

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
FEBRUARY 9, 2022
9:00 A.M.**

MINUTES

Commissioner Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner Phil Cooper and Commissioner George Miller present. Also present were Director Of Highways Kevin Howard, Deputy Director Dustin Howe; Deputy Clerk Tomi Maynard; and:

Jay Hassell, JUB

Rand Wickman, Club at Rock Creek

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

George Miller and Phil Cooper each indicated no conflicts. Corinne Johnson declared an apparent conflict of interest on the item titled Swede Bay Road Paving.

APPROVAL OF MINUTES

Miller MOVED to approve the minutes of the January 25, 2022 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

None.

Priority items for attendees from New Business

None.

OLD BUSINESS

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. The Club at Rock Creek, Major Subdivision, Loffs Bay Rd.:
Final Plat is nearing completion. It is anticipated that a representative will be in attendance today.

Rand Wickman is in attendance for this item. Wickman reports that the mylar plat has not been provided to them yet. He also noted that they have drawn up the agreement providing for corrections to the paving on Dashwood Lane if any defects develop as a result of the sub-standard temperatures at the time of paving. Wickman is asking the Board to consider approving a motion today to allow the signing of the plat and agreement when they become available. Johnson asked Howard if any previous Board has approved this type of request. Howard confirmed that it has happened but is not commonplace.

Miller MOVED to approve Chairman Johnson signing the plat and the Dashwood Lane Agreement when they are ready and pending approval by Howard and JUB. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

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2. Axis Cove 1st Addition, MIN20-0103:

Approved. It appears to have maintained the approval status after the appeal. The developer has **not** met all financial obligations to the district. As of 12-3-21, the Order of Decision from the county has not been rendered. No additional information this month.

3. Ranch at Cougar Creek, MIN20-0057:

Approved. Under appeal to hearing examiner at KCCD. As of 12-3-21, this is still in front of Kootenai County's Hearing Examiner. No additional information this month.

4. Rocky Point Reserve, MIN20-0088:

This subdivision has been approved by KCCD on 7/15/2021. The district has received construction plans for improvements to Wicks Road, First Ave, and Beauty Ave of which commensurately mitigates the impacts of MIN20-0088 and MIN20-0089. The initial review of the subdivision application gave the requirement "All adjoining roads must be constructed to the current Highway District Standards. In subdivisions with four or less lots, in lieu of actual construction of adjacent roadway improvements, at the discretion of the Highway District Board, a \$3,500 per lot fee may be accepted for each additional lot created". It was the developer's choice to construct. Therefore, staff recommends that In Lieu of Construction Fees not be imposed.

5. Farris Landing, MIN20-0089:

This subdivision has been approved by KCCD on 7/15/2021. The district has received construction plans for improvements to Wicks Road, First Ave, and Beauty Ave of which commensurately mitigates the impacts of MIN20-0088 and MIN20-0089. The initial review of the subdivision application gave the requirement "All adjoining roads must be constructed to the current Highway District Standards. In subdivisions with four or less lots, in lieu of actual construction of adjacent roadway improvements, at the discretion of the Highway District Board, a \$3,500 per lot fee may be accepted for each additional lot created". It was the developer's choice to construct. Therefore, staff recommends that In Lieu of Construction Fees not be imposed.

WHD Construction Projects

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

Field topography work has been completed. The boundary and base map preparation is in progress. A traffic analysis check for stop control for the intersection will be prepared early this year. Design is at 30% completion.

2. Kidd Island Road Project: Status Report

The match payment for the monitoring agreement is due. You will find it included in today's check register.

3. Watson Road Slide:

Jay Baker, Idaho Office of Emergency Management field officer, has informed the district in a phone conversation yesterday that the project is complete. Staff recommends that this item remains on the agenda for one additional month to accommodate for any unforeseen incomplete work. No additional information this month.

4. Hull Loop Project:

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The property owner in which the district made an offer has sought legal counsel No additional information this month.

5. Sun Up, Bennion, Finnebott Intersection Project:
The district is waiting for hydroseed and grass to establish in the spring and will be monitoring the manhole grout for performance.
6. Solitaire Road:
The agreement has been signed and the financial assistance has been received from the community. This project is tentatively set for next summer. No additional information this month.

WHD Misc. Projects

1. Koth Road ROW Status:
No additional information this month.
2. Swede Bay Road Paving:
Telephone discussions regarding design and topographical limitation has happened. A drawing has yet to be produced for staff's review. No additional information this month.

NEW BUSINESS

1. Modify 12/29/2021 motion regarding funds transfer from General Fund to Tort Fund
On 12/29/2021 Deputy Clerk Maynard requested that the Board approve a transfer of funds from the general fund to the tort fund in order to pay the full balance of a tort settlement that had been reached. Clerk Richel has requested that the Resolution and motion be rescinded for correction. Richel has advised that the intent of her request was to transfer the full amount of the tort settlement. This will leave a balance in the tort fund to allow staff to pay liability insurance and any further claims that come in on unrelated matters.

Miller MOVED to rescind Resolution 2021-13 and the accompanying motion, and to approve resolution 2022-01 directing staff to transfer \$15,000 from the General Fund to the Tort Fund. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

2. Quote for chips for 2022 chip sealing
Peak Sand and Gravel provided a quote to supply the District with chips for the annual chip sealing, at approximately the same rate that would be paid to a crushing company to crush material obtained from the District's rock quarry. Howard and Howe indicated that this would be a better fit for the District's needs this year as there is no room for crushing at the quarries and the only material needed at this time is chips.
3. Bank Cd'A – Request to add signer
Maynard requested to be given authorization to obtain information, or to be added as a signer on the Districts Bank CdA checking account. This will make it possible for Maynard to complete any tasks necessary while acting as temporary Clerk/Treasurer.

Miller MOVED to add Deputy Clerk Maynard as a signer on the Bank Cd'A account. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

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4. Accounts Payable and Draw check registers for approval
Cooper MOVED that the bills be approved as presented on the A/P and Draw Payroll check registers. Johnson SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.
5. Upcoming Meetings:
February 23, 2022 10:00 a.m. to 2:00 p.m. KMPO Workshop
February 28, 2022 9:00 a.m. regular meeting
6. Commissioner Comments:
Cooper asked how the Day at the Capital event went. Johnson and Howard reported that it went well.

EXECUTIVE SESSION

Johnson MOVED to enter into executive session to discuss personnel matters under Idaho Code 74-206 (1)(b) Maynard called the roll with the Commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. Howard and Howe were asked to stay for testimony. The Board entered into executive session at 9:50 a.m.

Johnson RECONVENED the regular meeting at 10:33 a.m.

Miller MOVED to apply a \$500 stipend to Deputy Clerk Maynard's pay until the office is fully staffed. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller MOVED that the District provide the GIS Technician with a onetime benefit of 44 hours of vacation time effective February 1, 2022 as well as ongoing accrual at the rate of 40 hours per fiscal year moving forward. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

ADJOURNMENT


Citing no further business, Miller MOVED to adjourn the meeting at 10:33 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:

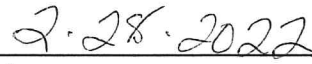


Tomi Maynard, Deputy Clerk

APPROVED BY:



Corinne Johnson, Chair



Date