

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
OCTOBER 30, 2018
9:00 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:05 a.m. with Commissioner Corinne Johnson and Commissioner George Miller present. Also present were Supervisor Kevin Howard, Assistant Supervisor Dustin Howe, and Administrative Assistant Tomi Maynard.

Angela Comstock, JUB Engineering

James Connelly, Hyalite Engineering

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 October 10, 2018 regular meeting. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Public Comments

None.

Old Business

Finnebott Bennion & Sun-Up intersections- Status Report

Howard reported that we are still working on ROW acquisition. He has been exchanging emails with Ron Harvey and Angela Middleton as well as the Ness Family. Howard further reported that because this project has already been delayed due to cash flow constraints, he stressed to the acquisition specialist the importance of getting ROW agreements completed quickly to avoid any further delays in construction. Mangan asked if any of the no match grants that are available would be an option to alleviate the cash flow issues that have placed this project on hold for another year. Angela Comstock from JUB engineering indicated that there is a grant that could potentially apply.

Koth/Kioth Road- Status Report

Surveying is taking place. There is a deviation between where the road lies, and where the ROW lies. The land owner whose property the deviation is on has closed the road to all traffic and is not allowing his neighbors to pass through to their property. At this time the district is facing a large challenge to get a thoroughfare in place to provide property owners access to their land. There is logging that must take place to clear a pathway, as well as a steep grade to contend with. Beginning work now is not possible due to the dangerous conditions that could result if the broken ground becomes saturated. After much discussion, the general consensus was that impacted homeowners may be forced to seek legal counsel to fight for their prescriptive rights in order to gain temporary access to the existing road, until the district can complete a replacement road.

Ritz Ranch- Status Report

The district is still awaiting the final plat. The Board requested that this item be removed from the administrative meeting agenda, but remain on the projects and subdivisions agenda.

Russu Addition -- Status Report

The district is still awaiting the final plat. The Board requested that this item be removed from the administrative meeting agenda, but remain on the projects and subdivisions agenda.

WORK PROGRESS REPORT by Supervisor Howard

James Connelly is present today to provide an update on the progress of Loffs Bay Road. He indicated that Loffs Bay Road will be ready to pave by the end of the day today, but they are rushing against the weather, and the paving contractor's schedule, to try and get pavement laid before temperatures drop. Rock Creek's agreement was to have this work completed by March of 2019. James reported to the Board that they may have to request that date be pushed out, depending on the paving.

ON THE ROAD

The district held its annual breakfast business meeting. We discussed the plans for the coming fiscal year. Commissioner Mangan and supervision expressed appreciation for the quality and quantity of work accomplished by the crew as well as acknowledgement of a job well done and the vital importance of the work performed by the office staff.

The annual road surface surveys were conducted. This information is entered into the Iworq program to assist the district in planning maintenance.

The Hull Loop enhanced maintenance project has been completed to the point that it is ready to be paved next year. It is ready for the upcoming winter months.

Some of the graveled roads were graded. Because some needed rain fall, the crew was able to target some of the roads that needed attention. Moisture is key in a successful grading.

The district sent a crewman and a wheel loader to assist Post Falls Highway District in screening winter sanding material. Worley Highway District acquires a portion of the material for winter maintenance.

Kootenai County Sheriff's Department notified Assistant Supervisor Howe of a windfall tree on Putnam Road. This occurred during off hours. He promptly removed it.

A large diameter culvert was replaced on Cougar Gulch Road west of the easterly intersection with Meadowbrook Loop. Cougar Gulch Road was closed for two days during this process. A third day, not requiring closure but with minor delays to traffic, allowed for the final lift of asphalt. A few other culverts were cleaned and changed as necessary.

With the unseasonably warm weather, the crew was able to patch a few more roads with asphalt as well as painting the last bit of pavement markings to complete the work necessary going into winter.

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

#40 – Serviced.

- #85 – Serviced and replaced the front brakes.
- #90 – Replaced the battery.

Trucks

- #100 – Placed the winter mag sprayer in and prepared for winter.
- #105 – Serviced and prepared for winter.
- #115 – Serviced and prepared for winter.
- #155 – Serviced and prepared for winter.
- #160 – Repaired a hydraulic fitting.
- #240 – Put on 8 new tires and repaired and air leak.
- #260 – Repaired a broken hydraulic fitting.
- #275 – Put on 10 new tires.
- #280 – Put on 10 new tires.

Graders

- #305 – Put on 4 new tires and the spare to replace a punctured tire.

