

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
OCTOBER 14, 2020  
9:00 A.M.**

**MINUTES**

Commissioner Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner George Miller and Commissioner Phil Cooper present. Also present were Supervisor Kevin Howard; Assistant Supervisor Dustin Howe; District Clerk/Treasurer Carol Richel; Deputy Clerk Tomi Maynard; and:

Molly McVey, Spring Street  
Larry Woodbury, Glass Lane

Lori Frank, Spring Street  
Jay Hassell, JUB

*Some participants utilized Zoom to attend the meeting. Any participants who attended electronically and did not identify themselves will not be listed.*

**APPROVAL OF AGENDA**

There was a clerical error on item 2 under new business. The resolution number should read 2020-04. Staff requests that the agenda be amended to correct this typo.

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

**CONFLICTS OF INTEREST ON AGENDA**

Chairman Corinne 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 September 29, 2020 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

**BID OPENING : Finnebott, Sun Up Bay, Bennion Intersection**

This item has been postponed until October 28<sup>th</sup>, 2020 at 9:00 a.m. or as soon thereafter as the matter can be heard.

**PUBLIC COMMENTS AND GUEST INTRODUCTIONS**

None.

**Priority items for attendees from New Business**

1. Larry Woodbury, Rolling Hills & Bloomsburg Roads, Request for Paving  
Woodbury is in attendance today, to request that the board move the paving of Rolling Hills and Bloomsburg Roads to a higher priority status. He presented a map detailing the portion of ROW he is requesting paving on. Woodbury also shared statistics regarding traffic counts and road lengths for other District roads, in comparison to the roads in question. Howard commented, that thanks to House Bill 312 funds, and the careful way those have been handled by Richel, Rolling Hills has already moved up the Districts schedule by several years. Johnson stated that there are many moving parts, and factors involved with the Districts Capital Improvement Projects worksheet. She did not feel that the Board had heard anything that would warrant a significant change in the standing of Rolling Hills Road on this list. Cooper and Miller indicated their agreement with Johnson. Howard commented that the District has been moving through the CIP rapidly, and that he believes work may begin on the roads in question even prior to the projected 2024 start date but declined to commit to an exact timeframe.

Woodbury exited at 9:21 a.m.

5. Spring Street Drain Field Permit Request

McVey and Frank are in attendance today for further discussion on this item, that was addressed in a previous board meeting. McVey owns property in the Mica Bay area, that neighbors the Spring Street ROW. She is preparing to build on this property, and needs to have a drain field installed, but also has to provide a backup location that meets Panhandle Health's standards. The Board previously approved a permit being issued, that would allow the drain field from McVey's property to be placed in the ROW on the condition that it would have to be moved if the District ever needed to improve that ROW. McVey would prefer to place the drain field on her property and utilize the ROW in question as a backup site if the original drain field ever fails. Johnson clarified that this Board can allow the placement of the drain field in the ROW as it stands currently, because there is no indication that the ROW will need to be developed anytime soon, and the board's decision is protected by the requirement that McVey move the drain field at her expense in the event improvement is necessary in the future. This board agreeing to this ROW as a backup location would essentially be making a decision that should belong to the elected board when that location is needed. The current board does not feel it appropriate to make such a commitment. McVey agreed that placing the drain field in the ROW now would be acceptable and will contact staff in the spring to request that the permit be issued.

McVey and Frank exited at 9:30 a.m.

**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. Hager Estates, Minor, Status Report, Loffs Bay Rd.:  
The unpaid funds owed to the district per the Road Development Agreement is tied to the previous owners and not to the property. Attorney Weeks is working to collect from those that are named in the RDA. *No additional information this month.*
2. The Club at Rock Creek, Major Subdivision, Loffs Bay Rd.:  
The reconstruction of Loffs Bay Road is complete. An inspection will be held this week to create a "punch list" should there be any corrections needed. *When satisfied with the work and when appropriate*, staff will bring to the board a recommendation for acceptance of the donation to the district. *No additional information this month.*
3. Jaeger and King, Minor Subdivision, MIN19-0063:  
The financial responsibilities to the district have yet to be met. Once the responsibilities have been met, the district can sign the plat when presented. *No additional information this month.*
4. The Ridge at Sun Up Bay, 2<sup>nd</sup> Addition, MIN19-0069:  
The plat has not yet been presented to the district for signature. *No additional information this month.*
5. Fields of Grace, Minor Subdivision, MIN20-0043:  
This minor subdivision is adjacent to Sausser Road (private) which is served by Carnie Road (public). Staff has reviewed the proposed and comment to Kootenai County Community Development. *No additional information this month.*

**WHD Construction Projects**

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

This project ranked in the ninth position for the STP - Rural Funding. The ranking is for Fiscal Years 2021 – 2027. Sponsors will be notified as funding comes available and by order of ranking. No additional information this month.

2. Kidd Island Road Project: Status Report  
A pre-paving meeting was held on 10/8 at the district office. There was a traffic control change on 10/12 for work to be performed on the west side of the intersection with Valhalla Road. There will be an update to the district's website to inform the public of the project status and traffic routing.
3. Watson Road Slide:  
The district's engineer, the contactor and I met on site to discuss start up. A tentative date was set but again progress was stopped by potential litigation. The district's Attorney, Susan Weeks should have the issue resolved by the end of this week. Another meeting among the three parties will be needed again prior to start up.

