

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
OCTOBER 12, 2022  
9:00 A.M.**

**MINUTES**

Commissioner Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner Phil Cooper present. Also present were Director of Highways Kevin Howard, Deputy Director Dustin Howe; District Clerk Tomi Maynard; and:

Jay Hassell, JUB  
Ben Roberg, Parametrix

Mike Teregis, Cd'A National

**APPROVAL OF AGENDA**

Cooper MOVED to approve the agenda as presented. Johnson SECONDED the motion. The motion PASSED UNANIMOUSLY.

**CONFLICTS OF INTEREST ON AGENDA**

Corinne Johnson and Phil Cooper each indicated no conflicts of interest with any item on the agenda.

**APPROVAL OF MINUTES**

Cooper MOVED to approve the minutes of the September 28, 2022, Regular Meeting. Johnson SECONDED the motion. The motion PASSED UNANIMOUSLY.

**PUBLIC COMMENTS AND GUEST INTRODUCTIONS**

None.

**OLD BUSINESS**

**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. CDA National Reserve, Major Subdivision, Loffs Bay Rd.:  
Phase 3 asphalt repair has been completed. A final approval letter is requested by the developer.

*Mike Teregis and Ben Roberg are in attendance to request a variance to Associated Highway Districts of Kootenai County (AHDKC) design standards. AHDKC standards require a utility easement be dedicated on both sides of any newly platted right-of-way (ROW). During the design process CdA National intentionally had all utilities placed on one side of the ROW to allow for retaining walls on the other side. Teregis is requesting CdA National be granted a variance allowing this ROW to be platted with a dedicated utility easement on only one side. Howard states that as this is a privately maintained ROW he has no objection but warns that if a request is ever made for the District to maintain the ROW it may be denied by future Governing Boards until it meets AHDKC design standards.*

*Cooper MOVED to approve the variance request. Johnson SECONDED the motion. The motion PASSED UNANIMOUSLY.*

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

OCTOBER 12, 2022

Page 2

*Teregis and Roberg exited at 9:11 AM*

2. Ranch at Cougar Creek, MIN20-0057:

Approved. The district has yet to receive the final plat (Mylars) for signature. The "Payment In Lieu of Construction" fee is due prior to the district signing the final plat. **No additional information this month.**

3. Rocky Point Reserve, MIN20-0088:

I recently inspected the road improvements that had been accomplished within the public right-of-way. The work does not meet district standards as a public roadway but, however, will serve well as access to the few homes that it serves. Worley Fire District has been inspecting as well to ensure that fire and rescue services can be accommodated. **No additional information this month.**

4. Ferris Landing, MIN20-0089:

I recently inspected the road improvements that had been accomplished within the public right-of-way. The work does not meet district standards as a public roadway but, however, will serve well as access to the few homes that it serves. Worley Fire District has been inspecting as well to ensure that fire and rescue services can be accommodated. **No additional information this month.**

5. Misty Vale, MIN21-0098:

This subdivision is proposed off Vogel Road. The district's review has been given to Kootenai County Community Development. **No additional information this month.**

6. Spud Hill, MIN22-0032:

This subdivision is proposed off of US-95 but is adjacent to public right-of-way on the northern edge. This right-of-way is under Worley Highway Districts jurisdiction. *This ROW is not shown on the plat. Howard will follow up to make sure it is on the final.*

**WHD Construction Projects**

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

The 50% design review is complete; the design is progressing to 95% and the new ROW needs have been outlined.

2. Hull Loop Project:

The property owner in which the district made an offer has sought legal counsel **No additional information this month.**

3. Mica Creek Bridge:

STRATA and JUB are finishing up the iterative design process between hydraulics design and geotechnical design for the sheet pile locations, depths, and elevations. The Environmental permit applications have been started and it is looking like we should qualify for a Nationwide Permit number 3 which is the simpler process out of the possibilities. Specification and bid package preparation is underway.

4. Greensferry Road & Cougar Gulch:

Boundary map verification is complete. Preliminary design setup is done and 30% design will start this month.



## BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

OCTOBER 12, 2022

Page 3

5. Greensferry Guardrail:  
The Request for Information (RFI) scores were due yesterday. A Zoom meeting will be held tomorrow to discuss the results.
6. Loffs Bay Road Cost Share Paving:  
A draft agreement for the project is in process. The participants are working toward creating an escrow bank account to accommodate the project.
7. Kidd Island Road:  
I have been informed that LHTAC is now excepting STP-Rural applications. I recommend the district apply to complete the portion of construction on Kidd Island Road that had not been built due to construction inflation. With the board's approval, staff will work toward the completion of the application with the assistance of the district's consulting firm of record. If given permission from the board to move forward, a resolution will need to be drafted and brought to the board for approval at the next meeting.  
  
*Johnson MOVED to proceed with the STP Rural application process. Cooper SECONDED the motion. The motion PASSED UNANIMOUSLY.*
8. Right-of-way Exchange, Kootenai County Solid Waste:  
The ITD approach application to create a public intersection has been approved. Through Susan Weeks it has been confirmed that a public hearing will be required to exchange right-of-way with Kootenai County Solid Waste. JUB Engineers are preparing the legal descriptions of the parcels to be exchanged. **No additional information this month.**
9. Cougar Gulch:  
Ruen-Yeager (R-Y) completed mainline profile adjustments and narrowed down the mass haul to a fill volume of under 1500 cy. They are still working on the Miller Road approach and the private road approach, which will likely add to the fill volume. R-Y has identified the areas that will require less than 2:1 cut/fill slopes to stay within the row. They will stake stations on Cougar Gulch so Allwest can easily find these locations in their site visit.

### **WHD Misc. Projects**

1. Koth Road ROW Status:  
A request for information was received. Staff and legal counsel have been compiling the information and will make it deliverable soon.

### **NEW BUSINESS**

1. AHDKC Standards Addendum  
AHDKC has requested that Boards consider adding an addendum to the Standards Manual outlining standards for turn bays on public roads. This would allow District's to require them during the design process with developers accessing roads with high traffic volumes.

Cooper MOVED to approve the addendum to the AHDKC section 306.06.01. Johnson SECONDED the motion. The motion PASSED UNANIMOUSLY.

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

OCTOBER 12, 2022

Page 4

2. Request to transfer Solitaire Road cost share paving funds

Maynard reports that this project is complete. Documentation has been provided to the donating party and they are satisfied with the work and the expenditures. She is requesting Board approval to transfer the funds donated to go towards Solitaire Road paving from the reserved construction funds to the general fund.

Johnson called for a break at 9:25 AM.

Johnson reconvened the regular meeting at 9:29 AM.

Cooper MOVED to transfer funds from the Solitaire Road cost share paving fund within the Local Government Investment Pool (LGIP) account, to the general fund within the LGIP account. Johnson SECONDED the motion. The motion PASSED UNANIMOUSLY.

3. Accounts Payable and Draw check registers for approval

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

4. Upcoming Meetings:

October 13, 2022 KMPO

October 26, 2022 Commissioners Meeting

November 9, 2022 Commissioners Meeting

5. Commissioner Comments:

Cooper asked if the 5<sup>th</sup> wheel on Westway Drive was removed as agreed. Howard reported that it was.

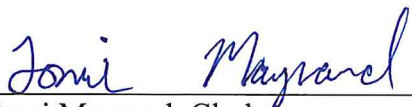
**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

Citing no further business, Cooper MOVED to adjourn the meeting at 9:38 a.m. Johnson SECONDED the motion. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Clerk

APPROVED BY:



Corinne Johnson, Chair

10.26.2022

Date