

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
October 30, 2024  
9:00 A.M.**

**MINUTES**

Commissioner Phil Cooper called the meeting to order at 9 am with Commissioner Corinne Johnson and Commissioner George Miller present. Also present were Director Kevin Howard, Deputy Director Dustin Howe, Clerk Charyl Ragan, Deputy clerk Jennifer Weeks.

Guests: Randy Hamilton, Seth Milhorn, Barratt Milhorn, Matt Drechsel

**Approval of Agenda**

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

**Conflicts of Interest on the Agenda**

Cooper asked if any board member had a conflict of interest with any item on the agenda. George Miller, Corinne Johnson and Phil Cooper each indicated no conflicts.

**Approval of Minutes**

Miller moved to approve the minutes of the October 9, 2024, regular meeting. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

**Public Comments and Guest Introduction**

none

**Old Business**

**Koth Road**

Working on joint road validation with PFHD. Public Hearing tentatively set for January 22, 2025.

**Rockford/Loffs Intersection**

Project completed; final walkthrough done.

**Kidd Island Project**

This project is slated for construction in 2028.

**Greensferry Guardrail**

JUB has received approval on design from Worley Highway District and ITD. They are working to complete the bid packet for advertising to get bids in winter of 2024-2025 for projected project start date of spring/summer of 2025.

**Cougar Gulch project**

The district and the contractor are discussing a material discrepancy, there are retainage funds being held until resolved.

**New Business**

**Milhorn Abandonment**

Seth and Barratt Milhorn were here to discuss the option of abandonment/vacation of a right of way. They were advised that they need to submit a written request for the abandonment, once that is received the district will start the procedures required by Idaho law for the request.

**Vacation Leave Policy**

Johnson motioned to adopt the new vacation accrual policy as presented by the district staff, effective January 1, 2025. Miller seconded. Cooper concurred. The motion passed unanimously.

Johnson motioned to award 80 hours of comp time on a one-time basis to the staff that have completed 20 or more years as a Worley Highway District employee as of the start date of the new vacation accrual policy effective January 1, 2025. Miller seconded. Cooper concurred. The motion passed unanimously.

**Starr Acres**

Miller motioned to sign the mylars. Johnson seconded. Cooper concurred. The motion passed unanimously.

**Bugle Ridge Estates MIN 24-0016**

Randy Hamilton from H2 Surveying and Engineering LLC attended to represent Bugle Ridge Estates, he requested the board waive the \$7500 PILC fees.

Johnson motioned to grant the request to waive the PILC fees and sign the mylars. Miller seconded. Cooper concurred. The motion passed unanimously.

**Drechsel Rd. speed radar sign**

Matt Drechsel approached the board to discuss options for signage on the highway district road bordering his residence.

Miller motioned to accept a donation from Matt Drechsel for speed radar ring(s) for the sign(s) near his residence, the district will maintain the signs. Johnson seconded. Cooper concurred. The motion passed unanimously.

**Resolution 2024-08-surplus equipment #90**

Johnson motioned to sign Resolution 2024-08 surplus equipment #90 and hold a public hearing December 11, 2024. Miller seconded. Cooper concurred. The motion passed unanimously.

Jennifer called roll, Johnson aye, Miller aye, Cooper aye.

Resolution 2024-08 attached.

Commissioner Cooper called for a break at 10:15 am.

The regular meeting resumed at 10:21 am.

**Resolution 2024-07 County Ordinance 597, Family Division Exemption**

Cooper motioned to sign Resolution 2024-07 County Ordinance 597, Family Division Exemption.

Johnson seconded. Miller concurred. The motion passed unanimously.

Jennifer called roll, Johnson aye, Miller aye, Cooper aye.

Resolution 2024-07 attached.

**Work Progress Report**

**On The Road**

The crew worked on the Rolling Hills Road Enhanced Maintenance project. This fall they placed ballast and base on approximately 3,000 feet of Rolling Hills Road. Additional gravel will need to be placed next year in order to complete the shaping of the surface.

The annual breakfast meeting was held on October 8<sup>th</sup>. The district board and crew recapped the work accomplished in the past fiscal year and discussed the plans for the coming fiscal year.

Gravel was spread on several roads that were thin on material.

The gravel roads were graded and set for winter.

The crew has been preparing the winter maintenance equipment for the upcoming season.

Work began on the fish passage, joint project with the Coeur d'Alene Tribal Fisheries on October 23<sup>rd</sup>.

The area between the Sun Up Shop and the Office was leveled, raked and grass planted on October 24<sup>th</sup>.

