

WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
November 26, 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: Jay Hassel

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 October 22, 2025 meeting and the November 5, 2025 Special Meeting. Johnson seconded. Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

none

OLD BUSINESS

Work progress Report

On The Road

Crews used the new shoulder machine to rebuild shoulders on Elder Rd, Sun Up Bay Rd, Bennion Rd, Rockford Bay Rd and Loffs Bay Rd.

Crew was called in after hours to remove downed trees from wind.

Three crew members attended small structures (bridges under 20 feet) and a basic math class from the T-2 center.

Todd Caldwell provided a flagging class for WHD crew, four Lakes Highway District crew and two Plummer Gateway Highway District crew..

Ditching was performed with graders and the ditching head on a tractor.

Final gradings for the year were performed.

All snowplow equipment has been through the shops and ready to be put to use.

Culvert was replaced on Watson Rd.

Sanding materials were stockpiled at shops for winter use.

Planned work for this coming Month

Plow snow, Brush roads, Grade roads, Anti ice(mag) roads

In The Shops

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

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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. Kootenai County Community Development has granted an extension to November 1, 2026.

Repsold-Hyatt (Rockford Bay Rd) MIN21-0115, 2-lot minor subdivision:

All the district's requirements have been met. Staff has no objection to the signing of the Final Plat when presented for signature.

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

KCCD placed this project on hold starting October 20, 2025.

WHD Construction Projects

Conkling Rd / US-95 Street Lights:

The district received a copy of the fully executed agreement with Idaho Transportation Department. Once the plan set is finished, the district can schedule the advertisement to request bids and the bid opening date.

Rockford Box Culvert:

The project is complete and will safely serve the area traffic for many years. You will find the final payment as a line on the check register.

Greensferry Guardrail, Key No. 23285:

This project is physically complete. Closeout is pending outstanding document completion by the contractor.

Kidd Island Road (Phase II):

LHTAC's review and approval of a supplemental scope for environmental and a scope for Phase 2 Final design are required for the district's consultant, JUB Engineers, to proceed.

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. No additional information this month.

Sun Up Bay Rd (S curves):

JUB is working on a 30% design stage to be presented at the January 28th district meeting.

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WHD Misc. Projects

Koth Road ROW Status:

The district is waiting for a judge's decision on the case.

CDA Tribe, Lake Creek Project:

Test holes have been dug for the next project at the Weller Road and Lake Creek Crossing just south of Elder Road. JUB will be working directly with the CDA Tribal Fisheries for survey on this project.

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

JUB has been tasked with producing the property descriptions for the requested abandonment and vacation. The district has a drain water treatment facility in the area, and it is paramount that the area of the facility be retained. Whereas JUB was instrumental in the design of the facility, they have in their records the necessary information to accurately define the areas.

Drechsel Rd potential Realignment and ROW exchange:

The preliminary design has been reviewed by JUB Engineers and was sent back for lack of completion.

NEW BUSINESS

1. Personnel Policy Manual Edits

Johnson moved to sign the revised personnel policy manual November 26, 2025. Miller seconded. Cooper concurred. The motion passed unanimously.

2. Resolution 2025-06 Surplus Equipment

Johnson moved to sign Resolution 2025-06 Surplus Equipment #30, #885. Miller seconded. Cooper concurred. The motion passed unanimously.
Jennifer called roll, Johnson aye, Miller aye, Cooper aye.

3. New Dry Storage at Mica

The director indicated that the proposed new dry storage plans will be put on hold at this time due to uncertainty of revenue from taxes. It will be reassessed in the spring after those distributions have been received.

4. Accounts Payable

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

5. Upcoming Meetings

December 11, 2025 KMPO 1:30 pm
December 17, 2025 Board meeting 9 am

6. Commissioner Comments

Johnson and Cooper thanked JUB for the night out at convention in Boise. Johnson thanked Deputy Director and crew for the work they do for the district.

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ADJOURNMENT

Citing no further business, Miller moved to adjourn the meeting at 9:55 a.m. Johnson seconded. Cooper concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:



Jennifer Weeks, Deputy Clerk

APPROVED BY:



Phil Cooper, Commissioner



Date

WORLEY HIGHWAY DISTRICT
Resolution No. 2025-06

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.

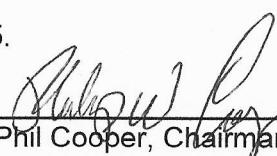
WHEREAS the commissioners of the WORLEY HIGHWAY DISTRICT have elected to send the following equipment to public auction.

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

- 2012 Ford F150, #30
- 1998 HYSTER FORKLIFT Serial #: A177B17964H, #885

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).

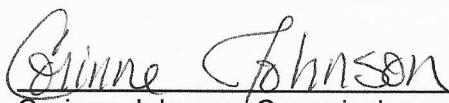
RESOLVED this 26th day of November 2025.



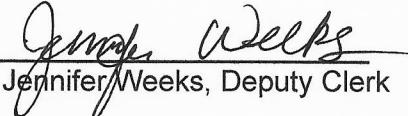
Phil Cooper, Chairman of the Board



George Miller, Commissioner



Corinne Johnson, Commissioner

ATTEST: 
Jennifer Weeks, Deputy Clerk