

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
MARCH 10, 2021
9:00 A.M.**

MINUTES

Commissioner Corinne Johnson called the meeting to order at 9:02 a.m. with Commissioner George Miller and Commissioner Phil Cooper present. Also present were Supervisor Kevin Howard; Assistant Supervisor Dustin Howe; District Clerk/Treasurer Carol Richel; Deputy Clerk Tomi Maynard; and:

Sandy Young, Verdis
Brian Morris, Conkling
Jay Hassell, JUB

Landen Butterfield, Verdis
Angela Comstock, JUB

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

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

CONFLICTS OF INTEREST ON AGENDA

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

APPROVAL OF MINUTES

Miller MOVED to approve the minutes of the February 24, 2021 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

None.

Priority items for attendees from New Business

1. Section Twenty One Acres, Minor Subdivision:

Brian Morris is in attendance to request that the board waive the \$3500 Payment in lieu of construction fee related to this 2-lot subdivision. This subdivision fronts Conkling Road which is already built to Highway District Standards. In the past the District has waived PILC fees for subdivisions fronting District roads that already meet District Standards, because those payments can only be used for road improvements. Tracking those payments for decades until additional improvements are required creates a burden for office staff with minimal benefit to the District.

Miller MOVED to waive the PILC for Section Twenty One Acres subdivision. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

2. Barley Grains

HMillhorn Farms has begun the process to create minor subdivisions on a large parcel of property on Finnebott Road that was previously broken into 14 smaller parcels using Kootenai County's free split process. Barley Grains, Millhorn Farms and Palouse Hills are the first of those subdivisions.

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Sandy Young is in attendance to represent HMillhorn Farms. They are interested in going through the abandonment process for the unopened right(s)-of-way that cross the property being subdivided, are open to donating any ROW necessary to give the District a 60-foot ROW on Finnebott, and to entering into a Road Development Agreement (RDA) or Memorandum of Understanding (MOU) to build a portion of Finnebott up to District standards. Young also indicated that the private road that was constructed within the property was regularly inspected by an engineer, and that they would be willing to perform a survey of all ROW's in question, private and public, if necessary.

Miller MOVED to instruct Howard to draft a letter to Kootenai County indicating that the District is in negotiations with the developer. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Old Business

Kootenai County Community Development by District Supervisor Kevin Howard

Unless desired by the board, projects that have seen no activity will not be read in the consideration of time.

3. Hager Estates, Minor, Status Report, Loffs Bay Rd.:

The unpaid funds owed to the district per the Road Development Agreement is tied to the previous owners and not to the property. Attorney Weeks is working to collect from those that are named in the RDA. No additional information this month.

4. The Club at Rock Creek, Major Subdivision, Loffs Bay Rd.:

The owners of the Club at Rock Creek have asked the contractor that constructed the portion of Loffs Bay Road in question to bond for repairs. The contractor agreed and will be sending a new bond document to the district for signature. *The bond was received following the printing of this report. All verbiage and conditions have been reviewed and meet the District's needs. Staff recommends signing the bond.*

Miller MOVED to sign the bond. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

5. Jaeger and King, Minor Subdivision, MIN19-0063:

Recap: the financial responsibilities to the district have yet to be met. Once the responsibilities have been met, the district can sign the plat when presented. No additional information this month.

6. Barley Grains, Minor Subdivision:

Representatives for the developer are here today to discuss the district's review letter and wish to address the district's concerns. *Addressed previously in the meeting.*

7. Section Twenty One Acres, Minor Subdivision:

Representatives for the developer are here today to request a waiver to the In Lieu of Construction Fee to be applied to Conkling Road. *Addressed previously in the meeting.*

8. Millhorn Farms, Minor Subdivision:

The district has received the Review Fee deposit. Staff felt it prudent to wait to review until receiving the commissions direction after discussion regarding the previous minor subdivision

within the larger scope which have been brought forth today. *Addressed previously in the meeting.*

9. Palouse Hills, Minor subdivision:

The district has received the Review Fee deposit. Staff felt it prudent to wait to review until receiving the commissions direction after discussion regarding the previous minor subdivision within the larger scope which have been brought forth today. *Addressed previously in the meeting.*

10. Axis Cove 1st Addition, Minor Subdivision:

This Minor Subdivision is proposed in the area of Hull Loop and would potentially gain access via Newton's Way, a private road. The district has yet to receive the Review Fee Deposit. Therefore, the review has yet to begin.

