

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
July 23, 2025
9:00 A.M.

MINUTES

Commissioner Phil Cooper called the meeting to order at 9 a.m. with Commissioner George Miller and Commissioner Corinne Johnson present. Also present, Director Kevin Howard, Deputy Director Dustin Howe, Clerk Charyl Ragan, and Deputy Clerk Jennifer Weeks. Guests: Larry Woodbury, Jay Hassell, Tammi Price

APPROVAL OF AGENDA

Miller moved to approve the agenda with one change to the upcoming meeting schedule, the 8-6-2025 Budget workshop rescheduled for 8-13-2025 at 9 am. Johnson seconded. Cooper concurred. The motion passed unanimously.

Corinne Johnson oath of office – Sub-District 2 Commissioner

Corinne Johnson swore an Oath of Office as elected Commissioner of Sub-District 2 of Worley Highway District. Her 4-year term of office commenced July 1, 2025.

Reorganization of Board of Directors

Miller motioned to retain the current board positions as follows: Phil Cooper, Chairman of the Board, George Miller Vice Chairman of the Board, Corinne Johnson, Secretary/Treasurer of the Board. Johnson seconded. Cooper 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 June 25, 2025 meeting, Johnson seconded. Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

None

OLD BUSINESS

Work progress Report

Sand seal on fresh asphalt patches where preformed
Roads to be sealed this year were flushed and broomed
Office parking lot was sealed, and new parking stall paint was applied
Chipseal markers for striping were placed in preparation for chipseal
Crew chip sealed over 14 center line miles of road so far
Fallen trees were removed in two different windstorms
Fog seal was placed on all fresh chip sealed roads

Planned work for this coming Month

High float last year's construction on Rolling Hills in August

Apply Yellow stripes on roads as time allows

Start build up on Rolling Hills Rd.

Start tribe culvert on August 19, 2025.

In The Shops

Deputy Director Dustin Howe has prepared a shop report for the board.

Staff Report-Kevin Howard

The district hired a new mechanic that will start on August 4, 2025.

Kootenai County Community Development

Matteucci Estates (Loffs Bay Rd / Graysons Way) MIN25-0009, 2-lot minor subdivision:

This application has been withdrawn and a subsequent application, FAM25-0011, in its place. Staff has responded to the new application with a "no objection" comment. This division of land in both forms will be removed from my report.

Clemetson Woods (Clemetson Rd) MIN22-0056, 3-lot minor subdivision:

The district's review and comments have been noted to Kootenai County. The district's comments have been addressed except for payment of the "Payment in Lieu of Construction" (PILC) fees. This fee is due prior to the signing of the Final Plat. No additional information this month.

Belisle Landing (Hwy 95, Horned Owl Rd.) MIN24-0032, 2-lot minor subdivision:

Mylars have been presented for signature, all required fees have been paid.

Miller moved to sign the mylars for Belisle Landing. Johnson seconded. Cooper concurred.

The motion passed unanimously.

Repsold-Hyatt (Rockford Bay Rd) MIN21-0115, 2-lot minor subdivision:

The district's review is complete. The signature of the final plat (Mylar) is pending payment of the PILC's. No additional information this month.

Rockford Bay Ranch Second Addition (Hamaker Rd) MIN24-0037 4-lot minor subdivision:

Two parcels of the original Rockford Bay Ranch subdivision are being reconfigured and further divided into 4 lots. The district received the Payment in Lieu of Construction (PILC) fees.

Summit Ridge (Cielo View) MSP24-0002 40 lot major subdivision:

The proposed subdivision is in Post Falls Highway District; however, it will be accessed by Espinazo Dr. and Cielo View Ct. The district received the \$2500 review fee deposit, and the Traffic Impact Study was sent to JUB for review.

Lammon-Kelly Cove (Four Echoes) MIN25-0016, 2-lot minor subdivision:

This is a two-lot division of land that will produce a boat access only – non-residential lot. The intent is to build a small storage building for recreational items. The applicant is here today to request a waiver of the Payment in Lieu of Construction Fees.

Johnson moved to waive the Payment in Lieu of Construction fees for Lammon-Kelly Cove. Miller seconded. Cooper concurred. The motion passed unanimously.

WHD Construction Projects

Conkling Rd / US-95 Street Lights:

Design is ongoing. ITD's internal request for funding is on the July agenda for the ITD board meeting.

Rockford Box Culvert:

The pre-construction meeting is set for August 12th. The work is scheduled to begin September 2, 2025.

Greensferry Guardrail, Key No. 23285:

The pre-construction meeting is scheduled for August 11th. Work is scheduled to begin mid-August.

Kidd Island Road (Phase II):

Survey field work and base map developed (updating utilities); coordination with Utility companies has begun and mapping requested; STRATA has submitted draft Roadway Materials Report (RMR) for internal review; Environmental field work is complete - Aquatic Resources Delineation Report and environmental Categorical Exclusion (CE) are in development; working on Intermediate Design

Cougar Gulch Road:

Ruen, Yeager & Associates and WHD have been working with the contractor on the corrective measures needed to complete the project. It was agreed that the identified areas of concern for improper construction will receive exploration potholing for inspection of compaction and materials used. A schedule for the work to be performed is expected next week.

Conkling Park Dr.:

This project has been completed by a contractor. District crews have applied Mag-Chloride to make this portion consistent with the rest of the road.

WHD Misc. Projects

CIP review

Review in process. No additional information this month.

Koth Road ROW Status:

No additional information this month.

CDA Tribe, Lake Creek Project:

The tentative starting date for the culvert placement for Lake Creek at Idaho Road is August 19th.

NEW BUSINESS

1. Bloomsburg Rd. cost share project

This is a potential cost share project that was brought to the board in June for consideration. The project parameters and points have been applied to the project with consideration of the donation of funds. This will potentially place the project at the #3 spot if the board accepts the project and adds it to the CIP.

Cooper moved to proceed with planning for the cost share project on Bloomsburg Rd. Miller seconded. Johnson concurred. The motion passed unanimously.

2. Discussion on "Watch for Wildlife" signs

Johnson moved to approve the staff to proceed with researching the cost of signage and present it to the board for consideration. Miller seconded. Cooper concurred. The motion passed unanimously.

3. Sean, GIS Tech presented an updated ROW map

Johnson moved to approve the updated ROW map. Miller seconded. Cooper concurred. The motion passed unanimously.

4. Accounts Payable

Miller moved that the bills be approved as presented on the A/P register. Johnson seconded. Cooper concurred. The motion passed unanimously.

5. Upcoming Meetings:

August 13, 2025 Budget Workshop 9 am

August 14, 2025 KMPO 1:30 pm

August 27, 2025 Board meeting & Budget Hearing 9 am

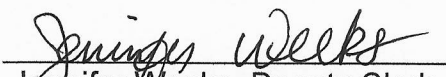
6. Commissioner Comments:

Johnson Thanked the staff for all their work.

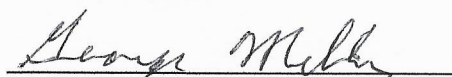
ADJOURNMENT

Citing no further business, Miller moved to adjourn the meeting at 10:06 a.m. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:


Jennifer Weeks, Deputy Clerk

APPROVED BY:


Phil Cooper, Chair
George Miller, Commissioner

8-27-25
Date