASSED UNANIMOUSLY.

Johnson reconvened the regular meeting at 12:05 p.m.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

APRIL 28, 2021

Page 5

No motions were made coming out of executive session.

Adjournment

Citing no further business, Miller MOVED to adjourn the meeting at 12:07 p.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Meeting adjourned.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Deputy Clerk

APPROVED BY:



Corinne Johnson, Chair

5-12-2021
Date