

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
APRIL 25, 2018
9:00 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:04 a.m. with Commissioners George Miller and Corinne Johnson present. Also present were Supervisor Kevin Howard, Assistant Supervisor Dustin Howe, District Clerk Carol Richel and Administrative Assistant Tomi Maynard.

Amy Manning III-A
Eli Robu- Russu Addition

Lisa Fritz III-A
John Cady- Cady's Corner

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 April 11, 2018 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

None.

Old Business

Amy Manning and Lisa Fritz, III-A Insurance Update

Amy Manning presented a summary of the trust's annual report. Lisa Fritz discussed some new benefits being added to the health plan.

Cady's Corner Subdivision PILC Penalty Fee

Mr. Cady had entered into an agreement with the district, to obtain an extension of 3 years on the due date for the Payment In Lieu of Construction fee for his 4-lot subdivision. Cady was 60 days late with the final payment, which caused him to be charged interest based on the agreement. He paid \$198 of the interest, because he understands that it was his late payment that caused the interest accrual but is asking the board to reverse the remaining \$431 interest.

Miller MOVED to forgive the remaining balance, Johnson SECONDED, Mangan CONCURRED, the motion PASSED UNANIMOUSLY.

Russu Addition- Status Report

Mr. Robu attended to present to the board his request that the board vacate/abandon a right-of-way that cuts through the area he intends to build a residence on. The Board as well as Mr. Howard indicated that because of the location of the ROW to the current road, and the fact that the District has been maintaining the adjacent road without issue for some time, as well as the lack of impact on access to any other parcels, they are open to the possibility of vacation/abandonment, if the outcome of a public hearing on the matter doesn't turn up any valid reason the ROW should not be vacated/abandoned. Howard advised Robu that the property owners would be responsible to pay for any fees associated with that

vacation/abandonment, including but not limited to: The cost of legal notice printing, mailing notices to affected property owners as well as utility companies, any fees associated with special meetings that have to be held, engineering reviews, appraisals or surveys, and payment to the district for the value of the property being vacated/abandoned. Robu indicated that the vacation/abandonment is necessary for the building of the residence, so they would agree to paying the costs as necessary. Mangan directed Howard to send correspondence to the County indicating that vacation/abandonment proceedings are undecided but in process. Robu added that there is a smaller piece of property on the west side of the parcel that they will be dedicating back to the highway district. It was determined that if the decision is made to move forward, the value of the property being dedicated back to the district will be deducted from the amount owed by the property owners at the completion of vacation/abandonment.

Finnebott Bennion & Sun-Up intersections- Status Report

Howard reported that he will be meeting with the acquisition specialist tomorrow morning.

Koth/Kioth Road- Status Report

Howard stated that the weather has cleared and he anticipates the surveys being completed very soon.

Mangan reconfirmed that he would like lines to be marked by the district upon completion of the survey, in a fashion that cannot be easily tampered with. He also requested that the brush be removed from that ROW in a manner that makes it apparent that there is a ROW present.

Ritz Ranch- Status Report

Ritz Ranch is an intended 3 lot subdivision, located near Loff's Bay Road, proposed by Mark Ritzenthaler. No further updates at this time.

Revised Cash Flow

Carol presented the newly formulated Cash Flow document for the Capital Improvement Projects and Enhanced Maintenance. This change will allow the district to use the HB312 funds for crushing every other year.

NEW BUSINESS

Staff Report *by Supervisor Kevin Howard*

ON THE ROAD

The Cougar Gulch area is still posted for load limits (weight and speed restriction). However, every road in the WHD south of and including Dower and Presley Roads has been lifted.

The graveled roads were graded district wide. Gravel was spread on local roads where needed. Additional grading to blend in the spread gravel was done in preparation of the application of Magnesium-Chloride (mag).

The application of mag began Monday this week. As is standard operating procedure, they began in the South West corner of the district where the roads naturally recover from the winter weather first.

The crew swept and then washed with the flusher truck the paved roads to remove the remaining winter sanding material.

The district's two brush cutting tractors were used to clear brush from the ditch line. Additionally, the crew used chainsaws and the chipper to clean up behind the tractors and to cut the vegetation that was too large for the tractor. This process opens up site distance for the traveling public; providing safer travel.

No Parking signs were installed along Sun Up Bay Road and Four Echoes Road per the boards instruction last fall.

Where possible, ditches were cleaned. Although the soft road shoulders limited the crew, they managed to make notable progress in clearing the ditches.

A safety meeting that was followed by a CPR class filled a half of a day for the crew on April 12th.

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

#80 – Serviced.

Trucks

#100 – Removed the winter mag-chloride applicator and reinstalled the boom for summer use.

#120 – Continued fabricating the paint striping bed.

#185 – Removed the sander body and reinstalled the fifth wheel plate for summer use.

#210 – Removed the sander body, reinstalled the dump bed and serviced.

#240 – Removed the sander body, reinstalled the dump bed and serviced.

#245 – Converted from a dump truck to a fifth wheel tractor.

#260 – Replaced the hydraulic fitting for the pup trailer and serviced.

#265 – Serviced.

#270 – Serviced.

Backhoe

#410 – Replaced the alternator. (ST)

Wheel Loader

#445 – Replaced the hydraulic hose for the engine fan control and added fluid. (ST)

Planned work for this coming Month

- Grading, Graveling, Magnesium-Chloride application.
- Hot Mix asphalt patching of paved roads.

IAHD Regional Meetings

Richel reported that this year's regional meeting is on May 31 at the Cd'A Inn.

Bills presented for approval, and Discussion of Finances

Miller MOVED that the bills be approved as presented on the check registers. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Upcoming Meetings

The district's next regular meeting will be May 9th.

Executive Session

Citing Idaho Code 74-206(b) Chairman Mangan MOVED that the Board enter into executive session at 10:30 a.m. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Chairman Mangan, aye; Commissioner Miller, aye.

The purpose of the Executive session was to discuss a personnel matter. Kevin Howard, Carol Richel and Dustin Howe were asked to stay for testimony

Mangan reconvened the regular meeting at 10:37 a.m.

Chairman Miller MOVED to hire Tomi Maynard as a permanent part time employee at Step 1, effective May 1, 2018, with annual attendance bonus being prorated based on her part time hours. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Commissioner Comments

Mangan commented that the Coeur d'Alene Press has published stories the past 2 days about traffic and possible future improvements on several North Idaho roads. Johnson noted that this week is administrative employee appreciation week and thanked District employees for doing a good job.

Adjournment

Chairman Mangan adjourned the meeting at 10:42 AM.

RESPECTFULLY SUBMITTED BY:

Tomi Maynard

Tomi Maynard, Administrative Assistant

APPROVED BY:

James Mangan

James Mangan, Chairman

May 9, 2018

Date