

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
April 22, 2026
9:00 A.M.**

MINUTES

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

Guests: Jay Hassel, Hannah Grimm, Rand Wichman, Jeremy, Eileen Koth and Janine Efraimson

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 March 24, 2026 meeting and the March 25, 2026 meeting. Johnson seconded. Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

Bid Opening for Highway 95 and Conkling Rd. lighting

Two bids were received for the project.

Commissioner Cooper opened the bids as follows:

Midland Electric - \$366, 501.00

Thorco Inc.- \$108,930.00

Miller moved to award the bid to Thorco Inc. pending review of the bid packet by the Director and JUB Engineering. Johnson seconded. Cooper concurred. The motion passed unanimously.

OLD BUSINESS

Work progress Report

Crews hauled gravel to gravel roads to prepare for magnesium chloride application.

All road graders were out grading roads in preparation for magnesium chloride.

Gravel was stockpiled from Ford Pit to Mica Pit in preparation for crushing in Ford Pit.

Multiple signs were repaired and brush was cut in front of signs.

Damaged guardrails were repaired throughout District by a local contractor.

Bare ground noxious weed spray was applied to multiple roadsides.

Crew started applying magnesium chloride on April 15.

Mechanic Jake and crew have been cleaning Mica shop.

Planned work for this coming Month

Apply mag chloride, Preparing equipment for asphalt patching, Clean shops and prepare for summer

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:

Kootenai County Community Development has granted an extension to November 1, 2026. No additional information this month.

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

Dustin and Kevin met with the current owner of the property. He is still developing a plan as to how he wants the project to be constructed. If the design changes substantially, Kootenai County may have him reapply for a new subdivision permit number. No additional information this month.

CDA NATIONAL, 6TH ADDITION (LOFFS BAY RD) MSF26-0002 REPLAT

Rand Wichman presented the plat with the change from 5 5-plexes to duplexes and a single-family home which reduced the number of units to 23 from 25. Cooper moved to sign the plat (mylars) for CDA National 6th addition replat. Johnson seconded. Miller concurred. The motion passed unanimously.

WHD Construction Projects

Cougar Creek Bridge on McAvoy Road Replacement project through LHTAC's LILB program:

There have been some last-minute addendums that have caused the bid to be delayed until April 23rd. The previously expected date was March 26th.

Conkling Road / US-95 Street Lights:

Bid opening today.

Kidd Island Road (Phase II):

JUB and LHTAC are working on a revised agreement to include an environmental task. The roadway materials report is being finalized. No additional information this month.

Cougar Gulch Road:

Materials testing is complete. The district is waiting for recommendation for remediation to the deficiencies.

Bloomsburg Road- cost share project:

The district is in receipt of the partnership funds for this enhanced maintenance project.

Williams Bridge:

JUB has provided options 6 & 7 as two potential "In-house" builds with the district crew. The build will potentially be in 2027 or 2028.

Sun-Up Bay Road realignment (S curves):

Alternate #3 has been chosen to go through environmental scan and further refinement.

Hull Loop:

WHD and JUB met on March 3rd to start design review and notify subconsultants of potential work to be accomplished. No additional information this month.

WHD Misc. Projects

Koth Road ROW Status:

Cooper moved to go into board deliberations on the petition to validate Koth Rd #514 under Idaho code Section 40-203A. Johnson seconded. Miller concurred. The motion passed unanimously.

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

The commissioners proceeded with deliberations.

Cooper moved to validate Koth Rd # 514 40' width where it currently lives. Miller seconded. Johnson concurred. The motion passed unanimously.

CDA Tribe, Lake Creek Project:

The Weller Road crossing at Lake Creek survey has been delivered to the CDA Tribe. CDA Tribal Fisheries has gained access to adjacent lands at the Elder Road crossing at School Creek. JUB will continue to support the project through construction. No additional information this month.

Request for Abandonment of a portion of road #372:

Hearing to be held May 11th.

Drechsel Road potential Realignment and ROW exchange:

A final design is nearing completion to be presented to the board.

AHDKC Standards update:

The directors met on March 26th and April 21st to discuss.

NEW BUSINESS

1. Cooper moved to sign Resolution 2026-02 A resolution of the Worley Highway District Establishing Policy and criteria for the waiver or reduction of fees for public records requests pursuant to Idaho code title 74. Johnson seconded. Miller concurred. The motion passed unanimously.

