

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 9, 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:

Jim Wright, CBCS

Jerry Polk, CBCS

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 the first 4 items of New Business. Staff mistakenly labeled them as “active” items instead of “action” items. Staff asks that the agenda be amended to correct this clerical error.

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 August 26, 2020 regular meeting. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

None.

Carroll Drive, Maintenance Request

Jim Wright noted that in November of 1970 Carroll Dr was gifted to the public and accepted by Kootenai County. Property owners in the area are requesting that the Highway District take over maintenance of Carroll Drive at this time. Howard commented that the district has approximately 65 miles of unmaintained ROW. Johnson suggested that this issue be tabled until the next board meeting, to allow the Board members to look at the ROW in question to help determine how to proceed.

Miller MOVED to table this item pending a visit to the ROW by the Board. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

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.
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.
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, 2nd 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.

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
The utilities have been moved in order for the contractor to continue work. The construction crew has been working longer hours and into the weekends to make up for lost time while waiting for the utility move.

A right-of-way concern has come up where some details did not get finalized at Kootenai County. This will require the board to conduct a public hearing to complete a transaction.
3. Watson Road Slide:
Startup has been slowed by concerns of further legal ramifications. The district, engineers and contractor will be working through the "next steps" with guidance from legal counsel.
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:
The advertisement for bids has been drafted. The pre-bid conference and bid opening will be in early November. **No additional information this month.**
6. Watson Bridge Project:
A supplemental scope (agreement) for final design and construction support has been put in place with JUB. Holes were dug for the purpose of soil testing. This was necessary for the foundation design.

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 is preparing to survey Road #20. They are currently working with Susan Weeks, and using the scaled plat to draw up survey notes for the placement of stakes.
3. Road Name Change, Malone Road:
County has officially changed the name of this ROW as requested.

NEW BUSINESS

1. Vanilla Court, Variance request
Norm Thomson, of Vanilla Court had requested an opportunity to bring a new request before the Board at this meeting, however they were not able to attend today. They will request placement on a future agenda once their plan is firmed up.
2. Carroll Drive, Maintenance Request
Addressed previously in the meeting.
3. Request to add expiration on checks
Richel reports that there have been times that checks are issued and mailed, mostly to developers, but developers have not updated their address with the District.
Miller MOVED to add a 90-day expiration date to District issued checks. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.
4. Employee Breakfast
The Breakfast Nook has stated that they are still able to serve the District. Staff recommends continuing the standard employee breakfast. The Board agreed.
5. Wellers Black Rock, Tenold Approach
The District is still awaiting final plans for this approach.
6. Discussion of Financial Statements

Richel shared an overview of where the district stands in regard to the 2019-2020 budget.

7. 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.

8. Upcoming Meetings:

KMPO Thursday, September 10, 2020 1:30 p.m.

WHD Regular Meeting Tuesday, September 29, 2020 9:00 a.m.

9. Commissioner Comments:

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Miller MOVED to adjourn the meeting at 9:35 a.m. Cooper SECONDED the motion. Johnson CONCURRED. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:

Tomi Maynard, Deputy Clerk

APPROVED BY:

Corinne Johnson, Chairman

Date