

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**June 29, 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:

**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 June 9, 2021 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Budget Hearing: Amended 2020-2021 Budget**

Johnson opened the hearing at 9:01 a.m.

Richel presented the proposed amended budget/Resolution 2021-02 for fiscal year 2020-2021 as follows.

**WORLEY HIGHWAY DISTRICT**  
**RESOLUTION 2021-02**

WHEREAS, the Board of Commissioners of the Worley Highway District, Kootenai County, Idaho, shall adopt RESOLUTION 2021-02 amending the fiscal year beginning October 1, 2020: Appropriating the sum of \$6,986,309.27, which sum includes an addition in expenditures by the Worley Highway District in the sum of \$492,462.27; repealing all budgets and parts of budget in conflict and providing an effective date hereof.

**Section 1**

The Worley Highway District 2020- 2021 fiscal year budget, be and same hereby amended to read as follows:

The sum of \$6,986,309.27 be and the same is hereby budgeted to defray the necessary expenses and liabilities of the Worley Highway District, Worley, Kootenai County, Idaho for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

<u>ANTICIPATED REVENUE:</u>	<u>Current</u>	<u>Proposed</u>
Maintenance & Operation Levy	1,498,697	1,498,697
Special Const/Bridge Levy	1,260,000	1,260,000
Ag. Equip. Tax Replacement	15,435	15,435
Tort Levy	33,292	33,292
Highway Users Revenue	1,103,400	1,475,000

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Forest Reserve Fund	44,550	44,550
State Sales Tax	100,000	145,000
CEA Tax	20,000	20,000
Interest Income	67,750	22,000
Sale of surplus equipment	1,500	1,500
Permit Fees	3,000	8,500
Federal Share Bridge/Spec. Const.	266,000	266,000
Miscellaneous Revenue	98,000	178,000
<b>TOTAL ANTICIPATED REVENUE</b>	<b>4,511,624</b>	<b>4,967,974</b>
Plus Antic. 10/1/ 2020 Carry Fwd: Undedicated	232,198	35,810
Dedicated: Special Road Const	1,750,025	1,982,525
Dedicated: Tort	0	0
<b>REVENUE TO BE EXPENDED 2020-2021</b>	<b>6,493,847</b>	<b>6,986,309</b>
<b><u>ANTICIPATED EXPENDITURES:</u></b>	<b><u>Current</u></b>	<b><u>Proposed</u></b>
Labor Expense	1,459,509	1,489,684
Administration	423,409	430,446
Commissioner's Compensation	24,000	24,000
Operating Expense	623,500	623,500
Road Maintenance	935,508	958,508
Road Construction	2,687,517	2,912,517
Asset Acquisitions	129,500	336,750
Tort	33,292	33,292
M&O Levy Transferred back to Cities	177,612	177,612
<b>TOTAL ANTIC. EXPENDITURES</b>	<b>6,493,847</b>	<b>6,986,309</b>
<b>REVENUE REQUIRED</b>	<b>6,493,847</b>	<b>6,986,309</b>

**Section 2**

The Final 2020- 2021 Budget for year beginning October 1, 2020 and ending September 30, 2021 in conflict to this amendment are hereby repealed.

**Section 3**

THEREFORE, FOLLOWING AN AFFIRMATIVE VOTE OF A MAJORITY OF THE DISTRICT'S BOARD OF COMMISSIONERS, BE IT HEREBY RESOLVED that the Worley Highway District amend its 2020-2021 fiscal budget.

**RESOLVED** this 29th day of June, 2021.

Miller MOVED to approve Resolution 2021-02 amending the budget for fiscal year 2020-2021. 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 9:06 a.m.

**Public Comments**

None.

**Priority Items for Attendees**

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None.

**Old Business**

**Koth/Kioth Road**

No updates on this item.

**Wellers Black Rock Park, Public Right-of-Way**

The contractor has come up with 2 additional possible designs on this project. Review is still in process.

**Kidd Island Road Project**

The asphalt and paving markings have been complete. This process has begun to release the contractor from liability and get final payment to them. Permitting and monitoring details are being finalized for the creek bed realignment and vegetation.

**iWorQ**

No update on this item.

