

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
August 14, 2024
9:00 A.M.**

MINUTES

Commissioner Phil Cooper called the meeting to order at 9:02 a.m. with Commissioner George Miller present and Commissioner Corinne Johnson present. Also, present were Director of Highways Kevin Howard, Deputy Director, Dustin Howe, Clerk Charyl Ragan, and Deputy Clerk Jennifer Weeks. Guests: Jay Hassel

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 July 31, 2024 meeting and August 7, 2024 Budget Workshop; Johnson seconded. Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

none

OLD BUSINESS

Kootenai County Community Development

Bugle Ridge Estates MIN 24-0016, minor subdivision

This is a two-parcel subdivision off Bolen Street accesses Rockford Bay Road. The district's comments have been sent to Kootenai County Community Development. No additional information this month.

Farup Estates MIN 20-0099, minor subdivision:

It is now up to the applicant to circulate the Final Plate for signatures and request it be recorded. Kootenai County Community Development will check for recording by May 1st, 2025. No additional information this month.

CDA National Reserve, Major Subdivision:

All of the roads have been paved. JUB has been monitoring progress, workmanship and ensuring that the roads meet district standards.

WHD Construction Projects

Rockford Box Culvert:

The easements necessary for construction have been defined. Legal descriptions are needed in order to move forward with the acquisition process. Kevin Howard spoke with Jay (JUB) about the descriptions and usability of them. JUB will be providing undated descriptions and acquisition will follow shortly.

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

The construction will be on hold this week and next as the contractor gives the utilities time to reinstall their facilities. Steady progress has been facilitated through emails and weekly on-site meetings.

Greensferry Guardrail, Key No. 23285:

The final design has been reviewed by Worley Highway District and the Local Highway Technical Assistance Council (LHTAC). The final design, with changes from the review, will be completed in the near future and is on schedule. No additional information this month.

Loffs Bay Road Participation Project (Cost Share Paving):

This project has been completed and will be removed from further staff reports.

Kidd Island Road (Phase II):

The right-of-way acquisition from Phase I has been completed. This was necessary for the district to move forward on phase II. LHTAC is in the process of figuring out what avenue they wish to take where engineering reviews and updates are required since the previous design is several years old.

Cougar Gulch Road:

This project is moving along rather quickly. The weekly on-site meetings have been useful for quick response to questions. Steady progress has been facilitated through emails and weekly on-site meetings.

WHD Misc. Projects

Koth Road ROW Status:

The most recent activity was during the last district meeting held on July 31st. You will find an overview of the activity in the meeting minutes of the July meeting.

CDA Tribe, Lake Creek Project:

Tribal Fisheries have been acquiring materials for the crossings slated for this year's installation. The district is prepared to begin the work when the Fisheries are ready.

NEW BUSINESS

1. Budget Workshop

Miller moved to approve the proposed 2025 Fiscal year Budget for advertising and the Budget Hearing on 8/28/2024 at 9 am. Johnson seconded. Cooper concurred. The motion passed unanimously.

2. WHD Fee Schedule

Miller moved to rescind resolution 2024-03-Fee schedule and approve Resolution 2024-06-Fee schedule that reflects the annual adjustment from \$7500 to \$8200 for the Minor Subdivision Fee-In-Lieu-Of Construction Roadway Improvements. Johnson seconded. Cooper concurred. The motion passed unanimously.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

AUGUST 14, 2024

Page 3

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

3. Board Meeting schedule for 2025.

Miller moved to approve the meeting schedule as presented. Johnson seconded. Cooper concurred. The motion passed unanimously.

4. Accounts Payable

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

5. Upcoming Meetings:

August 28, 2024 Board Meeting/Budget Hearing 9 am

September 11, 2024 Board meeting 9 am

September 12, 2024 KMPO 1:30 pm

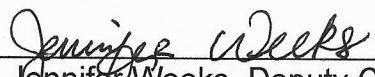
6. Commissioner Comments:

Commissioner Johnson Thanked the crew and staff for all the hard work. Commissioner Cooper Thanked Charyl and Jennifer for their work on the Budget.

ADJOURNMENT

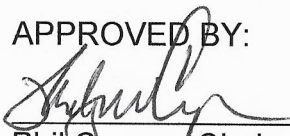
Citing no further business, Miller moved to adjourn the meeting at 9:34 a.m. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:

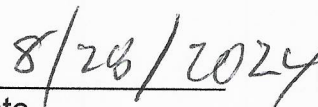


Jennifer Weeks, Deputy Clerk

APPROVED BY:



Phil Cooper, Chair



Date

rescind 8/14/2024

**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:

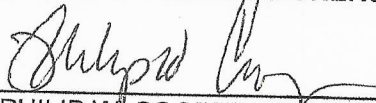
WORLEY HIGHWAY DISTRICT FEE SCHEDULE		
	Fee	Includes
Approach Permit	\$250	Admin, Prelim & Final Inspection (2-inspections)
Legal Access Permit (expanded use)	\$100	Admin, Prelim & Final Inspection (2-inspections)
Asphalt Cut Fee	\$500 plus \$2.40/SY Chip	Patch Maintenance & Sealing (Bond required)
Utility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

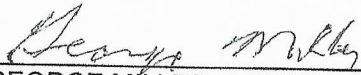
This Resolution supersedes and replaces all other Resolutions or portions thereof which are in conflict with the fee schedules herein.

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:

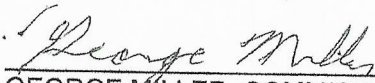
1. The public hearing in this matter was duly noted and held;
2. The public's best interest is served by adoption of the fee schedule.

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

**WORLEY HIGHWAY DISTRICT
RESOLUTION 2024-06
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

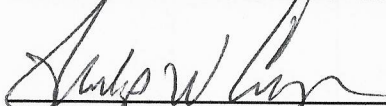
WHEREAS, the Board of Commissioners deems it advisable that the petitioner pay a fee to cover the cost of legal fees, staff time and expenses in conjunction with Permits, Subdivisions, Variance Requests, Right-of-Way Vacation/Abandonment/Validation, and Appeals; and

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

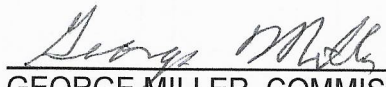
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that fees are set as follows:
This Resolution supersedes and replaces all other Resolutions or portions thereof which are in conflict with the fee schedules herein.

RESOLVED this 8 day of August, 2024.

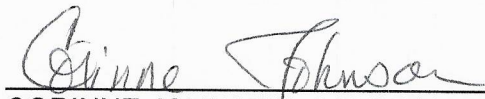
**WORLEY HIGHWAY DISTRICT
BOARD OF COMMISSIONERS**



PHILIP W. COOPER, CHAIRMAN



GEORGE MILLER, COMMISSIONER



CORINNE JOHNSON, COMMISSIONER

ATTEST: Charyl Ragan
CHARYL RAGAN, CLERK/TREASURER

**WORLEY HIGHWAY DISTRICT FEE SCHEDULE
RESOLUTION 2024-06**

	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	\$8,200	Annually adjusted based on CPI Increase