

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
April 10, 2024
9:00 A.M.

MINUTES

Commissioner Phil Cooper called the meeting to order at 9 a.m. with Commissioner George Miller present and Commissioner Corinne Johnson present via phone. Also, present were Director of Highways Kevin Howard, Deputy Director, Dustin Howe, Clerk Charyl Ragan and Deputy Clerk Jennifer Weeks.

Also present: Angie Comstock-JUB

APPROVAL OF AGENDA

Miller moved to approve the agenda; Johnson seconded. Cooper concurred. The motion passed unanimously.

CONFLICTS OF INTEREST ON AGENDA

Phil Cooper, Corinne Johnson, and George Miller each indicated no conflicts of interest with any item on the agenda.

APPROVAL OF MINUTES

Miller moved to approve the minutes of the March 27, 2024 meeting; Johnson seconded. Cooper concurred. The motion passed unanimously.

Public Hearing: Fee Schedule

Miller moved to adopt the new fee schedule effective 4-10- 2024. Johnson seconded; Cooper concurred. The motion passed unanimously.

Jennifer called roll, Johnson, aye, Cooper aye, Miller aye.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

None

OLD BUSINESS

Bond Fund

Miller moved to proceed with moving funds out of the bond fund, acknowledging the loss that will show on the financial documentation; Johnson seconded. Cooper concurred. The motion passed unanimously.

Kootenai County Community Development

Misty Vale MIN 21-0098, minor subdivision:

No additional information this month.

Farup Estates MIN 20-0099, minor subdivision

No additional information this month.

CDA National Reserve, Major Subdivision:

No additional information this month.

WHD Construction Projects

Rockford Box Culvert:

JUB reported that we received \$100,000 in federal funds toward this project.

WHD Transportation Master Plan:

Dustin and Kevin met with JUB to review the first draft of the Plan. From that meeting, district has now received final draft of the Transportation Master Plan for review.

Rockford Bay Road/Loffs Bay Road (W) Intersection:

The bid documents have been updated and are ready to be advertised upon securing the needed right-of-way. Kevin spoke with Kimberly Merritt, GLS, and was told that the right-of-way negotiations should be completed soon.

Miller moved to proceed to bidding for the project; Johnson seconded. Cooper concurred. The motion passed unanimously.

Greensferry Guardrail, Key No. 23285:

JUB reported that the Environmental clearance process is complete. The state historical preservation office has indicated that since Greensferry Rd is a historic road, the guardrail material is required to be a color that blends with the landscape.

Loffs Bay Road Participation Project (Cost Share Paving):

No additional information this month.

Kidd Island Road (Phase II):

On April 3rd Kevin spoke with one of the landowners and found that he had just sent an email to the district's attorney with a couple requests for changes to the acquisition documents.

Cougar Gulch Road:

No additional information this month.

WHD Misc. Projects

Koth Road ROW Status:

Attorney Susan Weeks informed me that the judges have yet to decide who was going to hear the case.

CDA Tribe, Lake Creek Project:

No additional information this month.

NEW BUSINESS

1. Clemetson Rd-cost share project

Miller moved to allow the district staff to work up an agreement with the landowners to begin this project in 2025 and present it to the board for approval; Johnson seconded. Cooper concurred. The motion passed unanimously.

2. Accounts Payable

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Miller moved that the bills be approved as presented on the A/P register. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

3. Upcoming Meetings:

April 11, 2024 KMPO 1:30 pm- cancelled.

April 24, 2024 WHD Board meeting 9 am / Public Hearing-Bid Opening-Surplus Equipment

4. Commissioner Comments:

Cooper stated that the Worley Community Center is having an open house at 1 pm on 4/14/24 and requested that a commissioner attend to update the community on what the Highway District is working on. Johnson will attend.

Miller moved to go into executive session for Pending Litigation, Idaho code 74-206 (l) (f) at 9:27 am; Johnson seconded. Cooper concurred. The motion passed unanimously.

Jennifer called roll, Johnson aye, Miller aye, Cooper aye.

The board reconvened the regular session at 9:37 am.

