

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
MARCH 28, 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, and Administrative Assistant Tomi Maynard.

David Schumann- Land Surveyor
Paul Muelhausen- Loffs Bay Road

Mark Ritzenthaler- Ritz Ranch
Stephanie Muelhausen- Loffs Bay Road

Approval of Agenda

George Miller MOVED to approve the agenda as presented. Corinne Johnson SECONDED the motion. James Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Conflicts of Interest on the 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 March 14, 2018 regular meeting and the minutes of the March 21, 2018 CIP Workshop. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

None.

Old Business

Ritz Ranch- Status Report

Ritz Ranch is an intended 3 lot subdivision, located near Loff's Bay Road, proposed by Mark Ritzenthaler.

Upon filing for a subdivision permit Ritzenthaler learned of a District owned ROW through one of the proposed lots. Ritzenthaler as well as land surveyor David Schumann attended to discuss the situation. Ritzenthaler would like the district to consider vacating or abandoning the right-of-way. It is his opinion, as well as that of Schumann, that the district is not likely to ever open the road in question as it lies on a grade steeper than 15%. Mangan indicated that the Board would be open to considering options for abandonment or exchange that serve the needs and rights of the District, the Public and Ritzenthaler collectively, in the event that one can be found. There would have to be further sight studies conducted to ascertain the best outcome for all involved. Howard also added, that in the event the Board did agree to abandon the right-of-way, Idaho State Law would require Ritzenthaler to purchase the property from the District, assuming that the value exceeds \$1800. If an exchange of property could be achieved, it would reduce or eliminate the cost to Ritzenthaler.

Paul and Stephanie Muelhausen entered at 9:15 AM

Ritzenthaler questioned how and why a viewer report could be recorded on property he owns, without his knowledge. Mangan explained that the requirements for recording documents have changed dramatically over the years, and that the document in question, recorded in 2014, along with hundreds of other documents, in an attempt to provide a complete and accurate record of all rights-of-way that had already been in the Districts ownership for varying amounts of time. Howard noted that legally there was

no change made in 2014, the public documents were simply cataloged in one central location. Personal notification was not required and would have been labor and cost intensive. Howard added that we have met the legal responsibility imposed on all Highway District's by keeping an up to date map of all rights-of-way and making it publicly available.

Ritzenthaler, Schumann and The Muelhausen's left at 9:30 AM

Finnebott Bennion & Sun-Up intersections- Status Report

Howard reported that Susan Weeks has recommended that we use a Right-of-Way Acquisition specialist to obtain the necessary rights-of-way from the property owners effected by this project. Howard believes that this would be the best option as it would allow Susan Weeks to continue working on other projects on the boards behalf.

Miller MOVED to employ the services of a right-of-way acquisition specialist. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Koth/Kioth Road- Status Report

Howard stated that the snow is melting off. The surveys are scheduled to be performed anytime between now and May 15th. Mangan requested that as soon as the surveys are completed, the crew go out and replace the wooden markers with rebar stakes to avoid any landowners unintentionally removing them. He further instructed that these rebar stakes be painted with fluourescent paint for the sake of visibility and safety.

NEW BUSINESS

Staff Report by Supervisor Kevin Howard

ON THE ROAD

The crew performed typical winter maintenance throughout the month of March. Snow was plowed and sand applied when needed. Magnesium Chloride (mag) was applied to the paved collector roads prior to some of the weather events and on frosty days. There were periods when it was required of the crew to work overtime to complete the tasks.

After being lifted for a couple weeks, all roads were reposted for load limits (weight and speed restriction).

Road signs were inspected and maintenance was performed as needed. The straightening of posts will have to wait until the ground thaws.

Building maintenance and some improvements were made to the Mica and Sun Up shops.

Water control was performed during the snow melt runoff. It was a much easier task than previous years due to the use of the ditching head in the fall and also use to clear slush from the ditch lines when needed.

The crew began sweeping the paved roads. They swept winter sanding material from the paved roads in areas that are reasonably level to start with so as to leave material on steeper grades until we are comfortable that the district will not have to reapply sand.

The crew gathered the districts fire extinguishers for their annual servicing; then put them back in service.

Roadside brushing was performed on several of the district roads as time and weather allowed. Debris from winter windfalls was cleaned up as well.

Last week the newer crewmembers came together in a morning class setting for an introduction to road grading and materials. In a separate gathering, the experienced grader operators and supervision discussed procedures and expectations for the spring grading season. The crew began spring grading on Monday of this week.

Vehicle and Equipment Repair

Unless otherwise noted; repairs and services were accomplished at the Mica Shop. (ST) Shop truck, (DS) Dealer Service, (W) Worley Shop, (S) Sun Up.

Pickups

#45 – Prepared for the sale yard.

#90 – Replaced the water pump and coolant.

Trucks

#155 – Replaced the rear U-bolts.

#170 – Replaced the fuel O-rings on the head and all belts.

#175 – Replaced the heater blower motor.

#190 – Reattached snow plow bit, fixed an air leak, put hyd. Pump belt back on. (ST)

#195 – Repaired a door latch and serviced.

#220 – Replaced the fan belt, repaired rear bumper, replaced a water valve and serviced.

#225 – Replaced the fan belt and checked over for use this summer.

#270 – Repaired the DEF heater line (DS), serviced, rotated tires and prepared for season.

#275 – Complete brakes service (drums, shoes, slack adjusters, air cans), replaced exhaust and window regulator.

#290 – Replaced the driver's door glass.

Motor Graders

#300 – Removed the snow wing.

#305 – Removed the snow wing.

#315 – Removed the snow wing.

Trailer

#650 – Replaced the leaf spring shackles.

Brooms

#710 – Serviced and prepared for the summer season (W).

#740 – Replaced the front brakes, serviced and prepared for the summer season.

Rollers

#720 – Prepared for the summer season

#730 – Prepared for the summer season and changed the fan belt.

Planned work for this coming Month

- Grading, Graveling, Magnesium-Chloride application.

R-O-W Map

Deputy Clerk Susan Kuykendall entered at 9:53 a.m.

Kuykendall presented the newest draft of the Districts Right-Of-Way map. The commissioners all indicated that they were very pleased with the updated version and believe it to be more complete than the current map.

Miller MOVED to approve the Right-of-Way map dated March of 2018 as the Highway Districts official map. Johnson SECONDED. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Kuykendall exited at 10:11 a.m.

Break – Mangan recessed the meeting at 10:11 a.m.

Reconvened- Mangan reconvened the meeting at 10:15 a.m.

HB312 Worksheet and CIP

Clerk Carol Richel entered at 10:15 a.m.

Richel presented the newly updated Special Construction Fund balances report and Capital Improvements Projects worksheet. The Board studied and discussed these worksheets with the changes in place that had been requested.

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 district's next regular meeting will be April 11.

Commissioner Comments

Chairman Mangan reminded the Board that we are still awaiting the ruling on the Validation of Road #20. He directed Howard to find out if the decision will be delivered publicly in a court hearing or if it will be delivered in writing. Mangan would like the Board to have the option of being present if the verdict will be delivered orally.

Mangan asked Clerk Richel to research HB611 pertaining to the posting of agendas.

Adjournment

Chairman Mangan adjourned the meeting at 10:32 AM.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Administrative Assistant

APPROVED BY:



James Mangan, Chairman



Date