

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

MINUTES

Commissioner Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner George Miller and Commissioner Phil Cooper present. Also present were Director Kevin Howard, Deputy Director Dustin Howe, District Clerk/Treasurer Carol Richel, Deputy Clerk Tomi Maynard; and:

Susan Weeks, WHD legal counsel
Denny Steward, Bellgrove Rd
Josh Young, Bellgrove Rd
C. Wiese, Bellgrove Rd
Dalen Gunn Sr., Bellgrove Rd

Joseph K. Bjerke, Bellgrove Rd
Kim Lasneski, Bellgrove Rd
Gabe Booher, Bellgrove Rd
Dalen Gunn Jr., Bellgrove Rd

Approval of Agenda

Miller MOVED to approve the agenda as presented. Cooper SECONDED the motion. 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 July 14, 2021 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Public Hearing: New Fees and Fee Increases

Johnson opened the hearing at 9:01 a.m. Richel listed the fees that staff is recommending adding or changing. Johnson asked for comments. There were none. The following resolution was entered into the district's records:

**RESOLUTION 2021-03
FEE SCHEDULE**

WHEREAS, Worley Highway District has reviewed certain fees recommended by the Associated Highway Districts of Kootenai County, Idaho; and

WHEREAS, Idaho Code 63-1311 permits taxing districts to impose and cause to be collected fees for those services provided by that district which would otherwise be funded by property tax revenues.

WHEREAS, Worley Highway District incurs costs associated with the handling of Permits, Subdivisions, Variance Requests, Right-of-Way Vacation/Abandonment/Validation, and Appeals; and

WHEREAS, the Board of Commissioners deems it advisable that the petitioner pay a fee to cover the cost of legal fees, staff time and expenses in conjunction with Permits, Subdivisions, Variance Requests, Right-of-Way Vacation/Abandonment/Validation, and Appeals; and

WHEREAS, the Board of Commissioners deems it advisable that these recommended fees be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that fees are set as follows:

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	Current Fee	Proposed New Fee	Includes
Approach, Existing Lot	\$125	\$250 (first 2 inspections) plus \$100 each additional trip	Admin, Prelim & Final Inspection
Minor Subdivision Fee In-Lieu of Constructing Adjoining Roadway or Safety Improvements	\$3,500 / additional lot created	\$7,500 / additional lot created	Increases based on the CPI will be assessed annually
Asphalt Cut Fee	\$500 plus \$2.40/SY Chip Seal	\$500 plus \$2.40/SY Chip Seal	Patch Maint, Sealing
Encroachment/Utility Permit	\$125	\$350	Admin Processing, Engineering Review & Inspection

	Current Fee	Proposed New Fee	Additional costs will be charged at the actual amount above those included in the fee
Condition Use / Special Notice Permit	\$0	Admin Review 2.25 hrs Director @ loaded wage and .75 hrs Dist. Clerk Treasurer @ loaded wage	Engineering Review Pass Thru
Variance Request Impacting Public ROW	\$0	\$350	Admin Processing & Engineering Review
Abandonment and Vacation Request	\$500	\$1,000	Engineering, Legal & Direct Expense Pass Thru
Road Validation	\$500	\$1,000	Engineering, Legal & Direct Expense Pass Thru

	Current Deposit	Proposed Deposit	Additional costs will be charged at the actual amount once the deposit is depleted
Administrative Appeal	\$0	\$1,000	Admin Processing, Engineering & Legal Pass Thru
Major Subdivision Review	\$1,000	\$2,500	Admin Processing, Engineering Review, Inspection & Legal Pass Thru
Minor Subdivision Review	\$350	\$500	Admin Processing, Engineering & Legal Pass Thru

This Resolution supersedes and replaces all other Resolutions or portions thereof which are in conflict with the fee schedules herein.

Miller MOVED to approve Resolution 2021-03 Fee Schedule. Deputy Clerk Maynard called the roll with commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY.

Johnson closed the hearing at 9:05 a.m.

Public Hearing: Surplus Equipment

Johnson opened the hearing at 9:06 a.m. Howard stated that since the district acquired a new street sweeper, one of the older street sweepers is no longer needed.

No one in the audience opposed the sale of the surplus equipment. The Board did not see any reason to keep this equipment in the fleet.

The following resolution was entered into the district's record.

**Resolution No. 2021-06
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 auction at the next equipment auction.

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

- 2004 Broce Self-propelled Sweeper #740

Miller MOVED to approve Resolution 2021-06 Declaration of Surplus Equipment. Deputy Clerk Maynard called the roll with commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY.

Johnson closed the hearing at 9:08 a.m.

