

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
OCTOBER 10, 2018
9:00 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:01 a.m. with Commissioner George Miller and Commissioner Corinne Johnson present. Also present were Supervisor Kevin Howard, Administrative Assistant Tomi Maynard, Assistant Supervisor Dustin Howe and:

Angela Comstock, JUB

Shauna Conery, JUB

APPROVAL OF AGENDA

Miller MOVED to approve the agenda as presented. 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. James Mangan, George Miller and Corinne Johnson all indicated no conflicts.

APPROVAL OF MINUTES

Miller MOVED to approve the minutes of the September 26, 2018 regular meeting and amended budget hearing. Johnson SECONDED the motion. Mangan CONCURRED The motion PASSED UNANIMOUSLY.

PUBLIC COMMENTS

None.

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:
Work has begun on Loffs Bay Road as per the Road Development Agreement by and between the developer and the district. Inspections are being conducted by JUB Engineers on behalf of the district. The large diameter culvert has been replaced. The roadway sub-base has been shaped.
3. Russu Addition, MIN17-0021:
I have checked with Kootenai County and the status states "Pending Surveyor Review" as of September 7, 2018. **No additional information this month.**
4. York Subdivision:
I have checked with Kootenai County and the status is "Pending Surveyor Review" as of July 6, 2018. **No additional information this month.**
5. Ritz Ranch, Minor Subdivision:
I have checked with Kootenai County and the status states "Mylar Pending" as of September 7, 2018. **No additional information this month.**

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6. Lakeside Condominiums, modification:

The district is waiting for the final plat (Mylar) to come before the board for signature. **No additional information this month.**

7. Mica View Estates, Replat of Lots 1 & 2:

The district is waiting for the final plat (Mylar) to come before the board for signature. **No additional information this month.**

8. Lake Vista Estates:

The developers engineer has contacted the district asking for the field notes for the public right-of-way (ROW) adjacent to or through the subject property. The ROW will be shown on the plat if in fact it is adjacent to or through the property.

9. Timber Shores, Minor Subdivision:

This is a two-lot subdivision adjacent to Woodland Shores Drive. The subdivision was sent out for review with comment from GE Siegford from HMH Engineers. The revised plat addresses the concerns. I would recommend waiving the Payment In Lieu of Construction fees and the roads leading to the subdivision meet standards.

Howard added that the reason he was recommending waiving the PILC fee, was because all of the roads leading to this subdivision are already up to standard, and there are no forecasted improvements necessary in the path of travel leading to this subdivision for many years to come. He added that tracking any PILC funds received, until a related improvement occurs, would be challenging.

Miller MOVED to waive Payment in Lieu of Construction fees for Timber Shores Subdivision. Johnson SECONDED. Mangan CONCURRED.

10. Peak Sand and Gravel, CUP:

A Conditional Use Permit has been requested by Peak Sand and Gravel for the continued use of the Fighting Creek Materials source. On behalf of the district, I informed Kootenai County that the district has no objection to the request. This source has been a benefit to the private sector of the southwest portion of Kootenai County as well as a resource to the district when materials are needed that are not typically produced at district quarries.

WHD Construction Projects

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

The property in which the district seeks additional right-of-way has sold. I directed Susan Weeks to make the district's customary offer to the new owner.

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. **No additional information this month.**

3. Finnebott, Bennion & Sun Up Intersections:

I have been in contact with Ron Harvey since his return from a short vacation. He will be contacting the property owners again now that harvest is over and the owners will have more time to dedicate to the proposal.

4. Watson Road Slide:

Sadly, I must inform the board of the passing of George Watters. The easement discussions will be halted for a short period while his widow, PJ, copes with her loss.

Howard and the Board had discussion about the possible options and challenges in the event that the district is unable to obtain easement rights. All agreed that maintaining the current direction was the most prudent course of action at this time.

WHD Misc. Projects

1. 2018 LHSIP Grant – Delineators & Signage:

The package (state wide) will go to the ITD board this month. If/when approved, an advertisement for bid will go out for the production of the materials. The bid will be awarded the end of October. The materials will come to the district within 30 days of award. The district will then have 180 to install the signs.

2. Koth Road ROW Status:

I met yesterday, October 9th, with Attorney Susan Weeks and Survey Manager Jeremy Russel to look over the work accomplished by JUB thus far.

3. Hull Loop:

This enhanced maintenance project is moving along quickly and will be buttoned up for winter before the end of the month.

4. Dower Road:

This project is wrapped up for the winter and awaiting paving next year.

5. Greensferry Speed Study:

JUB has been engaged to perform a speed study on Greensferry Road. As performed on other district roads in the past, this study will bring to light any recommended changes or concerns regarding the current speed limit postings.

New Business

Federally Funded Procurement Policy and Procedure

District Clerk Carol Richel entered at 9:42 am. She explained to the Board that the Clerk from a neighboring District received an email alerting her that the District needed to have a written policy in place, addressing the procurement and use of Federal Funds. The Auditor we use has not called for a formal policy. The Board will review the policy as drafted, but opted to hold off on adopting it until it is necessary. Richel exited at 9:51 am.

BILLS PRESENTED FOR APPROVAL AND DISCUSSION OF FINANCES

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

UPCOMING MEETINGS

The next regular board meeting is Tuesday October 30, 2018 at 9:00 AM.
AHDKC is Thursday October 18, 2018 at 3:30 PM at Lakes Highway District.

COMMISSIONER COMMENTS

Mangan thanked the Staff for a very nice employee briefing and breakfast.

EXECUTIVE SESSION

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None

ADJOURNMENT

Mangan adjourned the meeting at 10:10 a.m.

RESPECTFULLY SUBMITTED BY:

Tomi K. Maynard
Tomi Maynard, Administrative Assistant

APPROVED BY:

James Mangan
James Mangan, Chairman

Oct. 30, 2018
~~Oct. 10, 2018~~ - gm
Date