

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
July 10, 2024
9:00 A.M.**

MINUTES

Commissioner Phil Cooper called the meeting to order at 9 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 Hassell, Gayle Cochrane

APPROVAL OF AMENDED AGENDA

Cooper moved pursuant to I.C. section 74-204(3)(b) to amend the agenda to add the Gail Carter Purchase Contract and Acceptance of Gail Carter Deeds for the Kidd Island Project No. A012(315)." Miller seconded. Johnson 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 June 26, 2024 meeting; Johnson seconded. Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

Gayle Cochrane here to discuss item #3 in New Business

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.

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.

CDA National Reserve, Major Subdivision:

A portion of the roads have been paved and more to come. 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.

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

Construction began Monday, July 8, 2024. Alternate routes have been defined and can be found on the district's website.

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.

Loffs Bay Road Participation Project (Cost Share Paving):

The final seal coat will be applied mid to late July. This will complete the project.

Kidd Island Road (Phase II):

Susan Weeks has completed one more acquisition adjacent Kidd Island Road. I would like to share some information regarding the remaining acquisitions in executive session.

Cougar Gulch Road:

An on-site project kickoff meeting was held Monday, July 8, 2024. This marks the beginning of weekly progress meetings. Clearing and grubbing was nearly complete at that time. The mass grading will begin this week

WHD Misc. Projects

Koth Road ROW Status:

No additional information this month.

CDA Tribe, Lake Creek Project:

The passage structure design has been determined for the Weller Road/East Fork Bozard Creek crossing. Stephanie Hallock, CDA Tribal Fisheries, has contacted the adjacent property owners. Fisheries have worked with the property owners in the past and have a good relationship with them. Designs are going through JUB to ensure they are up to highway district standards.

NEW BUSINESS

1. Ratification of Gail Carter Purchase Contract for Kidd Island Project No. A012(315) (Action Item)

Cooper moved to ratify the Purchase Contract between Gail Carter and Worley Highway District for Kidd Island Project No, A012(315) previously executed by the Chair. Miller seconded. Johnson concurred. The motion passed unanimously.

2. Acceptance of Gail Carter Deeds for Kidd Island Project No. A012(315) (Action Item)

Cooper moved to approve the acceptance of the Warranty Deed and the Easement Deed granted by Gail Carter in connection with Kidd Island Project No, A012(315). Miller seconded. Johnson concurred. The motion passed unanimously.

3. Request for traffic mirror at the intersection of Sun Up Bay Rd and Four Echos Rd.

Gayle Cochrane stated that the intersection is challenging to see traffic coming and suggested a mirror be installed. The director indicated that the highway district does not install mirrors due to the liability of hazards and maintenance of the mirrors create for the district. He indicated that the intersection is listed on the districts CIP list for future revision. The board Thanked Gayle for coming and voicing her concerns.

4. Banking- fraud prevention option

The district was presented with a fraud prevention option from our bank. After the discussion, it was decided that we will not pursue that option at this time.

5. Demand for validation proceedings Koth Rd

The commissioners were advised that we received a letter from an attorney stating, "Demand for validation proceedings." The administrative staff will get started on proper preparations then submit to the board to determine a hearing date for the validation.

6. Board Meeting schedule for 2025, propose 1 meeting per month.

District staff and commissioners discussed the pros and cons of changing to one meeting per month starting in January of 2025. Miller moved to change the meeting schedule to one meeting a month to be held at 9 am on the 4th Wednesday of the month starting in January 2025. Johnson seconded. Cooper concurred. The motion passed unanimously.

7. 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.

8. Upcoming Meetings:

July 11, 2024 KMPO 1:30 pm

July 31, 2024 WHD Board meeting 9 am

August 7, 2024 WHD Budget Workshop 9 am

9. Commissioner Comments:

Johnson commented that she had followed the paint truck and stated the crew members did a great job on striping.

Miller moved to go into Executive session for Right-of-way acquisitions, Idaho Code 74-206 (1) (c) and Pending Litigation, Idaho Code 74-206 (1) (f) at 9:56 am. Johnson seconded. Cooper concurred. The motion passed unanimously.

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

The regular meeting resumed at 10:09 am.

No motions were made from discussion in Executive Session.

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ADJOURNMENT

Citing no further business, Miller moved to adjourn the meeting at 10:10 a.m. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:

Jennifer Weeks
Jennifer Weeks, Deputy Clerk

APPROVED BY:

George Miller
~~Phil Cooper, Chair~~

George Miller, Vice Chair

7-31-24
Date