

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
MAY 29, 2019
9:00 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:03 a.m. with Commissioner Corinne Johnson and Commissioner George Miller present. Also present were Supervisor Kevin Howard, Assistant Supervisor Dustin Howe, Administrative Assistant Tomi Maynard; and:

Jay Hassell, JUB
John Magnuson, Attorney
Jennifer Senske, Boardwalk Ave
Cassandra Isaacs, Watson Rd

Angela Comstock, JUB
Michael Senske, Boardwalk Ave
Phil Cooper, Moose Canyon

Approval of Agenda

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

Conflicts of Interest on the Agenda

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

Approval of Minutes

Miller MOVED to approve the minutes of the May 8, 2019 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Miller MOVED to approve the minutes of the May 7, 2019 executive session. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

None.

Old Business

Koth/Kioth Road

Howard reported that this morning an update was received from the District's Attorney. The arbitrator designated to this issue has passed away, and the courts will have to designate a new arbitrator prior to any final decision being made.

Gate Request

Howard mailed a letter to the owner of the property in question.

New Business

Watson Road Bid Award

Susan Weeks is working on all of the easements necessary for construction. Big Sky Corporation had the lowest bid and met all of the qualifications set by the District. Staff recommends awarding the project to Big Sky Corporation.

Miller MOVED to award the Watson Road land slide project to Big Sky Idaho Corporation, as the lowest bidder and having met the qualifications of the bid, in addition granting authority to the chairman of the board to sign the agreement contingent upon the contractor providing proper bonds and insurance as required by the contract. Johnson SECONDED. Mangan CONCURRED. Motion PASSED UNANIMOUSLY.

Kidd Island Road Project, Frontier Utility Agreement

Because so much time has passed since the original agreement, an updated Utility Agreement has been drafted. A copy of that agreement has been reviewed by JUB engineering as well as Supervisor Howard and staff recommends approving the agreement.

Miller MOVED to approve the Actual Cost Utility Agreement with Frontier Communications for the Kidd Island Road Project# A012 (315) (Key#12315). Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Charles & Cassy Isaacs Request for parking adjacent to Watson Road

Cassy Isaacs is here to request the Districts approval for a variance permit to build a parking pad at the base of their property. Isaacs provided aerial photos of a parking pad on a neighboring property, very similar to what they intend to put in.

Miller MOVED to grant a permit to construct a parking area in the ROW. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Request to Vacate or Abandon a Roadway, Jennifer Senske

John Magnuson is here to represent the Senske's. He clarified that the Senske's have chosen to amend their request, to a request for a variance on the set back rules. Standard setback code requires that all structures be 25 feet from the edge of the road ROW, they are requesting that be reduced to 15 feet. Magnuson presented several plats, aerial photos, and photos illustrating the area in question. Howard commented that this plan avoids any sort of encroachment on the actual ROW at any point, it is simply a few feet closer than the setback codes dictate.

Miller MOVED to authorize staff to approve a 15-foot setback variance for the Senske's when Kootenai County submits a building permit to WHD. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Wellers Black Rock Park, Public Right-of-Way

Howard reports that several years ago, the Board received a request to build a road within the platted ROW. The District visited the site, and found several springs of water, which raised environmental concerns. At that time the property owners involved opted to withdraw their request, as the environmental concerns increased the cost of proceeding. In the last couple of weeks an adjacent property owner began removing trees and building an approach. Following several calls from neighbors, Howard did a site visit and instructed the property owner to stop all work aside from erosion control measures until they engaged an engineer. The District is monitoring the progress, to ensure proper procedures are followed.

Richel entered at 9:40 AM

Employee Manual Updates

There have been several changes made to the employee manual, some at the direction of ICRMP, some due to changes in Idaho legislation, others for the purpose of clarification. Mangan listed the changes to the manual.

Miller MOVED to accept the changes to the Employee policy manual as presented. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Disability Insurance FICA Services

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Richel is requesting the Boards approval to establish a separate account for the district's new disability insurance provider to withdraw FICA payments, in order to limit access to the district's funds.