Hot mix patch was applied to Espinazo Drive after a "soft spot" repair had been made.

Dustin, Kurt, Spark and I interviewed a potential candidate to fill the mechanic's position at the district. After the interview, discussion followed. The following day Ted Taylor was offered the position, and he accepted the job. Ted gave his current employer his 2 weeks' notice and will be joining the district crew on November 6<sup>th</sup>, pending his separation agreement.

**Planned work for this coming Month.**

The culvert/fish crossing project with the CDA Tribe.

Prepare vehicles and equipment for winter.

Winter road maintenance.

**In The Shops**

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

**Accounts payable register presented for approval.**

Miller moved that the bills be approved as presented. Cooper seconded the motion. Johnson concurred. The motion passed unanimously.





**WORLEY HIGHWAY DISTRICT**  
Resolution No. 2024-08

**DECLARATION OF SURPLUS EQUIPMENT**

**WHEREAS** the Board of Commissioners of the WORLEY HIGHWAY DISTRICT found that the equipment described herein is no longer useful to the Worley Highway District and the Board finds it in the best interest of the public to sell the equipment; and

**WHEREAS** Idaho Code §40-1309 provides that a public hearing shall be held and published in accordance with the provisions of Idaho Code §40-206, and at which hearing any person interested may appear and show cause that the equipment should not be sold.

**WHEREAS** the commissioners of the WORLEY HIGHWAY DISTRICT have elected to send the following equipment to public auction.

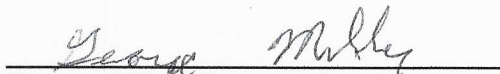
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby declare the following equipment as surplus:

- 2015 Ford 4x4 ¾ ton, #90

**BE IT FURTHER RESOLVED** that the equipment be sold at a public auction. If the item is unsold after the public auction, the Director may negotiate the sale of the Subject Property at a private sale to a member of the general public in a commercially reasonable manner upon such terms and conditions as are in the best interest of Worley Highway District and otherwise deemed necessary and advisable. In which case, the Director or designated District staff is hereby authorized and directed to execute such necessary contracts, and other documents required to consummate the sale without further action of the Board of Commissioners (Board).

**RESOLVED** this 30th day of October 2024.

  
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Phil Cooper, Chairman of the Board

  
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George Miller, Commissioner

  
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Corinne Johnson, Commissioner

ATTEST:   
\_\_\_\_\_  
Jennifer Weeks, Deputy Clerk

**WORLEY HIGHWAY DISTRICT  
RESOLUTION 2024-07**

A RESOLUTION OF THE WORLEY HIGHWAY DISTRICT BOARD OF  
COMMISSIONERS ADOPTING POLICY TO ADDRESS COUNTY ORDINACE 597,  
FAMILY DIVISION EXEMPTION

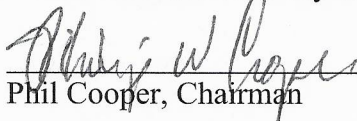
WHEREAS, the Board of Commissioners has the authority under Idaho Code, Title 40, Chapter 13, to carry out certain acts;

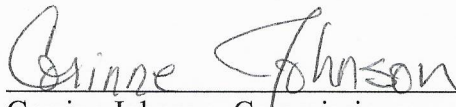
WHEREAS, The Board of Commissioners adopted Ordinance 2019-02 to maintain a safe flow of traffic, reduce congestion, reduce conflict points, improve travel times, preserve highway capacity and improve highway safety.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby adopts and implements the following policy for access to Family Division Exemptions:

1. Access shall comply with all the requirements of Worley Highway District Ordinance 2019-02 including access from a single common driveway. The ordinance includes a requirement that the subdivision must obtain an approach permit.
2. The applicant shall be required to dedicate right-of-way and easements in accordance with the Associated Highway District Standards. The Highway District will assist applicants in completing legal documents for the required dedications. Applicants shall provide the legal description of their parcel for use in the dedication documents.
3. Adjoining roadway improvements or contributions are not required.
4. The approach permit shall be conditioned upon final approval of the Family Free Split. If the Family Free Split is not granted, the access permit shall be void.

ADOPTED this 30<sup>th</sup> day of October 2024.

  
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Phil Cooper, Chairman

  
\_\_\_\_\_  
~~Corinne Johnson, Commissioner~~  
Corinne

  
\_\_\_\_\_  
George Miller, Commissioner

ATTEST:   
\_\_\_\_\_  
Jennifer Weeks, Deputy Clerk