

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
MARCH 30, 2022  
9:00 A.M.**

**MINUTES**

Commissioner Corinne Johnson called the meeting to order at 9:03 a.m. with Commissioner George Miller and Commissioner Phil Cooper present. Also present were Director Kevin Howard, Deputy Director Dustin Howe and Deputy Clerk Tomi Maynard and

Carol Richel, District Clerk/Treasurer  
Dan & Linda Austin, Cottonwood Road

Evan Shroder, Watson Rd  
Andrew Maggard, Rockford Bay

**Approval of Agenda**

Miller MOVED to approve the agenda. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Conflicts of Interest on the Agenda**

Johnson asked if any board member had a conflict of interest with any item on the agenda. Corinne Johnson, Phil Cooper, and George Miller each indicated no conflicts.

**Approval of Minutes**

Miller MOVED to approve the minutes of the March 9, 2022 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Public Comments and Guest Introduction**

None

**Priority Items for Attendees**

**Axis Cove 1<sup>st</sup> Addition**

The developer of this subdivision has presented the plat for approval. All District requirements have been met. Staff recommends signing the plat.

Miller MOVED to approve the chair to sign the plat for Axis Cove 1<sup>st</sup> Addition. Cooper Seconded the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Johnson signed the plat.

**Andrew Maggard, Holly Shroder, Watson Bridge Name Request**

Evan Shroder is in attendance to request Board approval to name the Watson Road Bridge in honor of his father, Dan Schroder who passed away in 2021. Howard shared that his research in preparation for this request indicated that Idaho Statutes require any bridge or roadway naming be approved by the Idaho State Legislature. Additionally, Idaho Code only allows for roadside memorials in the case of traffic accidents on the adjacent roadway. Cooper suggested that the family participate in the District's "Adopt-A-Roadway" program. This would allow the District to erect signs indicating that the stretch of roadway is maintained "In memory of Dan Schroder" if that is requested. Shroder agreed that this would be a fair compromise.

Miller MOVED to deny the request to name the bridge, with the understanding that the family will file an application to adopt the roadway instead. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Shroder and Maggard exited at 9:22 a.m.

**Dan Austin, Cottonwood Road Parking Area Request**

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Dan and Linda Austin are asking for Board approval to excavate 2-3 feet of the bank adjacent a portion of the Cottonwood Road right-of-way (ROW) to improve the parking situation on Cottonwood Rd near his property. Howard commented that District Standards direct that the ROW only be used for travel purposes, unless permitted. He indicated he has no objections to issuing a permit to allow for the work if the Board approves.

Miller MOVED to approve the request by the Austin's and direct staff to issue a permit and inspect when the work is done. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

Dan and Linda Austin exited at 9:34 a.m.

### **Old Business**

#### **Koth/Kioth Road**

No update at this time.

### **Kidd Island Road Project**

The District was notified that the Kidd Island Road project is being closed out within LHTAC. The Kidd Creek Stream Mitigation agreement will be ongoing. Howard noted that because of a sharp increase in construction and material costs between the estimation of this project and the start of construction, the project had to be modified leaving a portion of the Road to a second phase. He asked if the Board would like to apply for federal or state grants to finance the second phase or utilize District funds and put the project up for bid in the future. Johnson requested that staff research both options and present cost estimates at a future meeting. Johnson also instructed staff to remove this item from the agenda until such a time as the second phase is ready to be considered.

### **iWorQ**

Susan Weeks will be presenting an offer for iWorq to provide all treatment data in spreadsheet form or similar format. This would put the data back in the District's possession and prevent the need for further litigation.

### **New Business**

#### **Axis Cove 1<sup>st</sup> Addition, Plat for Signature**

Addressed previously in the meeting.

#### **Andrew Maggard, Holly Shroder, Watson Bridge Name Request**

Addressed previously in the meeting.

#### **Dan Austin, Cottonwood Road Parking Area Request**

Addressed previously in the meeting.

### **Sign request, Kier Mills Rd**

The District received an email request for signage from a homeowner on this ROW that has not previously had an official name. Kootenai County is now assigning addresses using the name Kier-Mills Road. Kier-Mills Road was the original name of the road. Howard indicated he has no objection.

Miller MOVED to approve the request for road signs on the ROW now officially named Kier-Mills Road. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.



**Greensferry/Cougar Gulch Intersection Traffic Control Discussion**

Cooper received a complaint from a resident regarding the intersection of Cougar Gulch and Greensferry Roads. Johnson directed that staff investigate and find viable options for traffic control at this intersection that conform to the Manual on Uniform Traffic Control Devices (MUTCD) as it has a unique layout that makes standard options impractical.

**Thompson/Cougar Gulch Intersection Traffic Control Discussion**

There was discussion about the layout of this intersection. The layout of this intersection is conducive to the placement of a stop sign and meets the standards for one in the MUTCD.