Miller MOVED to approve the request to set up a separate account for managing Disability Insurance payments. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Richel exited at 9:50 AM

ON THE ROAD

The application of Magnesium Chloride (mag) began this month. The roads to have mag applied received gravel where needed and preliminary grading as needed in preparation of the application. Due to the late winter weather, the applications began a week later than planned but the crew made up for lost time and was back on schedule. Shortly into the application, the district was informed of a train derailment that delayed the remaining cars. The crew should be able to begin again this week.

The crew repaired a few soft spots in the graveled roads. These areas were not healing up after the deep frost left the roadway substructure. When they don't heal or firm up, they will be a repetitive problem. Therefore, a more robust repair is required.

The remaining roads with load limit restrictions have been lifted.

Some culverts that were in poor condition were replaced in several roads. There will be more changed in the near future. Some of the culvert installations were contracted so that the district crews could make other repairs.

The concrete guard rail that was directed to be placed near the Sun Up Bay Boat Launch has been placed.

The rock outcropping on Watson Road has been removed thus creating better site distance and a wider road surface for the travelling public.

An isolated deluge hit the Rockford Bay Area on Friday, May 24th. Some crewmen were called in to try to prevent catastrophic damage to Rockford Bay Road but to no avail. They had to settle for doing what they could to minimize damage. The gravel section of Rockford Bay Road was closed for the weekend due to the severity of the damage. Others roads that sustained damage but were still passable were Loffs Bay Rd., Shriner Rd., Pilot Rock Rd. and Belgrove Rd. Yesterday, Tuesday May 28th, the repairs to these roads were top priority.

Vehicle and Equipment Repair

Unless otherwise noted; repairs and services were accomplished at the Mica Shop.
(ST) Shop truck, (DS) Dealer Service, (W) Worley Shop, (S) Sun Up

Pickups

- #30 – Repaired the strobe lights, installed a trailer hitch and wiring, and replaced the rear brakes.
- #50 – Checked, serviced and rotated the tires.
- #65 – Replaced the tail light wiring.
- #85 – Serviced.

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#90 – Serviced, rotated tires and replaced the rear brakes.

Trucks

#115 – Checked and serviced.

#120 – Checked and serviced.

#145 – Checked, serviced, replaced the clutch and rear brakes.

#190 – Checked and serviced.

#205 – Installed an hour meter and the engine was rebuilt.

#220 – Replaced the speed radar and flow control valve for the mag application body.

#240 – Replaced a radiator hose and clutch brake.

#260 – Repaired the tail gate latch and a hydraulic leak.

#290 – Remove the transmission and clutch for repairs.

Dozers

#360 – Repaired electrical wiring.

Trailers

#660 – Checked and serviced.

#665 – Checked, serviced and repaired the brakes.

Rollers/Compaction

#730 – Checked and serviced.

Misc. Equipment

#855 Paver – Checked, serviced and repaired a fuel leak.

#880 Winter mag applicator – Checked and serviced.

Planned work for this coming Month

- Spring repairs of damage caused by winter.
- Grading of graveled roads.
- Adding gravel to roadways.
- Application of magnesium-chloride to gravel roads.
- Roadside noxious weed control.
- Painting of pavement markings as needed.
- Hot mix asphalt patching.
- Replace culverts.

Commissioner Comments

Mangan read a letter from Ray and Joan Baytos, commending Howard for being supportive, understanding and quick to respond, in response to their call for assistance due to the localized flood situation in the area of Rockford Bay Road. Mangan thanked Kevin on behalf of the Baytos', and on behalf of the Board.

Bills presented for approval

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

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Upcoming Meetings

Today at 12:30 regional meeting of IAHD.

Public hearing on Kidd Island June 11 4:00-7:00 PM

Regular meeting June 12 9:00 AM

Executive Session

None.

Adjournment

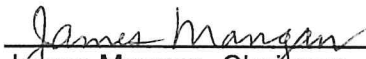
Mangan adjourned the meeting at 10:13 a.m.

RESPECTFULLY SUBMITTED BY:

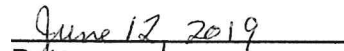


Tomi Maynard, Administrative Assistant

APPROVED BY:



James Mangan, Chairman



Date