

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
JULY 8, 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:

Kirk Brandt, Erie Rd
Patrick Murphy, Micah Shores

Hugh Simpson, Micah Shores
Angela Comstock, JUB

Some participants utilized Zoom to attend the meeting. Any participants who attended electronically and did not identify themselves will not be listed.

APPROVAL OF AGENDA

Staff has received several requests for signage on Presley Road, warning drivers that they may encounter oversized and/or slow-moving farm equipment. The sudden and significant increase in traffic volume, due to the Kidd Island Road detour, combined with the beginning of hay season makes this an emergent situation. However, it was not brought to the District's attention until the latter part of the day, the day prior to the meeting. Because of this staff is requesting that the Board amend the agenda, to include this item.

Cooper MOVED to amend the agenda to include a request for agricultural signage on Presley Road. Miller 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 June 24, 2020 special meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

PUBLIC COMMENTS

None.

Spring Street, Drainfield Easement

At the regular meeting held May 13, 2020 the Board approved an easement for a drain field within the public right-of-way (ROW) known as Spring Street. This was approved on the condition that a secondary prospective location be identified, and both locations be perk tested to ensure viability, in case the District ever has a need to improve that ROW that requires removal of the drainfield. It was also made a stipulation that the property owner would be solely responsible for any arrangements or expenses if the drainfield ever has to be moved. Hugh Simpson and Patrick Murphy attended via zoom to request the same easement. Howard confirmed that both Simpson and Murphy were aware of the requirements and contingencies.

Miller MOVED to approve a conditional permit to allow the placement of a drainfield to service the property adjacent Spring Street that is owned by Ward and Joan Simpson Family Trust. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Miller MOVED to approve a conditional permit to allow the placement of a drainfield to service the property adjacent Spring Street that is owned by Gilbert D Moyle Family Trust. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Patrick Murphy and Hugh Simpson exited at 9:15 a.m.

Kirk Brandt, Erie Road

Kirk Brandt is in attendance today, to request the Board's approval to perform improvements within the District owned, but unmaintained, right-of-way (ROW) known as Erie Rd. The road as it stands is very narrow and somewhat overgrown. He would like to widen the road surface and do some vegetation control. Brandt indicated that he would have the ROW surveyed and ensure that he is working within that surveyed area.

Miller MOVED to approve a permit to allow Kirk and Donna Brandt to perform improvements within the ROW known as Erie Road. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Kirk Brandt exited at 9:22 a.m.

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.:
There are new owners of this property. Attorney Weeks is working with them to remedy the fact that the previous owners did not settle their financial responsibilities to the district.
2. The Club at Rock Creek, Major Subdivision, Loffs Bay Rd.:
The pre-construction meeting for Loffs Bay Road Phase III will be held at 10:30 am today. Ken Sorenson (JUB) will be attending to represent the district. I will join that meeting as soon as this meeting will allow.
3. Jaeger and King, Minor Subdivision, MIN19-0063:
The financial responsibilities to the district have yet to be met. Once the responsibilities have been met, the district can sign the plat when presented.
4. The Ridge at Sun Up Bay, 2nd Addition, MIN19-0069:
The plat has not yet been presented to the district for signature.

WHD Construction Projects

1. Rockford Bay Road/Loffs Bay Road (W) Intersection: Status Report
This project ranked in the ninth position for the STP - Rural Funding. The ranking is for Fiscal Years 2021 – 2027. Sponsors will be notified as funding comes available and by order of ranking. No additional information this month.
2. Kidd Island Road Project: Status Report
Construct is underway. Most of the vegetation clearing is complete. The creek realignment and restoration are in progress. Weekly construction meetings have been held to facilitate informative communication thus producing efficiency throughout the project.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

JULY 8, 2020

Page 3

3. Watson Road Slide:

This project is currently held up due to potential litigation. Engineering is adjusting some of the plan details due to the additional hillside failure during construction. The project will resume when given direction from legal staff. No additional information this month.

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.

5. Sun Up, Bennion, Finnebott Intersection Project:

Funding of \$100k to assist in construction of this project has been awarded to WHD for use in FY2021. All right-of-way acquisition parcels have been obtained and recorded. With the board's approval and direction, this project is ready for the preparation of bid documents. No additional information this month.

6. Watson Bridge Project:

In the board's meeting packet today are some preliminary designs for the bridge replacement and projected costs are estimated in a broader sense. This information is intended to start discussion.

WHD Misc. Projects

1. Koth Road ROW Status:

Attorney Weeks will be inquiring as to when this case will receive an arbitrator to complete the legal argument. No additional information this month.

2. Validation of road #20:

I asked Attorney Weeks when the district's case will be decided in the courts. She indicated that with the current pandemic the courts are unpredictable and that the board will not know when until the verdict has actually been rendered.

New Business

1. Budget Workshop Schedule

Commissioner Johnson is unable to attend the Budget workshops as previously scheduled. She has requested that these workshops be rescheduled. Currently there are 2 workshops scheduled on July 30 and August 5, 2020. Johnson is requesting that these be rescheduled to August 3 and August 6, 2020.

Miller MOVED to reschedule the Budget Workshops to August 4th, 2020 at 9:00 AM and August 6th, 2020 at 9:00 AM. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

2. Spring Street Drainfield Easement

Addressed earlier in the meeting.

3. Engage Auditor for Fiscal Year 2020

Richel reported that Scott Hoover, who has performed several audits for the District, sent over a proposal for the standard 2020 fiscal year audit. However, depending on FEMA reimbursement for Watson Road repairs, a single audit may be required. Richel requested that

the Board accept the standard audit for the time being, and then a proposal will be presented if a single audit becomes necessary.

Miller MOTIONED to engage Scott Hoover as the District's auditor for the 2019-2020 fiscal year. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

4. Kirk Brandt, Erie Road
Addressed earlier in the meeting.

5. Sign Request, Presley Road
Because this road is now seeing considerably more traffic as a result of the Kidd Island detour, the farmers in the area feel that placement of signs, to warn of the presence of farm equipment, is necessary to reduce risks for both the general public and equipment operators.

Miller MOVED to direct staff to install agricultural presence signs on Presley Road. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

6. Bills Presented for Approval, and Discussion of Finances:
Richel discussed several items on the cash flow report and updated the Board .

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.

7. Upcoming Meetings:
WHD Regular Meeting Wednesday, July 29, 2020 9:00 a.m.

8. Commissioner Comments:
None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Miller MOVED to adjourn the meeting at 9:54 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Deputy Clerk

APPROVED BY:



George Miller, Chairman

7-29-20
Date