

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
September 11, 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. Also, present were Deputy Director, Dustin Howe, Clerk Charyl Ragan, and Deputy Clerk Jennifer Weeks.
Guests: Jay Hassell, JUB.

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 August 28, 2024 meeting, Johnson seconded. Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

none

OLD BUSINESS

Kootenai County Community Development

Bugle Ridge Estates MIN 24-0016, minor subdivision

This is a two-parcel subdivision off Bolen Street accesses Rockford Bay Road. The district's comments have been sent to Kootenai County Community Development. No additional information this month.

Farup Estates MIN 20-0099, minor subdivision:

It is now up to the applicant to circulate the Final Plate for signatures and request it be recorded. Kootenai County Community Development will check for recording by May 1st, 2025. No additional information this month.

CDA National Reserve, Major Subdivision:

All of the roads have been paved. JUB has been monitoring progress, workmanship and ensuring that the roads meet district standards. No additional information this month.

Clemetson Woods MIN24-0016, minor subdivision:

This proposed 3 lot subdivision is adjacent to Clemetson with High Ranch Road as a connecting road. The conceptual design was presented in 2022. The application is now in process at Kootenai County. The district's request for the review fee deposit has been made. The funds have been received.

WHD Construction Projects

Rockford Box Culvert:

The easements necessary for construction have been defined. Legal descriptions are needed in order to move forward with the acquisition process. Kevin Howard spoke with Jay (JUB) about the descriptions and usability of them. JUB will be providing undated descriptions and acquisition will follow shortly. No additional information this month.

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

The construction will be on hold this week and next as the contractor gives the utilities time to reinstall their facilities. Steady progress has been facilitated through emails and weekly on-site meetings. The project was under budget therefore a change order was submitted and approved to add a vehicle turn out area. Final grades are done, and paving will be done in the coming weeks. Johnson mentioned to be sure to address signage for the turnout.

Greensferry Guardrail, Key No. 23285:

The final design has been reviewed by Worley Highway District and the Local Highway Technical Assistance Council (LHTAC). The final design, with changes from the review, will be completed in the near future and is on schedule. No additional information this month.

Kidd Island Road (Phase II):

The right-of-way acquisition from Phase I has been completed. This was necessary for the district to move forward on phase II. LHTAC is in the process of figuring out what avenue they wish to take where engineering reviews and updates are required since the previous design is several years old. No additional information this month.

Cougar Gulch Road:

Substantial completion has been established. A walk-through inspection has been completed and a punch list created for the contractor to finish up some details. A final inspection of the punch list items will determine completion of the project and final payment.

WHD Misc. Projects

Koth Road ROW Status:

Staff is compiling data for counsel.

CDA Tribe, Lake Creek Project:

The district has received the permit from IDWR for the East Fork of Bozard Creek. The district is waiting for the 404 permit to be approved to begin construction.

NEW BUSINESS

1. Accounts Payable

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

2. Upcoming Meetings:

September 25, 2024 Board Meeting
October 9, 2024 Board meeting 9 am

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October 10, 2024 KMPO 1:30 pm

3. Commissioner Comments:

Johnson Thanked the staff for putting together the gathering for Clint's retirement.

Cooper asked the clerk to obtain and review the PFHD Budget numbers for the last couple years for a comparison.

Johnson motioned to go into executive session at 9:20 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 9:40 am.

No motions were made from executive session.

ADJOURNMENT

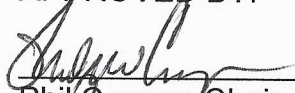
Citing no further business, Miller moved to adjourn the meeting at 9:42 a.m. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:



Jennifer Weeks, Deputy Clerk

APPROVED BY:



Phil Cooper, Chair

10/9/2024
Date