

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
October 22, 2025
9:00 A.M.

MINUTES

Commissioner Phil Cooper called the meeting to order at 9 a.m. with Commissioner Corinne Johnson and Commissioner George Miller present. Also present, Director Kevin Howard, Deputy Director Dustin Howe, Clerk Charyl Ragan, and Deputy Clerk Jennifer Weeks. Guests: Pat Harmon, Rand Wichman, Karie Gullickson, Jim Anderson, Craig Golden

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 September 24, 2025 meeting. Johnson seconded. Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

Pat Harmon, resident in Conklin Park, is here to request illumination at the intersection of Conklin Park Rd. and HWY 95, the director advised her that it is ITD ROW, however, the district and ITD are currently working toward lights at that intersection. She also was sharing concern about water /ice build-up on Conklin Park Dr., asking if there can be anything done for drainage. The director indicated that the district would look into the options. Her last request was for another speed limit sign to be installed; this will also be researched.

Craig Golden was in attendance to discuss the amount of speeding cars on Vogel Rd and the dangers of it. He requested additional signage or a speed radar sign. He was advised to reach out to law enforcement in regard to the speeding cars as the district has no control over that.

OLD BUSINESS

Work progress Report

On The Road

Crew finished applying Hi-Float on Rolling Hills Rd

Crew finished striping centerline and edge lines for East Side Highway District and all of Worley Highway Districts.

Crew replaced an arched culvert on Burton Rd and raised roadway over culvert. This was a joint project with the Coeur d' Alene Indian tribe and Worley Highway District.

Watson Rd and Loffs Bay Rd were graded multiple times to accommodate the higher traffic numbers from the Belgrove Creek culvert project on Rockford Bay which had Rockford Bay Rd closed.

All graders were out grading, the moisture from the rainfall helped to set roads.

Crew cleaned the Mica Yard and hauled scrap metal off.

All crew have been preparing things getting ready for winter.

Crew installed new lights in the Quonset building in Worley and a new heater installed in the break room at Mica shop.

Crew ditched on Kidd Island, Hull Loop and Tall Pines roads.

All signs in the district were inspected and are in good condition.

Planned work for this coming Month

Ditching to clean up drainage ditches.

Brushing roadways.

Finish getting ready for winter.

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.

Phoenix Estates (Rockford Bay Rd) MIN25-0006, 4-lot minor subdivision:

This plat is on hold.

Club at Rock Creek-Fairway 17 Condominiums:

The district has received a request for approval and signing of the Final Plat (Mylar). All obligations to the district have been met. I have no objection to the signing of the Final Plat. Miller moved to sign the Plat. Johnson seconded. Cooper concurred. The motion passed unanimously.

WHD Construction Projects

Conkling Rd / US-95 Street Lights:

Design is ongoing. We are anticipating a November submittal to ITD. Following will be the execution of a cooperative agreement between the district and ITD as quickly as possible. Construction may occur as early as Spring/Summer 2026 following a winter bid. No additional information this month.

Rockford Box Culvert:

The project is substantially complete. Change orders and Work Change Directives were made late in the project so there will be a couple Time and Material (T&M) additions to the final payment when completed. The last task to perform is the "permanent stabilization" of disturbed soils.

Greensferry Guardrail, Key No. 23285:

This project is on schedule. There may be some guardrail components that are delayed for arrival, but some temporary means are planned if this should happen. The target opening is October 27th.

Kidd Island Road (Phase II):

Karie Gullickson is here today to present an update to the board as to the progress made for Kidd Island Road Phase II.

Cougar Gulch Road:

With a recent weather event, some erosion has occurred that will need attention. Corrective measures are being planned. No additional information this month.

Bloomsburg Rd.- cost share project:

Deputy Director Dustin and I have driven the project in preparation for this enhanced maintenance project to move forward. No additional information this month.

Williams Bridge:

Jay Hassel, JUB, attended an onsite meeting with the CDA tribe to discuss design, habitat concerns, and possible construction/maintenance easements.

Sun Up Bay Rd (S curves):

Survey is completed. Utility coordination and design had started.

WHD Misc. Projects

Koth Road ROW Status:

No additional information this month.

CDA Tribe, Lake Creek Project:

The Lake Creek Fish Passage at Idaho Road is complete with the exception of pavement. The crew set the fish passage culvert for Burton Road yesterday. Backfill will begin today.

Request for Abandonment of unopened rights of way in Rockford Bay:

The owner wants to proceed with the request. District staff will work with the owner on the fees and process. JUB will assist.

Drechsel Rd potential Realignment and ROW exchange:

Johnson moved to sign the ROW Exchange agreement. Miller seconded. Cooper concurred. The motion passed unanimously.

NEW BUSINESS

1. Accounts Payable

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

2. Upcoming Meetings

IAHD Convention 11/10/2025-11/13/2025
November 13, 2025 KMPO 1:30 pm
November 26, 2025 Board meeting 9 am

3. Commissioner Comments

None

Johnson moved to go into executive session at 9:55 am for Risk Management, Idaho code 74-206 (1)(l) and Pending Litigation, Idaho code 74-206 (1) (f). Miller seconded. Cooper concurred. The motion passed unanimously.
Jennifer called roll, Johnson aye, Miller aye, Cooper aye.

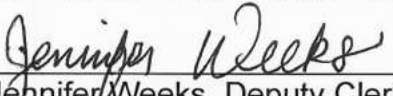
The regular meeting resumed at 10:15 am.

No motions were made coming out of the executive session.

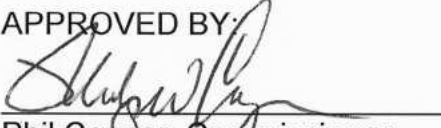
ADJOURNMENT

Citing no further business, Miller moved to adjourn the meeting at 10:15 a.m. Johnson seconded. Cooper concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:


Jennifer Weeks, Deputy Clerk

APPROVED BY:


Phil Cooper, Commissioner


Date