**Sunny Slopes Road – Road #20 Survey**

No updates on this item.

**AHDKC Fee Study**

Richel presented an updated fee schedule based on discussion during the fee workshop.

Miller MOVED to hold a public hearing on July 28<sup>th</sup>, 2021 regarding the changes to the fee schedule, with proposed increases advertised as presented in Richel’s report. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Request for Abandonment, HMillhorn Farms LLC**

Verdis has submitted a new application for abandonment of Roads 417 and 418. Staff has reviewed the information contained in the petition and it appears free of error. Staff recommends holding a public hearing.

Miller MOVED to move forward with a public hearing on this abandonment request. Cooper SECONDED the motion. Johnson CONCURRED. Motion PASSED UNANIMOUSLY.

**New Business**

**Updates to CIP**

Richel outlined several additions and adjustments to the District’s Capital Improvement Projects list. Miller and Johnson inquired about the placement and extent of several projects on the list.

Potential Funding	Ranking	Total Points	Project/Roadway	Project Type	Project Description	Start Date	Sum of Total District Cost
Federal	1		47 Kidd Island Rd. Phase 2 (Construction)	Rebuild	US 95 to Hull Int. STA 0+69.66 to 57+47 (\$2,000,000 with 7.34% match for the	2023	\$146,800.00
	2		44 Kidd Island Rd. Phase 1 (Construction)	Rebuild	US 95 to Hull Int. STA 57+47 to 100+45.71 (\$2,572,557 with 7.34% match for	2020	\$254,911.00
	3		42 SunUp Bay ITD Section to Bennion Int.	ROW	Straighten S-Curves	2042	\$6,000.00
	4		41 Rockford Bay Rd	Rebuild	Marina to 95 2.5 miles (\$1,900,000 fed, 7.34% match)	2028	\$139,460.00
	5		40 SunUp Bay ITD Section to Bennion Int.	Engineering	Straighten S-Curves	2041	\$102,000.00
	6		39 Kidd Island Rd. (ROW)	Right of way	US 95 to Hull Int. 2 miles (\$334,947 with 7.34% match for the 1st 2 mi.)	2017	\$24,585.00
			Kidd Island Rd. (Design)	Engineering	US 95 to Hull Int. 2 miles (\$507,000 with 7.34% match for the 1st 2 mi.)	2011	\$37,214.00
	8		37 Sun Up Bay Road	Engineering	Crabs & Shoulder from Bennion Int. to Four Echoes	2044	\$134,000.00
			Bella Vista	Engineering	Crabs & Shoulder	2043	\$105,000.00
	10		33 SunUp Bay ITD Section to Bennion Int.	Safety	Straighten S-Curves	2046	\$550,000.00
	11		32 Rockford Bay Rd	Engineering	Marina to 95 2.5 miles (\$1,900,000 fed, 7.34% match)	2031	\$91,101.51
	12		30 Sun Up Bay Road	Rebuild	Crabs & Shoulder from Bennion Int. to Four Echoes	2048	\$703,296.00
			Bella Vista	Rebuild	Crabs & Shoulder	2047	\$554,883.00
	14		25 Rockford Bay Rd	Right of way	Marina to 95 2.5 miles (\$1,900,000 fed, 7.34% match)	2018	\$17,850.00
	15		15 Bitter Rd	Rebuild	End of asphalt to Lakewood Cove (\$1,930,000 federal, 7.34% match)	2034	\$443,810.00

