

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
March 26, 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: Scot Smith, Bryan D., Scott Hoover, Andy Smith, Chad Baker, Jay Hassell, Maggie Johnson, Caroline Jaffe, Kasey Suryan, Addison Ross, Matt Baine, Scott Campos, Zachary Sifford, Bob Norris, Neal Robertson, Shatana Pole, Gayle Cochrane, John Cochrane, Edmund Benech, Hana Marquard, Dan Baker, Scott Holte, Jeff Messenger, Jana D., Tanya Mitchell-Spire, Mike Ariett.

**APPROVAL OF AGENDA**

Miller moved to approve the agenda. 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 February 26, 2025 meeting, Johnson seconded. Cooper concurred. The motion passed unanimously.

**PUBLIC COMMENTS AND GUEST INTRODUCTIONS**

Residents and business representatives in the area of the Rockford Bay Road box culvert project came to ask questions and voice concerns about the upcoming project. They asked why the project was planned for July, which they indicated is the busiest month for traffic in the area and the safety of alternative routes for the proposed road closure. The concern is for the safety of all the drivers that would be on those routes as well as response time for any type of emergency. They asked if there is any way the closure could be for a shorter timeframe or if the project could be pushed to September. The commissioners and director listened to all the concerns and informed the crowd that they would contact the contractor to see what, if any changes could be made to the project and once that information is determined, the district will let them know.

The board took a recess at 10:00 am  
The meeting resumed at 10:20 am.

**OLD BUSINESS**

**Work progress Report**

Heavy snowfall then warm rain conditions February 21<sup>st</sup> -February 24<sup>th</sup> made hazardous driving conditions requiring crew to work overtime to ensure safe driving conditions. (slick roads at first then washout conditions from heavy run-off)

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Emergency road repairs throughout the District with the worst getting attention first to ensure roads were passable.

Emergency culvert replacement on Miller Rd, Lampert Rd Malone Rd and Thies Rd was performed.

Crews performed first brooming on all paved roads throughout the District.

A shouldering machine from Lakes Highway Dist. was borrowed to speed the process of filling rills and ruts in from the heavy run-off.

Early spring snowstorm on March 16<sup>th</sup> required crew to plow snow with 4" up to 6" in different locations.

Graders were out throughout the District lightly grading roads and grading in rills and ruts.

Crew hauled gravel to gravel roadway's needing attention.

**Planned work for this coming Month**

Brooming the entire District one more time and flushing roads

Service equipment to get ready for spring work

Haul gravel and grade roads

**In The Shops**

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

**Staff Report-Kevin Howard**

**Kootenai County Community Development**

**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:**

The applicant has addressed the district's concerns with regard to the Viewers Report right-of-way through the subject parcel.

**Dana Estates (Rockford Heights) MIN24-0040, 3-lot minor subdivision:**

All obligations to the district have been met. I have no objection to the signing of the final plat (Mylar) when presented to the board.

**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.

**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. I will be meeting with the developer tomorrow to discuss the Road Development Agreement.

**WHD Construction Projects**

**Conkling Rd / US-95 Street Lights:**

ITD has a 3-intersection project coming up as early as 2030 in which the Conkling Road/US-95 intersection is included. There is a possibility of moving up the Conkling Road intersection for earlier installation. With JUB's assistance, discussions will continue.

**Rockford Box Culvert:**

The bid was awarded. Submittals are being delivered to the district's Engineer.

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

We are waiting to find out from ITD when the bid opening is scheduled. No additional information this month.

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

JUB is working on the Draft Scope of Work (SOW) to be reviewed and approved by LHTAC. Upon approval, a contract for design serviced will be the next step. No additional information this month.

**Cougar Gulch Road:**

The district will be paying Estimate #3 to the contractor. Corrective measures for erosion control and some incomplete tasks are anticipated to be addressed when weather allows.

**WHD Misc. Projects**

**Koth Road ROW Status:**

No additional information this month.

**CDA Tribe, Lake Creek Project:**

A project meeting was held on February 11<sup>th</sup> to discuss the planned 2025 installations. Topics discussed were design of all components structure related, materials (type and source), constructability/methods, rights-of-way, and lessons learned from last year's project. Materials to be delivered 3/26/2025.

**NEW BUSINESS**

1. Discussion about road closure on Rockford Bay Rd for culvert replacement.

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See public comments section.

**2. Scott Hoover presented the audit report for FY 2024**

Miller moved to accept the audit report. Johnson seconded. Cooper concurred. The motion passed unanimously.

**3. Accounts Payable**

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

**4. Upcoming Meetings:**

April 10, 2025 KMPO 1:30 pm

April 23, 2025 Board meeting 9 am

**5. Commissioner Comments:**

Cooper Thanked Charyl and Jennifer for their work in the office. Johnson Thanked JUB for their diligent work for the district.

Johnson moved to go into executive session at 10:40 am for Personnel Matter, Idaho code 74-206 (1)(b). Miller seconded. Cooper concurred. The motion passed unanimously. Jennifer called roll, Johnson aye, Miller aye, Cooper aye.

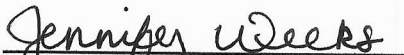
The regular meeting resumed at 10:50 am.

No motions were made coming out of the executive session.

**ADJOURNMENT**

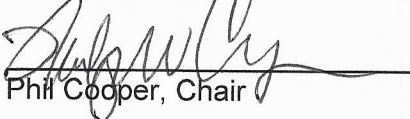
Citing no further business, Miller moved to adjourn the meeting at 10:50 a.m. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

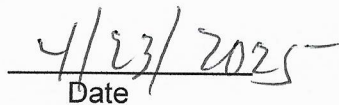
RESPECTFULLY SUBMITTED:



Jennifer Weeks, Deputy Clerk

APPROVED BY:

  
Phil Cooper, Chair

  
Date