

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
February 14, 2024  
9:00 A.M.**

**MINUTES**

Commissioner Phil Cooper called the meeting to order at 9 a.m. with Commissioner George Miller present and Commissioner Corinne Johnson present via phone. Also, present were Director of Highways Kevin Howard, Clerk, Charyl Ragan and Deputy Clerk, Jennifer Weeks.  
Also present: Scott Hoover and Jay Hasel

**APPROVAL OF AGENDA**

Cooper moved to approve the agenda; Johnson seconded. Miller concurred. The motion passed unanimously.

**CONFLICTS OF INTEREST ON AGENDA**

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

**APPROVAL OF MINUTES**

Miller moved to approve the minutes of the February 1, 2024 meeting, Johnson seconded. Cooper concurred. The motion passed unanimously.

**PUBLIC COMMENTS AND GUEST INTRODUCTIONS**

none

**OLD BUSINESS**

**Kootenai County Community Development**

**CDA National Reserve, Major Subdivision:**

Road work has begun and JUB's Jacob Clark is performing the construction inspections for Worley Highway District. No additional information this month.

**Starr Acres MIN 23-0001**-mylars presented to board for signature.

Miller moved that the mylars be signed. Johnson seconded. Cooper concurred. The motion passed unanimously.

**WHD Construction Projects**

**Rockford Box Culvert:**

Concept design has been completed. Yesterday's meeting generated a final concept design. The next step is to determine if the board wants to move to final design and the subsequent bid process as well as construction management. There is a need for both temporary and permanent easements to consider. Open for discussion.

Miller moved that JUB proceed on final design and bid package upon district staff approval. Johnson seconded. Cooper concurred. The motion passed unanimously.

**WHD Transportation Master Plan:**

The comments (feedback) collected at the open house are being processed. Additionally, Dustin and I met with Robert Beachler – ITD at JUB with Angie Comstock and staff to discuss potential needs/projects where vehicle conflicts may occur at the intersections to US-95. No additional information this month.

**Rockford Bay Road/Loffs Bay Road (W) Intersection:**

Attorney Weeks is working with JUB to prepare the documents necessary to move forward with right-of-way acquisition. This packet should come together today.

**Greensferry Guardrail, Key No. 23285:**

Preliminary design review is scheduled for tomorrow February 15<sup>th</sup>. JUB will apply tomorrow's design comments and present them to the board at a project meeting in the near future.

**Loffs Bay Road Participation Project (Cost Share Paving):**

The project is complete less the paving. The project will be regraded, checked for readiness to pave, then paved next summer. No additional information this month.

**Kidd Island Road (Phase II):**

A meeting date to purchase and sign the transfer documents for the right-of-way is pending. No additional information this month.

**Cougar Gulch Road:**

The contractor has contacted Laura Winter, (Ruen-Yeager), and is starting to plan for the construction. Laura has submitted the Joint Application Permit for the project and has contacted Ziply Fiber to work through the communications line move. She will meet with Wyatt (Ziply) later today.

**WHD Misc. Projects**

**Koth Road ROW Status:**

Attorney Susan Weeks is requesting a court date in June 2024. No additional information this month.

**CDA Tribe, Lake Creek Project:**

Staff met with JUB and the CDA Tribal Fisheries to discuss the details of the project and further define the roles of each party so as to move forward in an efficient manner.

**NEW BUSINESS**

1. **Scoot Hoover, CPA presented audit results for 2022-2023 year.**  
Cooper moved to sign the audit agreement. Johnson seconded. Miller concurred. The motion passed unanimously.
2. **Accounts Payable**  
Cooper moved that the bills be approved as presented on the A/P register. Johnson seconded the motion. Miller concurred. The motion passed unanimously.
3. **Upcoming Meetings:**  
February 28, 2024 WHD Board meeting 9 am  
March 13, 2024 WHD Board meeting 9 am  
March 14, 2024 KMPO 1:30 pm
4. **Commissioner Comments:**  
Cooper mentioned there were concerns mentioned at the KMPO meeting about inflated project costs.

**ADJOURNMENT**

Citing no further business, Cooper moved to adjourn the meeting at 9:51 a.m., Johnson seconded the motion. Miller concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED BY:

Jennifer Weeks  
Jennifer Weeks, Deputy Clerk

APPROVED BY:  
Phil Cooper  
Phil Cooper, Chair

2/20/2024  
Date