

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
August 27, 2025
9:00 A.M.

MINUTES

Commissioner George Miller called the meeting to order at 9:02 a.m. with Commissioner Corinne Johnson present. Also present, Director Kevin Howard, Deputy Director Dustin Howe, Clerk Charyl Ragan, and Deputy Clerk Jennifer Weeks.
Guests: Jay Hassell, Brandon Johnson

APPROVAL OF AGENDA

Miller moved to approve the agenda. Johnson seconded. The motion passed.

CONFLICTS OF INTEREST ON AGENDA

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

APPROVAL OF MINUTES

Johnson moved to approve the minutes of the July 23, 2025 meeting, July 23, 2025 Budget workshop and August 13, 2025 Budget Workshop. Miller seconded. The motion passed.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

Brandon Johnson is here to submit a request for abandonment/vacation of unopened rights of way in Rockford Bay, see New Business item 1.

Public Hearing- Fiscal year 2025 Budget

Miller opened the hearing at 9:06 a.m. The proposed budget for fiscal year 2026 was presented as follows:

**WORLEY HIGHWAY DISTRICT
PROPOSED BUDGET**
October 1, 2025 – September 30, 2026

ANTICIPATED REVENUE:

Maintenance & Operation Levy	1,408,592
Special Const/Bridge Levy	2,100,000
Ag. Equip. Tax Replacement	21,624
Tort Levy	35,000
Highway Users Revenue	1,916,203
Forest Reserve Fund	0
State Sales Tax	395,901
CEA Tax	34,000
Interest Income	165,000
Development Fees	191,000
Sale of surplus equipment	22,000
Permit Fees	15,000
Federal Share Bridge/Spec. Const.	2,390,170
Miscellaneous Revenue	121,000
TOTAL ANTICIPATED REVENUE	8,815,490
Antic. Carry Fwd: Undedicated	1,018,648
Dedicated: Special Road Const	1,149,104
Dedicated: Tort	21,000
TOTAL BUDGETED REVENUE	11,004,242

ANTICIPATED EXPENDITURES:

Labor Expense	1,539,298
Administration	460,188
Employee Benefit Expenses	458,122
Commissioner's Compensation	28,800
Operating Expense	762,404
Road Maintenance	1,471,571
Road Construction	4,632,000
Asset Acquisitions	1,408,000
Tort	56,000
M&O Levy Transferred back to Cities	187,859
TOTAL ANTIC. EXPENDITURES	11,004,242
REVENUE REQUIRED	11,004,242

The budget is available for public inspection at the District Office
12799 W. Ness Road, 6:30 a.m. to 4:00 p.m. Mon.-Thurs.

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS:

Philip W. Cooper, George Miller, Corinne Johnson

ATTEST: Charyl Ragan, Clerk/Treasurer

Commissioner Miller moved that the proposed budget for fiscal year 2026 be approved as presented. Johnson seconded. The motion passed.
Jennifer called roll, Johnson, aye, Miller, aye.

The hearing was adjourned at 9:12 am.
The regular meeting resumed at 9:12 am.

OLD BUSINESS

Work progress Report **ON THE ROAD**

Crew finished chip seals and applied fog seals to all new chip sealed roads.
Crew striped all centerline stripes with yellow paint.
Crew painted all stop bars and most of white edge line markings.
Crew built .75 miles of road on Rolling Hills Rd.
Crew worked on section of roadway on Rolling Hills Rd. preparing road surface to be paved with our triple shot process.
Crew started installing a multi plate box culvert on Idaho Rd. at Elder Rd. This project number 1351 is with the CDA Tribe.
Crew came in to remove a fallen tree on Bloomsburg Rd. on Saturday August 23.
Kurt came in on Saturday August 2nd to grade Rolling Hills after a heavy thunderstorm.

Planned work for this coming Month

Finish Rolling Hills project (paving)
Work with CDA Tribe on project 1352 Burton Rd. culvert.
Finish multiplate culvert on Idaho Rd.
Grading gravel roads
Ditching

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.

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. No additional information this month.

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

The district has responded to Kootenai County with a “no recommended additions or corrections to Cielo View Loop or Espinazo Drive.” This item will be removed from the Staff Report until such time as staff finds a need to bring it back to the board.

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

The request to waive the PILC fees was approved by the board. There will be no further action needed. This item will be removed from the Staff Report.

WHD Construction Projects

Conkling Rd / US-95 Street Lights:

Design is ongoing. ITD’s internal request for funding has been approved. JUB will continue to work on behalf of the district to bring this project to the point of bid for construction

Rockford Box Culvert:

The pre-construction meeting was held on August 12th. The work is scheduled to begin September 2nd. The district has received several calls and emails concerning the road closure. Staff provided information regarding the alternate route to the Rockford Bay area.

Greensferry Guardrail, Key No. 23285:

The pre-construction meeting was held August 11th. Work is scheduled to begin September 2nd. There have been just a few calls from the public regarding the road closure. Pertinent information was shared with the callers.

Kidd Island Road (Phase II):

The Plans, specifications and Estimates (PS&E) is scheduled to be provided August 13, 2026. Scheduling to bid on the project will follow.

Cougar Gulch Road:

No schedule for the work to continue was provided by the contractor.

Bloomsburg Rd.- cost share project

A draft cost share agreement has been sent to the interested group for signature.