Additionally, to move forward, an addendum to an easement agreement that extends the time allowed to work in the temporary easement will need to be signed by the chair.

*Miller MOVED to allow the chair to sign addendum #1 to the temporary construction easement between Worley Highway District and PJ Watters, extending the deadline for the completion of work. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.*

4. Hull Loop Project:  
J-U-B will provide staking for one of the property owners so that they have a better idea as to the needed right-of-way for the project. No additional information this month.
5. Sun Up, Bennion, Finnebott Intersection Project:  
A glitch in the dissemination of addendums to the bidders has caused the bid to be pushed out to the district's meeting on the 28<sup>th</sup> of this month.

*Miller MOVED to allow the chair to sign addendum #1 to the Right of Way contract between Worley Highway District and Ness Properties, extending the deadline for the completion of work. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.*

6. Watson Bridge Project:  
J-U-B final design research is ongoing. They have completed the wetland delineation on the project and found less wetlands than anticipated. The initial structure layout footprint has been completed but they are going through iterations to accommodate constructability, wall block options analysis, geotechnical needs, dewatering, environmental needs, and hydraulic adjustments due to all the mentioned variables.

In 2-3 weeks, Jay will schedule a meeting with Dustin and me to review District preferred wall materials, guardrail selection and construction methods. After this future meeting, J-U-B will start the bridge design, ITD bridge analysis for the national bridge inspection program and then work on plan sheet production.

*Johnson, Cooper and Miller expressed an interest in being present at the meeting with JUB and the District's supervisory staff to learn more about the options available, without any intention of making a*

*decision. Because this would constitute a quorum, staff suggested scheduling and advertising this meeting as a workshop. The Board agreed.*

### **WHD Misc. Projects**

1. Koth Road ROW Status:  
Attorney Weeks will be inquiring as to when this case will receive an arbitrator to complete the legal argument. **No additional information this month.**
2. Validation of Road #20:  
JUB Engineers should be staking the right-of-way by the first of next week.

### **NEW BUSINESS**

1. Larry Woodbury, Rolling Hills & Bloomsburg Roads, Request for Paving  
Addressed previously in the meeting.
2. Resolution 2020-04, Official ROW Map  
Staff presented the newest ROW Map created by April Gearhardt for the Boards review and potential acceptance. Johnson read the following into the record:

#### **RESOLUTION 2020-04 District Official Right-of-Way Map**

**WHEREAS**, according to Idaho code 40-202(a) the Board of Commissioners are required to have an official highway map with all "public rights-of-way" within their jurisdiction,

**WHEREAS**, according to Idaho Code 40-202(2) (b) the Board of Commissioners shall amend the official map as affected by the acceptance of the highway or public right-of-way.

**NOW THEREFORE BE IT RESOLVED**, the Worley Highway District Board of Commissioners adopts the October 2020 public rights-of-way map as the official map of public rights-of-way within the Worley Highway.

Dated this 14th day of October, 2020.

Miller MOVED to accept the ROW Map as presented and approve Resolution 2020-04. Deputy Clerk Maynard called the roll with the commissioners voting as follows: Commissioner Cooper, aye; Commissioner Johnson, aye; Commissioner Miller, aye. The motion PASSED UNANIMOUSLY.

3. Covid 19 Temporary Attendance Bonus Policy  
At the beginning of the Covid-19 pandemic, the board temporarily suspended that portion of the Districts attendance policy that imposes a \$100 attendance bonus loss if a staff or crew member calls in sick. This was done to encourage staff and crew to be cautious about reporting to work while ill, in light of the covid-19 pandemic. At the time that the board made that determination, the duration of the pandemic was an unknown and temporary modification was only made effective through April 30, 2020. Staff is requesting the boards direction retroactively from April 30 to the end of the 2020 fiscal year and moving forward.

Cooper MOVED to retroactively extend the temporary modification to the District's Attendance Bonus Policy through the end of the 2020 fiscal year. Miller SECONDED the motion. Johnson CONCURRED. The Motion PASSED UNANIMOUSLY.

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Miller MOVED to extend the temporary modification to the District's Attendance Bonus Policy through March 30, 2021. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

4. Spring Street Drain Field Permit Request  
Addressed previously in the meeting.
5. Bills Presented for Approval, and Discussion of Finances:  
Miller MOVED that the bills be approved as presented on the A/P and Draw Payroll check registers. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.
6. Upcoming Meetings:  
KCATT October 27, 2020 8:00 a.m.  
WHD Regular Meeting Wednesday, October 28, 2020 9:00 a.m.
7. Commissioner Comments:  
None.

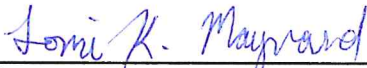
**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

Miller MOVED to adjourn the meeting at 10:15 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:



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Tomi Maynard, Deputy Clerk

APPROVED BY:



\_\_\_\_\_  
Corinne Johnson, Chairman

10.28.2020

Date