

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
FEBRUARY 12, 2020
9:00 A.M.**

MINUTES

Commissioner Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner George Miller and Commissioner Phil Cooper present. Also present were Supervisor Kevin Howard; Assistant Supervisor Dustin Howe; District Clerk/Treasurer Carol Richel; Deputy Clerk Tomi Maynard; and:

Larry Woodbury, Cove Haven HOA
Mason Farrell, Rock Creek

Jay Hassell, JUB

APPROVAL OF AGENDA

Miller MOVED to approve the agenda as presented. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

CONFLICTS OF INTEREST ON AGENDA

Chairman Corinne Johnson asked if any Board member had a conflict of interest with any item on the agenda. Corinne Johnson, George Miller and Phil Cooper each indicated no conflicts.

APPROVAL OF MINUTES

Miller MOVED to approve the minutes of the January 29, 2019 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

PUBLIC COMMENTS

Larry Woodbury is in attendance today to represent the Cove Haven Homeowners Association, with a request that the Board consider expediting the paving of Rolling Hills Rd and continuing the pavement to the end of Bloomsburg Rd. Howard briefly explained the factors that the District considers when scheduling road improvements, and reported that the paving of Rolling Hills Rd is on the Capital Improvements Plan with the first round of improvements in 2024, but that schedule changes from occasionally when additional time and or funds become available.

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, Loffs Bay Rd.:
Susan Weeks has begun legal action to settle this matter. No additional information this month.
2. The Club at Rock Creek, Major Subdivision, Loffs Bay Rd.:
Before the board today is a Resolution accepting the finished Loffs Bay Road Phase II improvements. This past spring a list of corrections were made upon inspection. The corrections have been completed. Staff has no objection to the acceptance. No additional information this month.

Mason with Club at Rock Creek proposed a possible alternative plan regarding the improvements to Loffs Bay Rd that were previously referred to as Loffs Bay Road Phase III. The Club is proposing the possibility of reducing the scope of improvements to be made to that portion of Loffs Bay Rd, and reallocating the funds that would have been spent on the original scope of work, to be used by the District for improvements to whatever portion of Loffs Bay Road the Board deems appropriate. Howard commented that there are considerable road

alignment and substructure issues that would need to be considered if the scope of work was to be modified. This proposal will be tabled pending further information.

Miller MOVED to keep this on the agenda pending a site visit and further information. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

3. Black Rock Flats PUD 19-0001U:

This PUD will not have a plat requiring a signature from the district's board until the developer applies for a Condominium Plat or equivalent. At that time this board will have signature authority. Therefore, the Road Development Agreement will be tied to the subsequent plat application. The agreement is currently being drafted. No additional information this month.

4. Tosi Estates, Minor Subdivision:

This is a two-lot subdivision at the intersection of Meadowbrook Loop and Clemetson Road. The district's review is complete. The response to Kootenai County Community Development was that the district's concerns have been met on the plat and the district has no objection to the plat application moving forward. No additional information this month.

5. Jaeger and King, Minor Subdivision, MIN19-0063:

This two-lot subdivision is proposed off of Northern Lights Boulevard which is served by Bunn Road.

6. The Ridge at Sun Up Bay, 2nd Addition, MIN19-0069:

The aforementioned proposes converting a lot that is set aside for multiple drain fields to a residential lot.

WHD Construction Projects

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

Discussion: shall the district try for STP-Rural funding again or shall staff explore other means of funding and/or construction? No additional information this month.

2. Kidd Island Road Project: Status Report

The Right-of-Way certificate has been cleared. WHD will now need to coordinate with LHTAC for the Construction Engineering and Inspection firm selection.

3. Watson Road Slide:

On-going winter shut down; temporary pumping will continue until the septic system repairs are made in March. In the spring there will be some work to be completed and final quantity adjustments and payment made.

4. Hull Loop Project:

J-U-B will provide staking for one of the property owners so that they have a better idea as to the needed right-of-way for the project. No additional information this month.

WHD Misc. Projects

1. Koth Road ROW Status:

Attorney Weeks has found that there is a specific process to ask for a replacement arbitrator as this is a change in contract between the parties. The process is referred to as "Blue Lining". She will begin the process. No additional information this month.

2. Validation of road #20:

This will be going to the Supreme Court for Oral Argument. Attorney Weeks is led to believe that the district will be noticed on a court date sometime next week. No additional information this month.

Howard reported that the time for oral arguments was set at 8:50am on April 22 after his staff report was printed.

New Business

1. Resolution 2020-01 Email Retention Policy

This resolution was drafted to ensure WHD compliance with Idaho State statutes. The current email retention policy only requires that emails be retained for 30 days. Idaho State Law requires that emails be retained in accordance with the public records statutes. Johnson read the proposed resolution for the record:

RESOLUTION 2020-01
E-MAIL RETENTION POLICY

WHEREAS, in the course of ongoing operations the Worley Highway District handles and processes a substantial amount of e-mails, and

WHEREAS, the sheer volume of paper files and records accumulated over the duration of the Highway District's existence requires systematic management to maximize efficiency and minimize cost, and

WHEREAS, Idaho Code 40-1336 and 40-1337 defines which public records should be kept permanently and indefinitely, semi-permanently or temporarily, and

WHEREAS, e-mail can be a public record as defined in Idaho Code § 74-101(13).

NOW THEREFORE BE IT RESOLVED, by the Commissioners of Worley Highway District, Kootenai County, Idaho, that the e-mail retention policy of the Highway District shall be as follows:

The Highway District e-mail records shall be classified and retained as follows:

Spam is not a public record will not be retained.

E-mail announcements inviting attendance at meetings, seminars, and training events received from others are public records and are classified as temporary records and shall be kept for two (2) years.

E-mail which merely serves as transmittal document for attachments shall be deemed a temporary record and shall be kept for two (2) years.

E-mails concerning negotiations shall be deemed a temporary record and shall be kept for two (2) years. E-mails will be printed and retained in project folder.

E-mails that fit any of the three categories can be deleted if they are printed and a copy retained in the District's files.

Announcements of personnel going on vacation, a change in work hours, and other normal daily coordination are temporary and shall be retained for two (2) years.

Miller MOVED to approve Resolution 2020-01 Email Retention Policy. Maynard called the roll with the commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye.

2. Personnel Policy Manual Update

Staff is requesting that the Personnel Policy Manual be updated to require that all supplemental benefits be established either within 2 months of an employee's original date of hire, or during the District's open enrollment period.

Miller MOVED to approve the changes to the Personnel Policy Manual as presented. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

3. Day at the Capitol Discussion

Howard attended the Day at the Capitol event hosted by Idaho Association of Highway Districts, on the behalf of the Highway District. This gave him the opportunity to have some face to face discussions with legislators regarding upcoming legislation that could affect the District. Howard felt that the trip was very worthwhile, and that the District's concerns were heard by those in Boise.

4. Bills Presented for Approval, and Discussion of Finances:

Miller MOVED that the bills be approved as presented on the A/P and Draw Payroll check registers. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

5. Upcoming Meetings:

Regular Meeting Wednesday, February 26, 2020
KMPO February 13, 2020 at 1:30 PM

6. Commissioner Comments:

None.

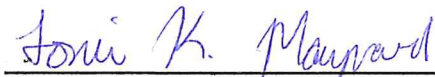
EXECUTIVE SESSION

None.

ADJOURNMENT

Miller MOVED to adjourn the meeting at 10:01 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:

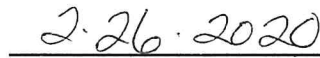


Tomi Maynard, Deputy Clerk

APPROVED BY:



Corinne Johnson, Chairman


Date