ADJOURNMENT

Citing no further business, Miller moved to adjourn the meeting at 9:37 a.m. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:

Jennifer Weeks 4/24/24
Jennifer Weeks, Deputy Clerk

APPROVED BY:

Phil Cooper
Phil Cooper, Chair

4/24/24
Date

**WORLEY HIGHWAY DISTRICT
RESOLUTION 2024-03
FEE SCHEDULE**

WHEREAS, Worley Highway District has reviewed certain fees recommended by the Associated Highway Districts of Kootenai County, Idaho; and

WHEREAS, Idaho Code 63-1311 permits taxing districts to impose and cause to be collected fees for those services provided by that district which would otherwise be funded by property tax revenues.

WHEREAS, Worley Highway District incurs costs associated with the handling of Permits, Subdivisions, Variance Requests, Right-of-Way Vacation/Abandonment/Validation, and Appeals; and

WHEREAS, the Board of Commissioners deems it advisable that the petitioner pay a fee to cover the cost of legal fees, staff time and expenses in conjunction with Permits, Subdivisions, Variance Requests, Right-of-Way Vacation/Abandonment/Validation, and Appeals; and

WHEREAS, the Board of Commissioners deems it advisable that these recommended fees be adopted.

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

WORLEY HIGHWAY DISTRICT FEE SCHEDULE		
	Fee	Includes
Approach Permit	\$250	Admin, Prelim & Final Inspection (2-inspections)
Legal Access Permit (expanded use)	\$100	Admin, Prelim & Final Inspection (2-inspections)
Asphalt Cut Fee	\$500 plus \$2.40/SY Chip	Patch Maintenance & Sealing (Bond required)
Utility & Encroachment Permit	\$350	Admin Processing, Engineering Review & Inspections

	Minimum Fee	Additional costs will be charged at the actual amount above those initially collected.
Major Subdivision Review	\$2,500	Admin Processing, Engineering Review, Inspection & Legal Pass Thru (Bond Required)
Minor Subdivision Review	\$500	Admin Processing, Engineering & Legal Pass Thru (May require bond)
Zone Change	\$350	Admin Processing & Engineering Review
Condition Use / Special Notice Permit	\$1,000	Admin Processing & Engineering Review
Abandonment and Vacation Request	\$1,000	Admin Processing, Engineering, Legal & Direct Expense Pass Thru
Road Validation	\$1,000	Admin Processing, Engineering, Legal & Direct Expense Pass Thru
Administrative Appeal	\$1,000	Admin Processing, Engineering & Legal Pass Thru
Site Disturbance Permit	\$350	Admin Processing, Engineering Review & Inspection
Special Events Application	\$350	Admin Processing & Engineering Review
Variance Request	\$350	Admin Processing & Engineering Review
Minor Subdivision Fee-In-Lieu-Of Construction Roadway Improvements	\$7,500	Annually adjusted based on CPI Increase

This Resolution supersedes and replaces all other Resolutions or portions thereof which are in conflict with the fee schedules herein.

RESOLVED this 10th day of April, 2024.

**WORLEY HIGHWAY DISTRICT
BOARD OF COMMISSIONERS**



PHILIP W. COOPER, CHAIRMAN



GEORGE MILLER, COMMISSIONER



CORINNE JOHNSON, COMMISSIONER

ATTEST: 

CHARYL RAGAN, CLERK/TREASURER

**FINDINGS OF FACTS
AND CONCLUSIONS OF LAW**

The Worley Highway District enters the following findings of fact:

1. The Board of Commissioners has determined that it is in the best interest of the Worley Highway District to raise fees to be in line with current inflation of personnel rates and mileage. All attorney fees, engineering fees, mailing costs, and advertising costs will be billed at the actual amount.
2. The fees fairly represents the costs to the highway district and serve the interest of the public; and
3. It is advisable that these fees be adopted by formal resolution as the fee schedule of the Worley Highway District of Kootenai County, Idaho;

Based upon the foregoing, the Worley Highway District enters the following conclusions of law:

1. The public hearing in this matter was duly noted and held;
2. The public's best interest is served by adoption of the fee schedule.

NOW THEREFORE, the Highway District adopts the fee schedule.

**WORLEY HIGHWAY DISTRICT
BOARD OF COMMISSIONERS**



PHILIP W. COOPER, CHAIRMAN



GEORGE MILLER, COMMISSIONER



CORINNE JOHNSON, COMMISSIONER

ATTEST: _____
CHARYL RAGAN, CLERK/TREASURER