

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

**MINUTES**

Commissioner Corinne Johnson called the meeting to order at 9:10 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  
Bonnie Voves, Ness Road

G.E. Siegford, HMH  
Harry Voves, Ness Road

**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 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 September 25, 2019 regular meeting and budget hearing. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**PUBLIC COMMENTS**

None.

**Bonnie Voves, Cleaning Contract**

Bonnie Voves is in attendance today, to present a bid for cleaning the district office 2 times monthly. Her bid includes cleaning all offices, restrooms, kitchenettes and meeting rooms. Richel asked if the bid included shampooing carpets. Voves indicated that she did not include that in the bid, and that there would be an additional charge.

Miller MOVED to accept the bid for cleaning services. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

*Voves exited at 9:18 a.m.*

**Old Business**

**Staff Report by Supervisor Kevin Howard**

**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. Lake Vista Estates, Minor Subdivision, Bennion Rd.:  
The Final Plat (Mylar) has been brought to the district with a request for signature. The district’s signature is subject to the executed Road Development Agreement and receipt of the Payment in Lieu of Construction Fees. No additional information this month.
5. Black Rock PUD Amendment:  
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.
6. 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.

### **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  
LHTAC and JUB have been working on a reduced length of this project that will meet LHTAC’s budget. A project length and a tentative supplemental agreement have been reached. JUB will begin putting together the Plans, Specifications and Estimates (PS&E) for this segment of the project in preparation to advertise for bids. In the future, should the board decide that the district wants to complete the portion that was cut from the project, an application to LHTAC for the additional funds will be required.
3. Finnebott, Bennion & Sun Up Intersections:  
No additional information this month.
4. Watson Road Slide:  
The excavation of the slide material is complete. Currently, the drain system is being installed and by the end of the week the contractor should be able to begin constructing the substructure of the roadway (filling the hole).

*Assistant Supervisor Dustin Howe entered at 9:28 a.m.*

5. Hull Loop Project:  
J-U-B has been working on a conceptual layout for the segment of Hull Loop that has multiple sharp corners in a short distance. The layout is presented today for approval by the board.

Additionally, staff and J-U-B seek guidance as to proceeding with the right-of-way task. No additional information this month.

### **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.
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. Ridge at Sun Up Bay, Re-Plat for Signature  
This plat is being amended, to remove a sewage easement from one lot. As this was already a buildable lot, it doesn't affect the District in any way. Howard recommended signing the plat, as this lot was already buildable, and the replat has no effect on the ROW.  
  
Miller MOVED to sign the plat for the Ridge at Sun UP Bay. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY  
  
Johnson signed the plat.
2. Bonnie Voves, Cleaning Contract  
Addressed previously in the meeting.
3. Bills Presented for Approval, and Discussion of Finances:  
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, October 30, 2019
5. Commissioner Comments:  
Johnson indicated that the Board would like Howard to begin making the presentation to staff at the annual employee breakfast.

### **EXECUTIVE SESSION**

Citing Idaho Code 74-206(b) Chairman Johnson MOVED that the Board enter into executive session to discuss a personnel matter at 9:42 a.m. Maynard called the roll with the commissioners voting as follows: Commissioner Cooper, aye; Chairman Johnson, aye; Commissioner Miller, aye. The board requested that Howard, Howe, and Richel stay for this portion of the meeting.

Johnson reconvened the regular meeting at 10:06 a.m.

There were no motions made coming out of executive session.

**ADJOURNMENT**

Miller MOVED to adjourn the meeting at 10:07 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:

  
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Tomi Maynard, Deputy Clerk

APPROVED BY:

  
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Corinne Johnson, Chairman

10-30-2019  
Date