Public Comments

None.

Priority Items for Attendees

Joe Bjerke, Bellgrove Rd

Joe Bjerke introduced himself and thanked the Board and District Staff for the work that has been done on Bellgrove since the District agreed to place this road on the maintenance schedule. Bjerke, Stewart, Lasneski, Young, Booher, Wiese, Gunn Jr. and Gunn Sr. are here today because there is a portion of

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Bellgrove Rd that they believe needs to be widened. The stretch of road in question is on a steep grade and has seen many people slide off the roadway during winter weather. Several of those in attendance shared factors they believe increase the urgency of this matter. Howard commented that he and Howe have made trips out to evaluate and are working on a plan to approach the work. Johnson commented that she would like to make a visit to the stretch of road prior to making any commitments or decisions. Miller and Cooper both agreed. Howard added that there is an existing structure that further complicates the matter. The Board determined that they would visit the location following the meeting. Johnson asked that this item be placed on the next agenda.

Bjerke, Stewart, Lasnesk, Young, Booher, Wiese, Gunn Jr. and Gunn Sr. exited at 9:23 am.

Weeks noted that while she does reside off of Bellgrove Rd, she was in attendance for the planned executive session to discuss pending litigation and ROW acquisition, not the discussion on Bellgrove Road.

Executive Session

Johnson MOVED to enter into executive session to discuss pending litigation and right-of-way acquisition in accordance with Idaho Code 74-206(1)(c)&(f) at 9:27 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 10:11 am.

Miller MOVED the attorney engage an appraiser for the purposes discussed in executive session. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Susan Weeks exited at 10:12 am.

Old Business

Koth/Kioth Road

Addressed in executive session.

Wellers Black Rock Park, Public Right-of-Way

Howard reported that he has had no further communications from the developer on this project. He recommended removing this item from the agenda until such time as it needs to be revisited.

Kidd Island Road Project

Utility moves are progressing in preparation for phase 2 of Kidd Island construction.

iWorQ

No update on this item.

Sunny Slopes Road – Road #20 Survey

Addressed in executive session.

Request for Abandonment, HMillhorn Farms LLC

No update on this item.

New Business

Joe Bjerke, Bellgrove Rd

Addressed previously in the meeting.

Valhalla Road Paving Proposal

A property owner was expected to be in attendance today to propose paving the public ROW on Swede Bay Rd but did not make it.

Williams Estates, Plat for signature

The engineer overseeing this subdivision had intended to have the mylars here for signature but was not in attendance.

Clerk's Report to the Board By Carol Richel

Current work

Tomi has been working on the Millhorn hearing notices, mailings, and resolutions. She has also worked on the surplus equipment hearing notice and resolution. The PubWorks software is now live and we are all getting acquainted with its workings. Kevin, Dustin and I have been diligently working on 2022 budget. Last week the State was sent the information for funding for the January 2021 Windstorm.

Planned work

Work on Deferred Fee proposals, resolution, and hearing notice. Tracking the application of the Chip Seals for the 2021 season. Continue work on 2022 budget, L-2 forms, publications.

Work Progress Report By Kevin Howard

ON THE ROAD

The crew hauled scrap iron from the district's shops to Spokane.

The roads intended to be sealed this year have been broomed and washed. Other preparation such as patching and sand seals were accomplished as well.

A portion of the crew assisted East Side Highway District with its Chip seals. Worley Highway district began its chip seals on July 15 with the assistance of East Side and Plummer-Gateway Highway Districts. The district also employed several private dump trucks as well. The crew began on Loffs Bay and Rockford Bay Roads. Those yet to be sealed are Vogel, Woodland Shores Drive, Whitla, Drechsel, Setters and Missile Base Roads.

Presley Road sustained damage from a company moving a manufactured home. The damage was minimal and remedied immediately.

IN THE SHOPS

- Minor Repairs as needed on the active chip seal equipment.

Planned work for this coming Month

- Chip seal and Fog seal WHD.
- Placement of signs on Missile Base Rd and Espinazo Drive.
- Finish asphalt patching.
- Possibly begin the Watson Bridge Replacement Project toward the end of the month.

Accounts payable and payroll check registers 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

July 29, 2021 9:00 a.m. WHD Budget Workshop
August 4, 2021 9:00 a.m. WHD Budget Workshop
August 11, 2021 9:00 AM WHD Regular Meeting

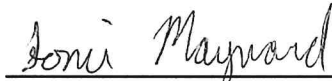
Commissioner Comments

None.

Adjournment

Citing no further business, Miller MOVED to adjourn the meeting at 10:34 a.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

8.11.21

Date