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Federal Total					\$3,310,910.51		
WHD/Contracted	1	48 Rockford Bay/Loffs Bay Intersection	Right of way	Intersection reconstruction	2016	\$50,000.00	
	2	44 Bennion and Finnebott Int. Cougar Gulch Road	Engineering Rebuild	Engineering Station 31+00 to 45+00 Station 75+50 to 89+00 Station 55 to 67	2016 2022 2022 2022	\$90,000.00 \$42,000.00 \$20,250.00	
		Rockford Bay/Loffs Bay Intersection Watson Road Slide	Engineering Engineering	Intersection reconstruction Engineering	2021 2017	\$250,000.00 \$120,000.00	
		8 43 Bennion and Finnebott Int. Sun Up Bay and Bennion Rds Int.	Right of way Engineering	Sight dist. Improvement Engineering	2018 2016	\$19,920.60 \$90,000.00	
		10 40 Rockford Bay/Loffs Bay Intersection Sun Up Bay and Bennion Rds Int.	Construction Right of way	Intersection reconstruction eliminate "Y" configuration	2029 2018	\$1,287,600.00 \$26,016.93	
		12 39 Greensferry Road	Engineering ROW	Guardrail, Widening, Mill & Overlay Guardrail, Widening, Mill & Overlay	2023 2023	\$13,432.20 \$1,688.20	
		14 38 Greensferry Road	Safety	Guardrail, Widening, Mill & Overlay	2023	\$69,363.00	
		15 34 Bennion and Finnebott Int.	Rebuild	Sight dist. Improvement	2020	\$881,067.50	
		16 32 Sun Up Bay and Bennion Rds Int. Watson Road Slide	Rebuild Repair	eliminate "Y" configuration Repair Slide	2022 2019	\$445,902.50 \$1,590,000.00	
		18 27 Hull Loop	Right of way	ROW	2022	\$30,000.00	
		19 26 Watson Road	Rebuild	Reconstruct	2035	\$571,980.00	
		20 25 Hull Loop	Engineering	Engineering (Preliminary)	2019	\$120,000.00	
		21 23 Hull Loop Watson Bridge Replacement	Engineering Engineering	Engineering (Design) Replace bridge with purchased bridge under 20 feet	2019 2021	\$225,000.00 \$50,000.00	
		23 22 Watson Bridge Replacement	Bridge	Replace bridge with purchased bridge under 20 feet	2021	\$100,000.00	
		24 18 Hull Loop	Reconstruct	Reconstruct & Realign Beginning 1670 Ft West of Tumblestone	2031	\$708,000.00	
		25 17 Weniger Hill Road	ROW	Rebuild	2032	\$35,000.00	
		26 14 Loffs Bay Rd Weniger Hill Road	Engineering Engineering	f/Tall Pines Rd for .41 miles Rebuild	2026 2030	\$125,000.00 \$185,000.00	
		28 12 Clemetson	ROW	Rebuild from end of pavement to Stach Rd	2036	\$60,000.00	
		29 10 Clemetson	Engineering	Rebuild from end of pavement to Stach Rd	2035	\$185,000.00	
		30 8 Weniger Hill Road	Rebuild	Rebuild	2041	\$900,000.00	
		31 7 Loffs Bay Rd	Rebuild	f/Tall Pines Rd for .41 miles	2026	\$615,000.00	
		32 4 Clemetson	Rebuild	Rebuild from end of pavement to Stach Rd	2039	\$900,000.00	
	<b>WHD/Contracted Total</b>					<b>\$9,787,220.93</b>	
	Enhanced Maint.	1	45 Rockford Bay Rd	Rebuild	f/Solitaire Rd to Loffs Bay Rd 1 mile	2020	\$65,601.00
		2	39 Williams Bridge	Engineering	Replace bridge	2023	\$20,000.00
		3	37 Williams Bridge	Bridge	Replace bridge	2023	\$137,810.00
		4	32 Solitarie Road Carnie Road	Rebuild Rebuild	Paving End of payment to end of Rd	2022 2032	\$30,000.00 \$68,218.00
			Conkling Park Drive	Rebuild	Rebuild Conkling Rd to Lucky Rd	2036	\$48,000.00
			7 31 Cottonwood Road	Rebuild	From Ator Hill S 1.1 Miles From Ator Hill S .25 Miles	2026 2025	\$63,000.00 \$80,000.00
			Carnie Road	Rebuild	End of payment to end of Rd	2030	\$100,532.00
			10 30 Carnie Road	Rebuild	End of payment to end of Rd	2031	\$190,293.00
			Williams Road	Rebuild	Rebuild Chatholet to Thies	2041	\$129,324.00
		Pilot Rock	Rebuild	Rebuild	2025	\$139,709.00	
		13 29 Conkling Park Drive Williams Road	Rebuild Rebuild	Rebuild Conkling Rd to Lucky Rd Rebuild Chatholet to Thies	2032 2036 2039 2038 2040	\$150,000.00 \$168,750.00 \$187,500.00 \$196,875.00 \$178,125.00	
		18 28 Bitter Rd	Rebuild	Rebuild Cave Bay to Lakewood Cove	2027	\$237,600.00	
		Loffs Bay Rd	Rebuild	Rebuild from Crescent Bay Rd to Boat Launch	2029 2030	\$222,267.00 \$222,267.00	
		Presley Road	Rebuild	Rebuild	2028	\$236,650.00	
		Conkling Park Drive	Rebuild	Rebuild Conkling Rd to Lucky Rd	2034 2035 2033	\$225,000.00 \$215,625.00 \$234,375.00	
		Williams Road	Rebuild	Rebuild Chatholet to Thies	2037	\$206,250.00	
		26 27 Hamaker Road	(blank)	.84 miles	2024	\$117,600.00	
		27 23 Thompson Rd	Safety	Improve base, sight dist, curve radii .58 miles	2024	\$61,500.00	
		28 22 Rolling Hills	Rebuild	Larson to Bloomsburg 3.0 miles	2022 2024 2023	\$110,000.00 \$102,500.00 \$172,000.00	
		Watson Bridge Replacement	Bridge	Replace bridge with purchased bridge under 20 feet	2021	\$142,000.00	
		32 16 Rolling Hills	Rebuild	Larson to Bloomsburg 3.0 miles	2021	\$35,500.00	
<b>Enhanced Maint. Total</b>					<b>\$4,494,871.00</b>		
<b>Grand Total</b>					<b>\$17,593,002.44</b>		

