

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
NOVEMBER 13, 2019
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 Supervisor Kevin Howard; District Clerk/Treasurer Carol Richel; Deputy Clerk Tomi Maynard; and:

Angela Comstock, JUB

APPROVAL OF AGENDA

A request for a memorandum of understanding was received yesterday from Mica Kidd Island Fire Department. This time sensitive request was forwarded by the District's attorney, after the agenda was posted, but the board felt that the issue should be addressed today, to prevent delaying MKI Fires ability to move forward.

Miller MOVED to amend the agenda to include the Memorandum of Understanding request from Mica Kidd Island Fire. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller MOVED to approve the amended agenda. Cooper 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, George Miller and Phil Cooper each indicated no conflicts.

APPROVAL OF MINUTES

Miller MOVED to approve the minutes of the October 30, 2019 regular meeting and budget hearing. Johnson SECONDED the motion. Cooper CONCURRED. The motion PASSED UNANIMOUSLY.

PUBLIC COMMENTS

None.

Kootenai County Community Development

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

1. Hager Estates, Minor, Status Report, Loffs Bay Rd.:
Susan Weeks has begun legal action to settle this matter. No additional information this month.
2. The Club at Rock Creek, Major Subdivision, Loffs Bay Rd.:
The Club at Rock Creek has completed the installation of a culvert on Loffs Bay Road where it was determined one was needed as evident after a major rain event. No additional information this month.
3. Ritz Ranch, Minor Subdivision, Loffs Bay Rd.:
I checked with Kootenai County as to the status of this subdivision and was told that it is "On Hold" in their office. No additional information this month.
4. Black Rock Flats PUD 19-0001U:

This PUD will not have a plat requiring a signature from the district's board until the developer applies for a Condominium Plat or equivalent. At that time this board will have signature authority. Therefore, the Road Development Agreement will be tied to the subsequent plat application. The agreement is currently being drafted. No additional information this month.

5. Tosi Estates, Minor Subdivision:

This is a two lot subdivision at the intersection of Meadowbrook Loop and Clemetson Road. The district's review is complete. The response to Kootenai County Community Development was that the district's concerns have been met on the plat and the district has no objection to the plat application moving forward. No additional information this month.

WHD Construction Projects

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

Discussion: shall the district try for STP-Rural funding again or shall staff explore other means of funding and/or construction? No additional information this month.

2. Kidd Island Road Project: Status Report

JUB submitted the Plans, Specifications and Estimates (PS&E) for this segment of the project in preparation to LHTAC for review on November 1st. At this point, the district is awaiting LHTAC's response.

An agreement has been drawn up by Susan Weeks, between the district and the Armitage family, ensuring that the district will repair or replace the culvert located on the Armitage property if the realignment of Kidd Island Road and the creek bed directly or indirectly causes any damage to the culvert within 2 years.

Miller MOVED to approve the agreement with the Armitage Family. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

3. Finnebott, Bennion & Sun Up Intersections:

No additional information this month.

4. Watson Road Slide:

The road is near finish grade. A walkthrough is scheduled for 11/18/2019 to create a Punch List for completion. The board will see on the check register a check written for Payment No. 2 to the contractor.

5. Hull Loop Project:

J-U-B has provided descriptions for right-of-way acquisition. I'll be making contact with the adjacent property owners late this month and into December.

WHD Misc. Projects

1. Koth Road ROW Status:

Attorney Weeks has found that there is a specific process to ask for a replacement arbitrator as this is a change in contract between the parties. The process is referred to as "Blue Lining". She will begin the process. No additional information this month.

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2. Validation of road #20:

This will be going to the Supreme Court for Oral Argument. Attorney Weeks is led to believe that the district will be noticed on a court date sometime next week. No additional information this month.

New Business

1. Mica Kidd Island Fire Department, request for memorandum of understanding

MKI Fire is in the process of putting in a modular home to house on shift crew, to reduce response times when an emergency call comes in. They need formal parking, access and well use agreements to satisfy Kootenai County's requirements and obtain the proper permits to place the structure. For this purpose, they have requested a memorandum of understanding from the district.

Cooper MOVED to approve the MOU agreement with MKI Fire. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

2. iWorQ

Staff has been researching the options for upgrading software in the District office. Currently staff utilizes an access database for tracking materials, equipment hours, labor hours and various other data. This is a cumbersome process and difficult to fine tune. Through the course of this research it was determined that the most comprehensive and cost-effective option would be to purchase additional modules for iWorQ, a program that the district already utilizes. Staff is requesting the board approve the purchase of iWorQ licensing for these additional modules.

Cooper MOVED to approved an expenditure of up to \$10,000 for the purchase of iWorQ licenses. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

3. Bills Presented for Approval, and Discussion of Finances:

Richel requested the board's approval to pay the District Credit Cards electronically this month.

Miller MOVED to allow Richel to pay the credit card balance electronically. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

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:

Regular Meeting Wednesday, November 27, 2019

5. Commissioner Comments:

EXECUTIVE SESSION

Citing Idaho Code 74-206(b) Chairman Johnson MOVED that the Board enter into executive session to discuss a personnel matter at 9:39 a.m. Maynard called the roll with the commissioners voting as follows: Commissioner Cooper, aye; Chairman Johnson, aye; Commissioner Miller, aye. The board called April Gearhardt in for testimony.

Johnson reconvened the regular meeting at 10:09 a.m.

Miller MOVED to deny the employee request discussed during executive session. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

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ADJOURNMENT

Miller MOVED to adjourn the meeting at 10:10 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:

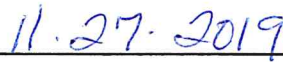


Tomi Maynard, Deputy Clerk

APPROVED BY:



Corinne Johnson, Chairman



Date