Miller MOVED to place a stop sign on Thompson Road at the intersection with Cougar Gulch Road, as well as any other signs required by the MUTCD. Cooper SECONDED the motion. Johnson CONCURRED. The motion

**Resolution 2022-02 Appointing additional Public Records Custodian**

The office is currently down one full time employee. Staff is requesting that the Board consider appointing an additional records custodian to ensure that public records requests can be handled in a timely fashion. Additionally, GIS Technician April Gearhardt already handles many these requests when they pertain to ROW documents. Johnson requested that the resolution be placed in the record.

**RESOLUTION 2022-02**

**A Resolution appointing an additional public records custodian in accordance with Idaho Code §§ 74-102.**

**WHEREAS**, Idaho State Legislature Idaho Code §§ 74-102 requires state and local agencies to appoint and publicly identify a public records custodian and delegates; and

**WHEREAS**, the Board now desires to appoint and publicly identify an additional public records custodian in accordance with such code;

**NOW THEREFORE, BE IT RESOLVED** as follows:

1. The Board hereby appoints and publicly identifies the GIS Technician as a public records custodian for the District ("Public Records Officer"), in addition to the District Clerk and Deputy District Clerk. The responsibility of the Public Records Officer is to serve as the point of contact for members of the public in requesting disclosure of public records and to oversee the District's compliance with the public records disclosure requirements of Idaho Code §§ 74-102.
2. The name and contact information for the Public Records Officer to whom members of the public may direct requests for disclosure of public records and who will oversee the District's compliance with the public records disclosure requirements of Idaho Code §§ 74-102 shall be provided by the District in a manner that provides proper notice to the public, which may include posting such information at the District's business address and, posting on the District's internet site.

Miller MOVED to approve Resolution 2022-02. Maynard took the roll with the commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY. The Board signed the resolution.

**House Bill 772 Passed, Potential Budget**

House Bill 772 provides additional funding for highway districts and road departments in the state of Idaho. Preliminary estimates by IAHD indicate the additional funding for Worley Highway District to be approximately \$500,000 annually.

**Senate Bill 1231, Passed, HB312 Tracking Requirements Repealed**

Senate Bill 1231 rescinds the requirement for tracking and reporting that was originally included in House Bill 312. This will make a significant difference in the Treasurer's workload and the difficulty of preparing the State Finance Report.

**ON THE ROAD**

The crew chased water several days, managing runoff from melting snow and rain. Sander trucks were used to deliver gravel where needed for road repairs on the shoulders, near culverts and to fill potholes in the graveled roads.

A small rockslide was reported by Kootenai County Sheriff's Office. Dustin was called in to clear a boulder from Greensferry Road.

Some work was done to the old rest area restroom building. This building will be used for storage when completed.

The crew cut brush on Cougar Gulch Road. A man lift was rented to reach and cut the higher tree limbs.

The crew had a couple of clean-up days to work around the shops and yards.

Paved roads are in the process of being swept and washed clean of the winter sanding material. This will continue until all paved roads have been completed.

Crew and staff returned to summer hours (6:00am to 4:00pm) on Monday, March 14<sup>th</sup>. The office will be open from 6:30am to 4:00pm Monday through Thursday.

The newly purchased road grader arrived. At that time the operators received training.

The graveled roads are receiving additional gravel and being graded. This will help them heal from the winter frost as well as starting the preparation for the Magnesium-Chloride application.

**IN THE SHOPS**

- Many trucks were converted back to their summer use configurations by removing the snowplows and sander bodies then placing fifth wheel plates, dump boxes or water tanks on them.
- The road graders had the snow wings and V-plows removed.
- Grader #300 – received new bushing in the common wear points for the Moldboard.
- Chip Spreader #805 – Servicing the hydraulic system.

**Planned work for this coming Month**

- Grading of graveled roads.



- Sweeping of paved roads.
- Application of Mag-Chloride.
- Pre-construction tasks on Solitaire Road.

**Accounts payable and payroll check registers presented for approval**

Miller MOVED that the bills be approved as presented on the A/P check register and the payroll check register. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**Upcoming Meetings**

April 13<sup>th</sup>, 2022 Regular Meeting  
April 27<sup>th</sup>, 2022 Regular Meeting

**Executive Session**

Johnson MOVED to enter 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, Howe and Maynard were asked to stay for testimony. The Board entered executive session at 10:14 a.m.

Johnson called a recess at 10:45 a.m. and then reconvened the executive session at 11:07 a.m.

Johnson reconvened the regular meeting at 11:41 a.m.

Miller MOVED to authorize Director Howard to sign the contract with Moss Adams. Maynard took the roll with the commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye.

**Commissioner Comments**

None.

**Adjournment**

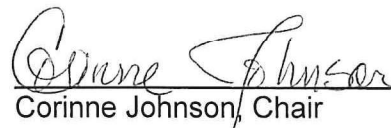
Citing no further business, Miller MOVED to adjourn the meeting at 11:43 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY. Meeting adjourned.

RESPECTFULLY SUBMITTED BY:

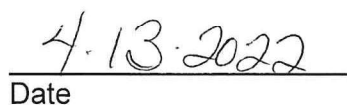


Tomi Maynard, Deputy Clerk

APPROVED BY:



Corinne Johnson, Chair

  
Date