Miller MOVED to approve the changes to the CIP as presented. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Annual Convention**

The annual convention will be held in Coeur d'Alene November 9-11. Richel requested a head count of who will be attending the convention and who needs hotel accommodations.

**Clerk's Report to the Board** By Carol Richel

**Current work**

Tomi and I spent Friday morning, June 11<sup>th</sup> cleaning the vault of old records and boxes.

Tomi has reconciled the magnesium chloride distribution for this fiscal year.

Tomi and Dustin worked on reorganizing and updating the fuel books.

I attended via zoom the annual III-A meeting regarding the district's health insurance. Medical insurance is increasing 9.5%, Dental 4.36%, and there was no increase for vision.

Work on the 2022 budget has started. We are still waiting for the finalized L-2 forms from the state tax commission with all the changes legislation made this year.

Continue working with the State for funding for the January 2021 Windstorm.

Worked on Fee proposals and hearing notice.

Proceed with setting up the new PubWorks software.

Tracking the application of the Hot Mix/Patching for the 2021 season.

**Work Progress Report** By Kevin Howard

**ON THE ROAD**

The crew was schooled and updated their CPR cards.

Roadside mowing has been ongoing this month. Special consideration for fire danger has been emphasized due to the hot dry conditions.

Crewmen have been assisting East Side Highway District with their chip seal program.

Asphalt patching of the district's paved roads has begun for the season. The focus has been placed on roads that are to be chip sealed.

The crew moved the district's screening plant to East side Highway District for them to use.

**IN THE SHOPS**

- Truck #205 – A/C Charged
- Trailer #680 – Tire repair.
- Chip Spreader #820 – Serviced, maintained, and prepped for the seasonal use.
- Truck #275 – Repaired the air compressor.

**Planned work for this coming Month**

- Hot Mix Asphalt patching.
- Gather materials to prepare for Watson Bridge replacement.
- Chip seal WHD and ESHD.

**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.

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**Upcoming Meetings**

July 8, 2021 1:30 p.m. KMPO

July 14, 2021 9:00 a.m. WHD Regular Meeting

July 27, 2021 8:00 a.m. KCATT

July 28, 2021 9:00 a.m. WHD Regular Meeting

July 29, 2021 9:00 a.m. WHD Budget Workshop

**Commissioner Comments**

None.

**Executive Session**

None.

**Adjournment**


Citing no further business, Miller MOVED to adjourn the meeting at 9:41 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

7.14.2021

\_\_\_\_\_  
Date