

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
JUNE 13, 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, Administrative Assistant Tomi Maynard, and

Joseph Bjerke, Bellgrove Road  
Jody Shano, Bellgrove Road  
G.E. Siegford, HMH Engineers

Mike Lasneski, Bellgrove Road  
Angela Comstock, JUB Engineers  
John Uriquen, Silo Ridge Road

**APPROVAL OF AGENDA**

Because there is an immediate need for more man power to accomplish the work required of the crew, Miller MOVED to amend the agenda to include discussion on hiring an additional crew member. Johnson SECONDED the motion. 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 May 30, 2018 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

**PUBLIC COMMENTS**

None.

**Request for District Take Over Maintenance on Bellgrove Road**

Bellgrove Road is a District owned Right-of-Way that is currently maintained by the property owners. The residents of Bellgrove Road have concerns about the safety of the current road. They indicate that the number of residents on the road has increased significantly and all appearances are that the increase will continue in the coming years. Per resident comments, the current grade of the road is extremely steep, sight distance is dangerously short in areas, and culverts are not functioning properly, leading to water over the roadway regularly. Each of these factors contribute to make winter driving conditions hazardous. The road also does not meet Fire Department standards, adding concerns for resident safety. Lasneski reports that all of the residents on Bellgrove Road are in agreement, that having the District take over the maintenance and improvement is in their best interest. They are prepared to agree to any necessary rights-of-way acquisition and are amicable to making financial contributions to that end as well.

Commissioner Mangan clarified that the road is already a public ROW. He directed Howard to have Kuykendall look into the width of the right-of-way but noted that if no width is established in viewers reports it will fall under the standard 50 ft width. He asked the residents to have the road professionally surveyed, and provide a copy to the district.

Howard indicated that the crew could probably be called on to get out there this summer to do some brush cutting for sight distance, but that the enhanced maintenance likely would not be able to start until the fall of 2019.

Howe requested that the property owners do a drive through with him to stake out current culverts to save the crew some time.

Miller MOVED to include this public Right-of-Way in the maintenance schedule. Johnson SECONDED. Mangan CONCURRED. The motion passed UNANIMOUSLY.

### **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:  
Dustin and I met with the developers engineer and an official from Idaho Department of Water Resource on site at Stinson Creek within the construction area of Loffs Bay Road. The reason for the gathering was to address concerns by a neighboring property owner who has water rights file on a portion of the creek. The developers engineer is in the process of redesigning the water passage to accommodate both the roadway needs and the needs of the owner of the water rights.  
  
When the design is complete, it will be sent to JUB for further review.
3. Russu Addition, MIN17-0021:  
The developers engineer has been informed that the district needs a legal description written up of the portion of right-of-way that was requested to be abandoned. Staff is waiting for the needed information to move forward. No additional information this month.
4. York Subdivision:  
I spoke with Vlad Finkel, Planner for Kootenai County, last week. The district's concerns for the sake of Worley Highway District have been addressed. A couple of the road requirements that Kootenai County has within their subdivision ordinance was discussed and will be addressed prior to the signing of the Final Plat (Mylar). No additional information this month.
5. Ritz Ranch, Minor Subdivision:  
This proposed subdivision is adjacent to Loffs Bay Road. My preliminary review showed that there is a public right-of-way through a portion of the property. I met with the owner and there will be some adjustments made to the application. When the district receives the revised application, it will be sent out for review by G.E. Siegford. No additional information this month.

Howard indicated that the revised application was returned to the district late yesterday. He is returning the plat, as well as his comments, to G.E. for review.

### **WHD Construction Projects**

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

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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

In your packets you will find an update from Bionomics as to the studies, findings and data that have yet to be compiled.

Susan Weeks provided Clerk Carol Richel with some documentation yesterday that will allow her to request reimbursements for some of the ROW acquisition.

### 3. Finnebott, Bennion & Sun Up Intersections:

I met with Ron Harvey, RAH Consulting, regarding the right-of-way acquisition. I gave to him the district's initial offer; calculated from Kootenai County's assessment. JUB is nearing completion of the plan set. They are waiting to hear if there are any changes in right-of-way.

### 4. Watson Road Slide:

The district has been given the "go ahead" by the Idaho Office of Emergency Management to move forward with design. JUB has begun designing the repair to greater detail than that which was used for estimating as well as creating the supporting documents that will take the district through the bidding process.

## **WHD Misc. Projects**

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

The "State/Local" agreement has been signed and the district's match paid. The district will begin installation once the materials have arrived and as time allows. No additional information this month.

### 2. Koth Road ROW Status:

I have yet to receive notice of the survey completion. I have, however, heard from Mr. Pennie expressing that it is not done.

## **New Business**

### **Viewers Report Road Validations**

This was discussed at some length at the last AHDKC meeting. Susan Weeks indicated that the district must open and validate any unopened viewer report ROW's. Kuykendall is currently beginning the process of gathering all of the necessary documentation to begin this process.

### **Public Service Announcement- Television Spot**

In an effort to educate the public about the need for awareness in construction zones, as well as the importance of obeying traffic control devices and personnel, Post Falls, Lakes, and Eastside Highway Districts have previously run a joint ad campaign and have approached the District about joining in as well.

Howard lined out the different buy in options for running these commercials.

Option #1 provides 6 viewings each Monday for an overall cost of \$4,500.

Option#2 provides 18 viewings each Monday for an overall cost of \$4,590.



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If the board opted to participate in this campaign, the District would be responsible for ¼ of the above-mentioned prices.

Miller MOVED to join the other Highway Districts in advertising. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Mangan recessed the meeting for a break at 10:28 AM

Mangan reconvened the meeting at 10:39 AM

**Request to hire an additional crew member**

Howe is requesting that the Board approve the hiring of one additional person for the road crew. He reports that there are several factors that make this necessary. The district has grown. The workload has increased because of population growth. Additional workload has increased the wear and tear on vehicles and equipment. Additional wear and tear has increased the work that needs to be done to maintain and repair vehicles and equipment. The increase in HB 312 Funds (gas tax and registration fees), as well as the Surplus Eliminator Bill, have provided the district more funding to do necessary work that was previously put off due to lack of capital, but now lack of manpower slows those projects down.

Johnson asked if there is room in the budget for an additional crew member. Howard reported that there is.

Miller MOVED to create an additional crew position to be staffed immediately. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

**BILLS PRESENTED FOR APPROVAL AND DISCUSSION OF FINANCES**

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

**UPCOMING MEETINGS**

The next regular board meeting is June 27, 2018 at 9:00 AM.

Budget workshops on the 26<sup>th</sup> and 31<sup>st</sup> of July.

**EXECUTIVE SESSION**

Citing Idaho Code 74-206(b) Chairman Mangan MOVED that the Board enter into executive session at 11:22 a.m. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Chairman Mangan, aye; Commissioner Miller, aye.

The purpose of the Executive session was to discuss a personnel matter. Kevin Howard, Tomi Maynard and Dustin Howe were asked to stay for testimony.

Reconvened the Regular Meeting at 11:28

Miller MOVED to Hire Jacob Phillips and Randy Long effective July 1<sup>st</sup>, 2018. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

**COMMISSIONER COMMENTS**

None.

**ADJOURNMENT**

Chairman Mangan adjourned the meeting at 11:28 a.m.

RESPECTFULLY SUBMITTED BY:

Tomi Maynard  
Tomi Maynard, Administrative Assistant

APPROVED BY:

James Mangan  
James Mangan, Chairman

July 27, 2018  
Date