

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
FEBRUARY 14, 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, Assistant Supervisor Dustin Howe, and Administrative Assistant Tomi Maynard.

Jay Hassell, JUB Engineers

G.E. Siegford, HMM Engineering

APPROVAL OF AGENDA

Chairman Mangan requested to add the Cave Bay Association agreement to the Agenda for the sake of documentation.

George Miller MOVED to approve the agenda with the noted addition. 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 January 30, 2018 regular meeting, and the February 7, 2018 CIP workshop. 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: *Status Report*
There have been some concerns brought forth for some clarification in the wording within the resolutions and/or exhibits pertaining to right-of-way abandonments and exchanges passed last month. Before the board today is the end product of a meeting with the developer's representative, the developer's attorney, the district's attorney and the district's supervisor. The changes brought before you today do NOT change the function or end result of those passed in December 2017 but do, however, make clarifications that will greatly reduce the possibility of misunderstanding in the decades to come as fresh eyes may come across the documents.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

FEBRUARY 14, 2018

Page 2

Staff recommends that the board consider approving the resolutions presented today as a replacement of those previously passed for this purpose. **No additional information this month.**

3. **Russu Addition, MIN17-0021: *Status Report***

Through discussion with Kootenai County Community Development, there have been a few changes to the proposed subdivision in response to reviews received. When the most recent iteration reaches WHD, it will be sent out for review by the district's consultant. **No additional information this month.**

4. **Harmons Third Addition: *Status Report***

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: *Status Report***

The district has completed its review and recommendations. The developer will be making a request to KCCD for approval contingent upon meeting the recommendations whereas the project's consultant is on a six-week vacation and unable to make the changes until he returns.

Commissioner Mangan asked about a meeting that Howard had with the developer and engineer of this subdivision. Howard confirmed that they have agreed to meet or exceed all of the districts requirements, but that there are 3 recommendations made by the district to bring the project up to Kootenai County standards that have not been addressed. Howard also indicated that he sent a letter to Kootenai County Community Development indicating the same.

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-consultants were looking to get a head start on the project by using a drone and LYDAR technology to map the topography of the stream bed. The snow accumulation will not allow for the accurate collection of data. **No additional information this month.**

3. **Finnebott, Bennion & Sun Up Intersections: *Status Report***

JUB will provide to the district next week the legal descriptions and exhibits to begin right-of-way acquisition.

4. **Watson Road Slide: *Status Report***

Yesterday Carol and I met with Jay and Angela (JUB) to participate in a telephone conference with the Idaho Office of Emergency Management and FEMA to discuss funding. We were given guidance and all involved understand what information is necessary to successfully get through the process. Staff and our consultants will continue to move forward to obtain funding.

WHD Misc. Projects

1. **2018 LHSIP Grant – Delineators & Signage:**

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

FEBRUARY 14, 2018

Page 3

Additional information (sign location and quantity) was requested of the district by LHTAC to begin the process. JUB is compiling the needed information for submission. **No additional information this month.**

2. Validation of Road #20:

Susan Weeks has provided to the courts the Worley Highway District's Response Brief on Appeal. The district is now waiting for response from the court. *March 6th is the tentative court date for arguments.*

3. Cave Bay Community – Cave Bay Road License Agreement:

The License agreement for the use of a turnaround at the end of Cave Bay Road has been delivered for signature.

Citing previous approval from the Board (At the regular meeting held on December 13th, 2017) Commissioner Mangan signed the Agreement.

4. Proposed HB312 Projects

During the course of the Capital Improvement Projects Workshop held on February 7 the Board requested that Howard work to create a list for approval, of where funds received from House Bill 312 will be used. This list is still in process but Howard provided possibilities.

Howard listed off several early estimates on where this money will go, but stated that there is more fine tuning to be done. Early estimates of HB312 funds used for each project are as follows:

Dower Road- \$30,000

Loffs Bay- \$50,000

Carnie Road- \$9,000

Hull Loop- \$70,000

Guardrail Repairs- \$14,000

Anti-Icing- \$13,000

These estimates leave about \$100,000 of HB312 funds to be designated for other projects .Howard stated that additional funds can be applied to rock crushing, as well as Williams Bridge.

LETTER TO KOOTENAI COUNTY BOARD OF COMMISSIONERS

Letter is still being reviewed by Susan Weeks.

BILLS PRESENTED FOR APPROVAL AND DISCUSSION OF FINANCES

Mangan commented that the Highway Users Revenue is up 5.8%, Sales tax is up 7.8%, and the Highway Users Revenue created by HB312 is up 6.73%. He also commented that the cash flow is within parameters, and looks good.

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

REQUEST TO CHANGE FIXED ASSETT VALUE

Clerk Carol Richel entered at 9:49 AM. She reported that our inventory process surpasses all requirements and proposed that we change our guidelines as follows:

Move fixed assets value

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

FEBRUARY 14, 2018

Page 4

Current >\$500
Proposed >\$2000

Move Controlled Assets

Current >\$250 - <\$500
Proposed >\$500 - <\$2000

Expenses Assets

Current >\$250
Proposed No longer track

In lieu of tracking each item below \$500, Richel suggested that we take video of all tools and assets at the shops for insurance purposes. This significantly reduces the number of man hours required to log these items.

Miller MOVED to approve the proposed changes to the fixed asset value. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

UPCOMING MEETINGS

The next regular board meeting is February 27.

COMMISSIONER COMMENTS

None.

ADJOURNMENT

Chairman Mangan adjourned the meeting at 10:04 a.m.

RESPECTFULLY SUBMITTED BY:

Tomi K. Maynard

Tomi Maynard, Administrative Assistant

APPROVED BY:

James Mangan

James Mangan, Chairman

February 27, 2018

Date