Excavator

- #497 – Put a thrown track back on and replaced the air cleaner box.

Misc. Equipment

- #820 – Paver – Repaired the throttle linkage.
- #855 – Roller – Replaced the breather on the drive motor.
- #935 – PFHD Pup – changed a tire and replaced a hydraulic hose.

Planned work for this coming Month

- Winter maintenance: plowing snow, sanding, anti-icing, etc.
- Roadside brush cutting as weather allows.

Grant Application Funding

Angela Comstock went over what grants are currently available and what the basic requirements are as they apply to WHD. She reported that the District would not benefit from, or is ineligible for, both the LHRIP matching grant, as well as the Federal Children and Pedestrians grant. Her indication to the board was that there are 2 grants that the District may qualify for, that would be applicable to projects from the District's CIP. The STP Rural Grant to fund the work that needs to be done on the Rockford Bay Road project. As well as the Local Strategic Initiatives Grant to fund the intersection work on Bennion and Finnebot Roads. Angela indicated that the District would need to obtain letters of commitment in regards to ROW acquisition, from property owners at the Finnebot/Bennion intersection.

Miller MOVED to approve applying for funds for the improvement of the Bennion Finnebot intersection. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Miller MOVED to approve applying for funds for the improvement of Rockford Bay Road. Johnson SECONDED the motion. Mangan CONCURRED. The motion PASSED UNANIMOUSLY.

Highway Standard for the Associated Highway District, Kootenai County, Idaho

Howard reported that since the 2015 edition of the standards manual was approved and published, there have been several changes made. Those changes have been added as a supplemental publication generally tucked in the back of the manual. This publication, once approved, will include all

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of those changes within the body of the manual. The Board requested that Howard highlight the changes to the manual. He provided the following list of notable changes:

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| Corrected | Table of Contents to reflect all of the changes; |
| Removed | Reference to Kootenai County Planning in standards of ROW and easement dedications to the Districts; |
| Added | placing all associated costs of moving utilities on the developer; |
| Added | Requirement for 2-year, 10% financial guarantee when new roads are built; |
| Clarified | Approach and utility permits verbiage. Specifically, in regards to mountainous terrain variances; |
| Removed | Triple shot paving for developers; |
| Clarified | Verbiage for hot mix asphalt density and testing. |

Miller MOVED to approve the new version of the AHDKC Standards Manual. Johnson SECONDED the motion. Mangan CONCURRED. The motion passed UNANIMOUSLY.

Capitol for a Day

IAHD is launching a new program this year, called "Capitol for a Day". This program is intended to provide a laid-back atmosphere for interaction and communication between Highway Districts and Legislators. IAHD will pay for lodging as well as food for all participants. The Board agreed that having someone there to represent the district would be wise, but the final decision was not made as to who that person would be.

Break – Mangan recessed the meeting at 10:35 a.m.

Reconvened – Mangan reconvened the meeting at 10:45 a.m.

Windy-SunUp Bay Sewer District Donation

The District received a donation as a result of the dissolution of the Windy-SunUp Bay Sewer district.

Miller moved to apply the donation to District facilities improvements. Johnson SECONDED. Mangan CONCURRED. Motion PASSED UNANIMOUSLY.

Temporary Help Wages

Howard requested that we give a title and wage increase to one of the temporary employees working on the crew through Integrated Personnel, because she has exceeded the expectations set forth in her original job description, and is a benefit to the District and the shop.

Miller MOVED to create the temporary position of Lead Flagger with a wage of \$16 an hour effective November 1, 2018.

Solitude Road

The District does not maintain Solitude Road, but it is a dedicated ROW. This road was never assigned an official district road number. For the purpose of uniformity staff is requesting permission to assign Road# 120 to Solitude Road. The Board agreed.

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Office Hours

Winter office hours will take effect beginning the first full week in November. Those hours will be 7:30 a.m. to 3:30 p.m. Monday through Friday.

Bills presented for approval

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

Upcoming Meetings

KMPO meeting is scheduled for November 8, 2018

District's next regular meeting is scheduled for Friday November 9, 2018.

Commissioner Comments

In reference to an informative email he received from Ada County Highway District's attorney, Chairman Mangan commented that our sign policy allows political elections advertising signs as long as they do not interfere with safe sight distance. He added that if we have to remove a sign for safety reasons, we need to do our best to do so without damaging the sign and store it to be returned upon request.

Executive Session

None.

Adjournment

Mangan adjourned the meeting at 11:43 a.m.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Administrative Assistant

APPROVED BY:



James Mangan, Chairman



Date