“Watch for Wildlife” Signs

A quote of \$879.10 for 12 signs was received by the district. This does not include sign post or labor cost to install. My request for a quote was to satisfy a curiosity as to the potential expense should this become a project. The question remains as to whether the added initial cost and future maintenance expense will be a realized benefit.

WHD Misc. Projects

CIP Final Draft

The draft CIP is before the board today for examination and potential approval. Miller moved to approve the CIP. Johnson seconded. The motion passed.

Koth Road ROW Status:

No additional information this month.

CDA Tribe, Lake Creek Project:

The Lake Creek Fish Passage at Idaho Road is underway and going well.

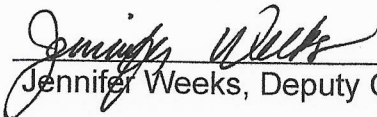
NEW BUSINESS

1. **Request for Abandonment of unopened rights of way in Rockford Bay**
Miller moved to approve the staff to proceed with processing the request. Johnson seconded. The motion passed.
2. **Resolution 2025-03 Annual Appropriations-Recover Forgone**
Miller moved to adopt Resolution 2025-03 Annual Appropriations-recover Forgone. Johnson seconded. The motion passed.
Jennifer called roll, Johnson, aye, Miller, aye
3. **Resolution 2025-04 Compensation of Commissioners**
Miller moved to adopt Resolution 2025-04 Compensation of Commissioners. Johnson seconded. The motion passed.
Jennifer called roll, Johnson, aye, Miller, aye
4. **Accounts Payable**
Miller moved that the bills be approved as presented on the A/P register. Johnson seconded. The motion passed.
5. **Upcoming Meetings:**
September 11, 2025 KMPO 1:30 pm
September 24, 2025 Board meeting 9 am
6. **Commissioner Comments:**
none


ADJOURNMENT

Citing no further business, Johnson moved to adjourn the meeting at 9:48 a.m. Miller seconded. The motion passed.

RESPECTFULLY SUBMITTED:


Jennifer Weeks, Deputy Clerk

APPROVED BY:


George Miller, Commissioner

9.29.25
Date

WORLEY HIGHWAY DISTRICT
RESOLUTION 2025-04

COMPENSATION OF COMMISSIONERS

WHEREAS, Idaho Code 40-1314, Compensation of highway district commissioners, officers, agents and employees, requires the board of highway district commissioners of each highway district to fix the annual salaries of the commissioners commencing on October 1 and for the next ensuing year, and

WHEREAS, Idaho Code 40-1314, became effective July 1, 2002,

NOW THEREFORE BE IT RESOLVED, that beginning October 1, 2025 and for the 2025-26 fiscal year, the Worley Highway Board of Commissioners shall be compensated as follows: Compensation of eight hundred dollars (\$800.00) shall be paid for each commissioner each month.

All other expenses shall be paid in addition to their compensation, upon the presentation of itemized vouchers, signed by the commissioners on a quarterly basis. Vouchers must be turned in by the **15th day** of the month following the close of each quarter (Closing months December, March, June, & September). Statements turned in after this date will not be eligible for reimbursement.

FURTHERMORE, WHEREAS Highway District Commissioners are considered employees of the District, as per Idaho Code 40-1314(4), and the District's Personnel Policy manual states that the district will provide health, vision, and dental, and life insurance for employees.

THEREFORE, BE IT FURTHER RESOLVED that Worley Highway District will pay the premiums for medical, vision, dental, and life insurance for the District Commissioners.

RESOLVED this 27th day of August, 2025.

**WORLEY HIGHWAY DISTRICT
BOARD OF COMMISSIONERS**

absent
Philip Cooper, Chair

George Miller
George Miller, Commissioner

Corinne Johnson
Corinne Johnson, Commissioner

ATTEST:

Charyl Ragan
Charyl Ragan, District Clerk/Treasurer

RESOLUTION NO. 2025-03
Worley Highway District

ANNUAL APPROPRIATIONS RESOLUTION

**A RESOLUTION OF THE COMMISSIONERS OF THE WORLEY HIGHWAY DISTRICT
ADOPTING TO RECOVER FORGONE PROPERTY TAXES FOR THE FISCAL YEAR
2025-2026 BEGINNING OCTOBER 1, 2025 – SEPTEMBER 30, 2026.**

WHEREAS, Idaho Code §40-801 empowers the commissioners of highway districts for the purpose of construction and maintenance of highways and bridges within their jurisdiction; and,

WHEREAS, Idaho Code §63-802 sets limitations on all taxing district budget requests on the amount of property tax revenues that can be used to fund programs and services; and,

WHEREAS, the Highway District intends to recover One Hundred Twenty-Two Thousand Five Hundred and Twenty-One and no/100 Dollars (\$122,521) for its current budget,

WHEREAS, the recovery forgone will be used to help fund a road project for Sun-Up Bay Road,

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF WORLEY HIGHWAY DISTRICT, that \$122,521 of the current year's allowable increase to recover the forgone amount to be used in the Highway District's total.

PASSED by the WORLEY Highway District Commissioners on the day of August 27, 2025.

absent

Phil Cooper, Chairman

George Miller

George Miller, Commissioner

Corinne Johnson

Corinne Johnson, Commissioner

ATTEST:

Charyl Ragan

Charyl Ragan, Clerk