WHD Construction Projects

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

This project ranked in the ninth position for the STP - Rural Funding. The ranking is for Fiscal Years 2021 – 2027. Sponsors will be notified as funding comes available and by order of ranking. No additional information this month.

2. Kidd Island Road Project: Status Report

A weather event and storm water runoff caused damage that required immediate repair. This repair was accomplished through the contractor with assistance from Alta Engineering as the stream bed was designed by them. Stormwater permitting requirements are still a consideration as the project has not been completed. No additional information this month.

3. Watson Road Slide:

The district has is discussing construction easement extensions with an affected property owner. There is a possibility that the subject property may sell before spring when work is to resume. If so, a construction easement will then need to be negotiated with the new owner. No additional information this month.

4. Hull Loop Project:

J-U-B will provide staking for one of the property owners so that they have a better idea as to the needed right-of-way for the project. No additional information this month.

5. Sun Up, Bennion, Finnebott Intersection Project:

The utility moves have been scheduled. The contractor is in the process of ordering materials for the permanent stormwater conveyance within the project.

6. Watson Bridge Project:

An application for the Joint Nationwide Permit is in process. No additional information this month.

WHD Misc. Projects

1. Koth Road ROW Status:

Dustin and I inspected the placement of the gates that were brought to the district's attention.

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The debate is to which survey is utilized for the placement of the gates. The gate further south appears to be on private property in either case. The gate to the north is on the point of deviation from the survey provided by Mr. Penny. That said, the point of diversion was marked at the centerline of the roadway. Therefore, from that point going southerly, a portion of the road is within the right-of-way per that survey until the gate is fully out of the right-of-way width per the survey provided by Mr. Penny.

Where the gate lies in relationship to the survey performed on site by JUB Engineers, the gate is fully on public right-of-way and as such should be removed.

Staff recommends the board seek council prior to giving direction. No additional information this month.

2. Validation of Road #20:

Jeremy Russell, JUB engineers is making every effort to ensure that the survey of the original road is properly depicted. To date, no work has been done in the field. No additional information this month.

NEW BUSINESS

1. 2020 Audit Review Acceptance Letter

At the previous meeting Scott Hoover presented his report regarding the annual audit. The Board approved that audit and Johnson signed the management representation letter, but no motion was passed to authorize that. Staff recommends ratifying the decision by motion today.

Miller MOVED to officially approve the annual audit and sign the management representation letter. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

2. Review of Staff Titles

Worley is the only highway district within the Associated Highway Districts of Kootenai County that still has a District Supervisor title as opposed to the standard Director of Highways title. Most of the permits and forms utilized by the District have been approved by the AHDKC and contain the Director of Highways verbiage. For the sake of uniformity Johnson is suggesting that the Board consider changing Howard's title to Director of Highways, and Howe's title to Deputy Director of Highways. Following conversation, the Board directed staff to consult with Attorney Weeks regarding the ramifications of this type of change.

3. Accounts Payable and Draw check registers for approval

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

4. Upcoming Meetings:

AHDKC March 11, 2021 3:30 p.m.

WHD Regular Meeting Wednesday, March 30, 2021 9:00 a.m.

5. Commissioner Comments:
None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Citing no further business, Miller MOVED to adjourn the meeting at 9:46 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:

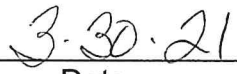


Tomi Maynard, Deputy Clerk

APPROVED BY:



Corinne Johnson, Chairman



Date