

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 12, 2018
9:00 A.M.**

MINUTES

Chairman James Mangan called the meeting to order at 9:06 a.m. with Commissioner George Miller appearing telephonically, and Commissioner Corinne Johnson present. Also present were Supervisor Kevin Howard, Administrative Assistant Tomi Maynard, Assistant Supervisor Dustin Howe and:

Angela Comstock, JUB

GE Siegford HMH

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mangan MOVED to approve the minutes of the August 29, 2018 regular meeting and budget hearing. Johnson SECONDED the motion. 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.
3. Russu Addition, MIN17-0021:
I have checked with Kootenai County and the status states "Pending Surveyor Review" as of September 7, 2018.
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:

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I have checked with Kootenai County and the status states “Mylar Pending” as of September 7, 2018.

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:

This subdivision is just east of the end of Bennion Road. There is a public right-of-way through or adjacent to the proposed subdivision. I have requested that the right-of-way be shown on the plat. I have checked with Kootenai County and the status states “Pending Surveyor Review” as of September 7, 2018.

Howard noted that in addition to the subdivisions listed, there was an application received after his report was prepared, called Timber Shores. This proposed 2 lot subdivision is adjacent to Woodland shores in the Rockford Bay area. This application is in the review process.

WHD Construction Projects

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

Susan Weeks has placed the right-of-way acquisition for this intersection next on her list of tasks for the district following the Kidd Island Road acquisitions. [No additional information this month.](#)

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:

Right-of-way acquisition conversations are coming along well. The adjacent owners are busy with harvest right now so communications have been short and then only when the opportunity arises.

4. Watson Road Slide:

Some adjustments to the drainage are in process. The final design will be determined after further discussion with adjacent property owners. Further info will be discussed in executive session as it covers ROW acquisition.

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

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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.

Kevin further commented that this project will be coming in later than originally anticipated. His understanding is that LHTAC will extend our installation deadline if winter conditions keep staff from being able to install signs within the 180 day timeframe

2. Koth Road ROW Status:

Staff recommends discussion in executive session with the district's attorney present. [No additional information this month.](#)

3. Hull Loop:

This enhanced maintenance project will begin this week.

4. Dower Road:

This enhanced maintenance project should be wrapping up for the winter early next week.

New Business

Request to transfer funds from PILC to Special Construction

Clerk Carol Richel entered at 10:15 AM. She requested to move \$68,343.84 from the PILC fund, to the Special Construction fund, to reimburse for work that has already been done on Dower Rd.

Mangan MOVED to approve the request to transfer funds from the PILC fund to the Special Construction fund. Johnson SECONDED. The motion PASSED UNANIMOUSLY.

Request for District Credit Card for Admin Assistant

Richel requested permission to get another District credit card for Administrative Assistant Tomi Maynard. Because she lives in Coeur d'Alene it would be more convenient and less expensive to have her pick up supplies rather than Richel or Deputy Clerk Susan Kuykendall going to town to get them.

Mangan MOVED that the request be approved to authorize a credit card for the Administrative Assistant. Johnson SECONDED. The motion PASSED UNANIMOUSLY.

Schedule annual employee breakfast

Maynard reported that tentative arrangements have been made to hold this year's breakfast on October 2nd at 7:00 am at the Breakfast Nook in Coeur d'Alene.

Mangan MOVED to approve the arrangements for the employee breakfast. Johnson SECONDED. The motion PASSED UNANIMOUSLY

2020 Wage Scale

This matter will be discussed at executive session.

BILLS PRESENTED FOR APPROVAL AND DISCUSSION OF FINANCES

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

UPCOMING MEETINGS

The next regular board meeting and amended budget hearing is September 26, 2018 at 9:00 AM. KMPO meeting is tomorrow, September 13th at 1:30 PM.

COMMISSIONER COMMENTS

Mangan discussed current traffic forecasts facing some of the most heavily travelled parts of Kootenai County. Within 7-10 years it is anticipated that with not improvements, traffic on I-90 will be bumper to bumper during heavy traffic times. Road improvements to prevent gridlock are expected to cost between \$380 and \$400 million.

EXECUTIVE SESSION

Citing Idaho Code 74-206(b) Chairman Mangan MOVED that the Board enter into executive session at 9:35 a.m. Maynard called the roll with the commissioners voting as follows: Commissioner Johnson, aye; Chairman Mangan, aye; Commissioner Miller, aye.

The purpose of the Executive session was to discuss a personnel matter, ROW acquisitions, and pending litigation. Kevin Howard and Dustin Howe were asked to stay for testimony.

REGULAR MEETING RECONVENED

Mangan reconvened the regular meeting at 10:49 a.m. No motions were made coming out of executive session.

ADJOURNMENT

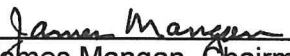
Mangan adjourned the meeting at 10:50 a.m.

RESPECTFULLY SUBMITTED BY:



Tomi Maynard, Administrative Assistant

APPROVED BY:



James Mangan, Chairman

9-26-2018

Date