

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
APRIL 11, 2018
9:00 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:00 a.m. with Commissioners George Miller and Corinne Johnson present. Also present were Supervisor Kevin Howard, Administrative Assistant Tomi Maynard, and

Angela Comstock, JUB

G.E. Siegford, HMH

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 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 March 28, 2018 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

PUBLIC COMMENTS

None.

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
Susan Weeks has begun legal action to settle this matter. **No additional information this month.**
2. The Club at Rock Creek, Major Subdivision:
The legal descriptions provided by the developer for the resolutions did not pass inspection at Kootenai County. Upon completion of the correction, WHD will resubmit them to be recorded. **No additional information this month.**
3. Russu Addition, MIN17-0021:
There is a Road by way of Viewers Report that traverses the property line in an area that is being considered for a building (home) site on one of the proposed lots. The owner expected to be here today to address the board concerning this public right-of-way. Additionally, I have contacted Vlad, Kootenai County Planner, to discuss the dedication of Tract "A" to the district. Whether fee simple or as right-of-way, the district will benefit from the dedication. The one concern is that in the county's Order of Decision. The district does not wish to be held responsible for unforeseen requirements on the Tract "A" Open Space.

Howard reported that in a phone call that took place after the staff report had been written, the County agreed to remove the CCR's from Tract "A". This will allow the District to request that the tract be absorbed into the right-of-way for Finnebott Road after the parcel is dedicated to the District.

4. Harmons Third Addition:

The plat has not reached the district for signature. When it does, it will be brought in front of the board. **No additional information this month.**

5. York Subdivision:

I spoke with Vlad Finkel, Planner for Kootenai County, last week. The district's concerns for the sake of Worley Highway District have been addressed. A couple of the road requirements that Kootenai County has within their subdivision ordinance was discussed and will be addressed prior to the signing of the Final Plat (Mylar).

6. Ritz Ranch, Minor Subdivision:

This proposed subdivision is adjacent to Loffs Bay Road. My preliminary review showed that there is a public right-of-way through a portion of the property. I met with the owner and there will be some adjustments made to the application. When the district receives the revised application, it will be sent out for review by G.E. Siegford. **No additional information this month.**

WHD Construction Projects

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

Susan Weeks has placed the right-of-way acquisition for this intersection next on her list of tasks for the district following the Kidd Island Road acquisitions. **No additional information this month.**

2. Kidd Island Road Project: Status Report

The sub-consultant's research where Kidd Creek is concerned should be able to begin their work next week. I have received calls from Jaya Smith of Bionomics and Eddie Cupp, the fish biologist inquiring about snowmelt and water runoff.

3. Finnebott, Bennion & Sun Up Intersections:

JUB has provided a draft bid package for my review. I met with JUB last Friday to go over some of the finer details and gave some direction. This project is nearing the ability to go to bid. Staff's concern at this point is the district's cash flow as the repair of Watson Road and the reconstruction of Kidd Island Road come to closer to reality. The funding for the latter two is set up for reimbursement. The district will have to maintain a healthy reserve to proceed with Watson and Kidd Island Roads.

Howard presented the board with a revised cash flow draft, and suggested that the Board either schedule another workshop, or that it be added to the next agenda, to discuss the changes made for reporting purposes.

4. Watson Road Slide:

FEMA's representative, Eva Bufkin, brought to the district the "Exit Briefing" for signature. This indicates that FEMA has addressed all of the projects that WHD had requested help for whether they have been obligated or in the process of obligation. At this point, the district's contact will be the Idaho Office of Emergency Management.

Angela Comstock added that FEMA will not obligate until the project is cleared on all levels, i.e. historical, environmental etc. and that JUB is continuing to monitor progress to ensure the project runs smoothly.

5. Williams Bridge:

This project was discussed at the district's last project meeting and it was determined that the district will not proceed with an earlier repair of the bridge and will place it back on the schedule as it was originally set. Although much appreciated, the offer to assist from LHTAC was not going to work with our schedule. Staff requests removal of this item from the Staff Report.

WHD Misc. Projects

1. 2018 LHSIP Grant – Delineators & Signage:

Staff (primarily Susan Kuykendall) has been working on the requested mapping of the sign placement. The map layers have been sent to LHTAC for us in the required environmental impact study and the purchasing of the signs. Once the clearance and the signs are received, the district will schedule the crew for installation.

2. Validation of Road #20:

On Wednesday, March 7th, 2018 this case was heard in court. The judge has 30 days from the date of the hearing to render his decision.

New Business

1. Kootenai Electric Ballot

The Board opted to forgo voting at this time.

2. New Laws on Open Meetings & Public Records

In the previous meeting, Chairman Mangan asked Clerk Carol Richel to look into recently passed House Bill 611. This Bill amends' Idaho Code §§ 74-102. There are 3 areas that impact the District.

1. Requirement that all State and Local agencies subject to open meeting law must post their agenda's electronically as well as physically if they maintain any sort of website or social media presence.

The District already posts meeting agendas on the website, in addition to posting them on site, a minimum of 48 hours before any meeting.

2. Requirement that any items that will be voted on be labeled as "Action Items" to inform the public that their may be a decision of some kind made, with the distinction made that listing an item as an "Action Item" does not force the Board to come to any vote or decision.

The Board felt that it would be best to list each item on our agenda as an action item. This allows the Board to continue making decisions in a prudent and cost-effective manner.

3. Requirement that all State and Local agencies publicly identify the person, or people, within their organization that will be responsible for overseeing all public records for the organization.

The Board agreed to pass the following resolution publicly appointing the District Clerk and Deputy District Clerk as Records Custodians as they already function in this capacity.

RESOLUTION 2018-06

A Resolution appointing public records custodians in accordance with Idaho Code §§ 74-102.

WHEREAS, Idaho State Legislature requires state and local agencies to appoint and publicly identify a public records custodian and delegates; and

WHEREAS, the Board now desires to appoint and publicly identify public records custodians in accordance with such code;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby appoints and publicly identifies both the District Clerk, and the Deputy District Clerk as public records custodians for the District ("Public Records Officer"). The responsibility of the Public Records Officer is to serve as the point of contact for members of the public in requesting disclosure of public records and to oversee the District's compliance with the public records disclosure requirements of Idaho Code §§ 74-102.
2. The name and contact information for the Public Records Officer to whom members of the public may direct requests for disclosure of public records and who will oversee the District's compliance with the public records disclosure requirements of Idaho Code §§ 74-102 shall be provided by the District in a manner that provides proper notice to the public, which may include posting such information at the District's business address and, posting on the District's internet site.

Chairman Mangan Moved for the approval of resolution 2018-06.

Tomi Maynard called the roll: Commissioner Johnson- aye; Chairman Mangan- aye; Commissioner Miller- aye. The motion PASSED UNANIMOUSLY.

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 next regular board meeting is April 25, 2018.

COMMISSIONER COMMENTS

Chairman Mangan commented that Highway User revenue is up 5.8% Property Tax Revenue is up 10.6%

ADJOURNMENT

Chairman Mangan adjourned the meeting at 9:38 a.m.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Administrative Assistant

APPROVED BY:

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

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James Mangan
James Mangan, Chairman

April 25, 2018
Date