

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

MINUTES

Chairman James Mangan called the meeting to order at 9:00 a.m. with Commissioner George Miller and Commissioner Corinne Johnson present. Also present were Supervisor Kevin Howard, Assistant Supervisor Dustin Howe, District Clerk/Treasurer Carol Richel, Administrative Assistant Tomi Maynard and:

GE Siegford, HMH
Marilyn Koth-Finch, Koth Road
Jay Hassell, JUB

Mark Koth, Koth Road
Jim Finch, Koth Road
Scott Hoover, CPA

APPROVAL OF AGENDA

Mangan MOVED to approve the agenda as presented. Miller SECONDED the motion. The motion PASSED UNANIMOUSLY.

CONFLICTS OF INTEREST ON AGENDA

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

APPROVAL OF MINUTES

Miller MOVED to approve the minutes of the December 27, 2018 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Audit Review

Scott Hoover, CPA presented his report to the board. Hoover briefly went over the primary audit report. He reported that, in his opinion, the financial statements are free from any material misstatements due to fraud or error. He found no material weaknesses or deficiencies in the District's Internal Controls. He complimented Richel on being meticulous and keeping good clean records.

Miller MOVED to approve Mangan signing the Audit Management Representation Letter. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Hoover and Richel left at 9:13 a.m.

Koth Road ROW Status

Mark Koth would like to let the Board know that they appreciate the help that the District is providing in regards to Koth Road. He wants clarification from the Board as to whether the Road will be closed or not. Mangan stated that the District is committed, one way or another, to having a road through that area, but that the District must wait for the decision of the courts to indicate how to move forward. Koth questioned if there was any representation during the proceedings already held, for property owners in the area. Mangan advised that Land Owners always have a legal right to challenge the closure of the Right-Of-Way, that would be entirely separate from the arbitration that the District is currently involved in. He suggested that they consult their personal attorneys to explore that option. Jim Finch asked if the district could share any information that has been presented to the judge. Mangan said that the District would have to communicate with the district's attorney prior to releasing anything related to any arbitration. Koth presented for photo copying, a variety of warranty deed and easement documents from research done by a neighbor. (Further information within the Staff Report to follow. WHD Misc. Projects Item 2)

Koth, Finch- Koth and Finch all exited at 9:21AM

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
Susan Weeks has begun legal action to settle this matter. **No additional information this month.**
2. The Club at Rock Creek, Major Subdivision:
The final walkthrough of Loffs Bay Road produced some minor concerns. Staff, with guidance from JUB, has been working with the developers engineer to make corrections.
3. Russu Addition, MIN17-0021:
I have checked with Kootenai County and the status states "Pending Surveyor Review" as of September 7, 2018. **No additional information this month.**
4. York Subdivision:
I have checked with Kootenai County and the status is "Pending Surveyor Review" as of July 6, 2018. **No additional information this month.**
5. Ritz Ranch, Minor Subdivision:
I have checked with Kootenai County and the status states "Mylar Pending" as of September 7, 2018. **No additional information this month.**
6. Lakeside Condominiums, modification:
The district is waiting for the final plat (Mylar) to come before the board for signature. **No additional information this month.**
7. Mica View Estates, Replat of Lots 1 & 2:
The Final Plat (Mylar) has been delivered and district's signature requested. The change in the plat is to address access to US Highway 95. The only effect to the district is that this will reduce the anticipated traffic on Dower Road. **No additional information this month.**
8. Lake Vista Estates:
The developers engineer has contacted the district asking for the field notes for the public right-of-way (ROW) adjacent to or through the subject property. The ROW will be shown on the plat if in fact it is adjacent to or through the property. **No additional information this month.**
9. Timber Shores, Minor Subdivision:
The district has received the latest correction to the plat. The districts concerns have been. There is an outstanding balance on the review fees. Once paid, staff will have no objection that would prevent the board from signing the Final Plat Mylar. **No additional information this month.**

WHD Construction Projects

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

There has been no word back from the property owners that we have requested right-of-way from.

2. Kidd Island Road Project: Status Report

On Friday, December 14, 2018 a Kidd Island Stream Impact Meeting was held by teleconference. To summarize, all appeared to be in agreement as to the direction that the design is going. There were a few questions and answers regarding the design that were more to bring all participants up to speed. Emphasis was placed on timing for all reviews to be completed. The following was gleaned from the meeting minutes:

Hope to have permit and mitigation plan to submit within the next 30-60 days. Anticipated agency time of 90 days with a minimum of 60 days for public notice.

3. Finnebott, Bennion & Sun Up Intersections:

The application for funds has been submitted. As was mentioned last month, the district is in the process of finalizing the documents needed for recording the purchase of the additional rights-of-way.

4. Watson Road Slide:

I sent an email to PJ Watters, Monday of this week, asking to schedule a meeting to discuss the necessary easements for this project.

5. Hull Loop Project:

JUB has sent mailed notice to the property owners adjacent to Hull Loop where surveying will be necessary for design purposes. **No additional information this month.**

6. Rockford Bay Road STP-Rural Funding Application:

The STP-Rural grant application and support information has been submitted.

WHD Misc. Projects

1. 2018 LHSIP Grant – Delineators & Signage:

I have inquired at LHTAC as to the status of the grant. No word as of yet. **No additional information this month.**

2. Koth Road ROW Status:

The survey has been completed. There are still some concerns regarding constructability of a road. JUB will create a few rudimentary options to construct. As such, the information will help the district in choosing a direction to take. **No additional information this month.**

3. Greensferry Speed Study:

Data has been collected. The results of that data will be presented to the board at a later date. The district's consultant has placed this on hold until other tasks with a tighter time limit have been completed. **No additional information this month.**

4. Validation of road #20:

Staff has received notice that Scott Poorman requested an extension and the Court granted it. **No additional information this month.**

New Business

1. Audit Review

Addressed earlier in the meeting.

2. 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. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

3. UPCOMING MEETINGS

KMPO and AHDKC on January 10, 2019 have both been cancelled due to lack of agenda items. WHD Regular meeting January 30, 2019

4. COMMISSIONER COMMENTS

Mangan asked Howard if he had heard any further details from KCSD regarding the gate request discussed at the last meeting. Howard reported that he had a conversation with KCSD yesterday and will be doing a site visit soon to investigate the location and effects of the gate.

Mangan recessed the meeting at 9:50 a.m. for a break.

Mangan reconvened the meeting at 10:00 a.m.

EXECUTIVE SESSION

Citing Idaho Code 74-206 (1) (a) Chairman Mangan MOVED that the Board enter into executive session at 10:01 a.m. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Chairman Mangan, aye; Commissioner Miller, aye.

Mangan reconvened the regular meeting at 10:07 AM

The purpose of the Executive session was to discuss the hiring of a permanent full-time employee. Supervisor Howard, Assistant Supervisor Howe and Administrative Assistant Maynard were asked to stay for testimony.

Miller MOVED to hire Todd Caldwell as a permanent full-time employee at Step 1, effective February 1, 2019. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

ADJOURNMENT

Mangan adjourned the meeting at 10:08 a.m.

RESPECTFULLY SUBMITTED BY:

Tomi Maynard, Administrative Assistant

APPROVED BY:

James Mangan, Chairman

Date