

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 8, 2021
9:00 A.M.**

MINUTES

Commissioner Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner George Miller present and Commissioner Phil Cooper present by zoom. Also present were Director Kevin Howard; District Clerk/Treasurer Carol Richel; Deputy Clerk Tomi Maynard; and:

Angela Comstock, JUB

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 declared an apparent conflict of interest on the agenda item labeled "Swede Bay Road Paving" and indicated that she would leave the room if that item came up for discussion. George Miller and Phil Cooper each indicated no conflicts.

APPROVAL OF MINUTES

Cooper MOVED to approve the minutes of the August 25, 2021 regular meeting. Miller SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

PUBLIC HEARING: Fee Schedule for Deferred Payments on in Lieu of Construction Fees

Johnson opened the public hearing at 9:01 am. Richel briefly went over the changes to the Fee schedule. Johnson requested that Resolution 2021-07 be placed in the record:

WORLEY HIGHWAY DISTRICT

RESOLUTION 2021-07

Fee Schedule for Deferred Payment on In Lieu of Construction Fees

WHEREAS, the 2019 Highway Standards for the Associated Highway Districts of Kootenai County standards manual, amended in 2021 requires that in subdivisions with four or less lots, in lieu of actual construction, at the discretion of the Highway District board; a per lot fee may be accepted for each additional lot created; and

WHEREAS, The Worley Highway District Board of Commissioners has set the fee for each additional lot created at \$7500; and

WHEREAS, some developers have requested deferred payment of these fees; and

WHEREAS, deferring the payment requires the generation of a specialized subdivision Road Development Agreement (RDA) and filing of a Lien against the property; and

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WHEREAS, Worley Highway District incurs costs associated with the tracking, processing and enforcement of RDA's and Liens; and

WHEREAS, Worley Highway District loses purchasing power when these fees are deferred; and

WHEREAS, the Board of Commissioners deems it advisable that the developer pay a fee to cover the cost of legal fees, staff time and expenses in conjunction with these subdivision Road Development Agreements and Liens; and

WHEREAS, the Board of Commissioners deems it advisable that the developer pay interest to cover the loss of purchasing power; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that fees are set as follows:

1. \$1090 is due at signing of road development agreement to cover the district's costs.
2. Deferment Fee Schedule

| Number of Lots | Number of Years | Amount |
|----------------|-----------------|--------|
| 1 Lot | 1 Year | \$424 |
| 1 Lot | 2 Years | \$873 |
| 1 Lot | 3 Years | \$1347 |
| 2 Lots | 1 Year | \$849 |
| 2 Lots | 2 Years | \$1746 |
| 2 Lots | 3 Years | \$2694 |
| 3 Lots | 1 Year | \$1273 |
| 3 Lots | 2 Years | \$2619 |
| 3 Lots | 3 Years | \$4041 |

BE IT FURTHER RESOLVED that the maximum period of deferment will be 3 years and Worley Highway District is to have first lien on the property.

There were no comments from the public.

Miller MOVED to approve resolution 2021-07 as presented. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Commissioner Miller, aye; Commissioner Cooper, aye. The motion PASSED UNANIMOUSLY.

Johnson closed the hearing at 9:04 a.m.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

No public comments.

Priority items for attendees from New Business

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. The Club at Rock Creek, Major Subdivision, Loffs Bay Rd.:
JUB has been employed to perform the roadway construction inspections for Worley Highway District. No additional information this month.
2. Jaeger and King, Minor Subdivision, MIN19-0063:
Denied by Kootenai County August 19, 2020. This will be removed from the next agenda.
3. Axis Cove 1st Addition, MIN20-0103:
Approved. Under appeal to hearing examiner Kootenai County Community Development (KCCD).
4. Ranch at Cougar Creek, MIN09-0019:
Approved. Under appeal to hearing examiner at KCCD.
5. Farup Estates, MIN20-0099:
Listed as "On Hold" at KCCD.
6. Rocky Point Reserve, MIN20-0088:
This subdivision has been approved by KCCD on 7/15/2021.
7. Farris Landing, MIN20-0089:
This subdivision has been approved by KCCD on 7/15/2021
8. Williams Estates, Minor Subdivision:
The plat is currently made available for signature. Staff has no objection to the board's approval and signature of this proposed plat.

Miller MOVED to approve and sign the plat. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Johnson signed the plat.

WHD Construction Projects

1. Rockford Bay Road/Loffs Bay Road (W) Intersection: Status Report
I asked Jay Hassell at JUB to resurrect the file on this project so as to move it out of the proposed federally funded projects and back into a WHD contracted project list. No additional information this month.
2. Kidd Island Road Project: Status Report
The pavement ride has been corrected except for one that would take the contractor outside of the project limits. The district crew will correct the ride later. The stream bed repair has been completed. Attention was focused on the spring runoff that is flash flood like in nature at this point in the stream. Additional effort was made to decrease the energy of the water.
3. Watson Road Slide:
The District was granted "right to enter" by Judge Christensen. There is a "re"-kick off meeting tomorrow.

4. Hull Loop Project:

The legal descriptions for the acquisitions arrived yesterday, 9/7/21. Staff will begin the acquisition process next week.

5. Sun Up, Bennion, Finnebott Intersection Project:

The project has reached "Substantial Completion" status. As such, there has been a "Punch List" created of minor corrections to be made before final approval.

6. Watson Bridge Project:

This project is under construction. This being the second reinforced soil bridge abutment project for the district crew, it is moving along nicely.

7. Solitaire Road:

An agreement was drafted by Deputy Clerk Maynard. The district's attorney, Susan Weeks has completed her review and recommended changes. The draft is before the board today and will be sent to the second party for review once the board agrees to send it.

Miller MOVED to send the draft Road Improvement Agreement on to the All Seasons Road Associaton for their review. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

WHD Misc. Projects

1. Koth Road ROW Status:

The district's Attorney, Susan Weeks, would like to visit with the board in executive session when schedules allow. No additional information this month.

2. Validation of Road #20:

The mapping is complete and JUB staff is currently working on the Narrative. The draft Narrative will be out later this week for Attorney Susan Weeks and myself to review before recording.

3. Rockford Bay Road, Speed Limit signs:

The sign locations have been marked for the addition of six new speed limit signs. There will be a relocation of an existing sign to improve its visibility. The district will share the information needed for the flashing ring to be installed on the 10 MPH speed limit sign as agreed upon.

4. Swede Bay Road Paving:

Telephone discussions regarding design and topographical limitation have happened. A drawing has yet to be produced for staff's review.

NEW BUSINESS

1. Personnel Manual Updates

Richel presented changes to the Hiring and Wages portions of the personnel manual.

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

2. Commissioners Handbook Updates

Richel presented changes to the Conflict of Interest portion of the Commissioners Handbook.

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

3. Accounts Payable and Draw check registers for approval

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

4. Upcoming Meetings:

September 9, 2021 KMPO and AHDKC
September 29, 2021 WHD regular meeting

5. Commissioner Comments:

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

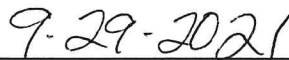
Citing no further business, Miller MOVED to adjourn the meeting at 9:27 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Deputy Clerk

APPROVED BY:


Corinne Johnson, Chairman

Date