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

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2. Accounts Payable

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

3. Upcoming Meetings

May 11, 2026 Public Hearing- Abandonment of a portion of road #372

May 14, 2026 IAHD Regional Meeting 11 am – 1 pm CDA Inn

May 14, 2026 KMPO 1:30 pm

May 14, 2026 AHDKC 3:30 pm

May 27, 2026 Board meeting 9 am

4. Commissioner Comments

none

Miller moved to go into executive session at 9:40 am for Personnel Matter, Idaho code 74-206 (1) (b). Johnson seconded. Cooper concurred. The motion passed unanimously.

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

The regular meeting resumed at 9:53 am.


The following motion was made coming out of the executive session:

Miller moved to approve the personnel matter from executive session. Cooper seconded. Johnson recused herself. The motion passed.

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. 2026-02

A RESOLUTION OF THE WORLEY HIGHWAY DISTRICT ESTABLISHING POLICY AND CRITERIA FOR THE WAIVER OR REDUCTION OF FEES FOR PUBLIC RECORDS REQUESTS PURSUANT TO IDAHO CODE TITLE 74.

RECITALS:

WHEREAS, the Idaho Public Records Act, Idaho Code Title 74, Chapter 1, provides that all public records shall be open to inspection except as otherwise expressly provided by statute; and

WHEREAS, Idaho Code § 74-102(10) authorizes a public agency to establish reasonable fees for the copying and processing of public records requests; and

WHEREAS, Idaho Code § 74-102(10)(c) further provides that a public agency may waive or reduce fees if the requester demonstrates that the request is in the public interest because it is likely to contribute significantly to the public's understanding of government operations or activities; and

WHEREAS, the Worley Highway District desires to adopt a consistent, transparent, and legally defensible framework for evaluating requests for fee waivers or reductions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Worley Highway District, Kootenai County, Idaho, as follows:

SECTION 1. PURPOSE

The purpose of this Resolution is to establish uniform criteria and procedures for determining when fees associated with public records requests shall be waived or reduced in accordance with Idaho law.

SECTION 2. GENERAL POLICY

A. Fees for public records requests shall be assessed in accordance with Idaho Code § 74-102 and applicable Worley Highway District policy.

B. Fee waivers or reductions are discretionary and shall be granted only when the requester demonstrates that the request satisfies the public interest standard set forth in Idaho Code § 74-102(10)(c).

C. The burden of demonstrating eligibility for a fee waiver or reduction rests with the requester.

SECTION 3. PUBLIC INTEREST STANDARD

A request shall be considered to serve the public interest if it is likely to contribute significantly to the public's understanding of identifiable government operations or activities.

In making this determination, the Worley Highway District shall consider the totality of the circumstances, including but not limited to the following factors:

A. Subject Matter of the Request

1. Whether the request concerns identifiable government operations, policies, decisions, expenditures, or activities; and
2. Whether the request primarily concerns private matters, personal interests, or individual disputes.

B. Informational Value

1. Whether the requested records are likely to meaningfully enhance public understanding of government operations; and
2. Whether the information is already publicly available or duplicative in nature.

C. Contribution to Public Understanding

1. Whether the requester has the intent and ability to disseminate the information to the public; and
2. Whether dissemination is likely to reach a reasonably broad audience.

D. Nature of the Requester's Interest

1. Whether the request is primarily for a commercial purpose; and
2. Whether the request is primarily for a private interest, including but not limited to use in litigation, claims, or disputes involving the requester.

SECTION 4. CIRCUMSTANCES GENERALLY SUPPORTING FEE WAIVER

Fee waivers or reductions are more likely to be granted when:

A. The request is submitted by a news media organization, academic researcher, or nonprofit organization for the purpose of informing the public;

B. The request seeks information regarding government spending, policy-making, public safety, or regulatory enforcement;

C. The requested records are not readily available to the public and would provide new or meaningful insight into government operations; and

D. The request is not primarily motivated by a commercial or private interest.

SECTION 5. CIRCUMSTANCES GENERALLY SUPPORTING DENIAL

Fee waivers or reductions are generally not appropriate when:

- A. The request is made primarily for a private interest, including use in litigation, administrative claims, or disputes involving the requester;
- B. The request is for a commercial purpose or intended to provide a competitive advantage;
- C. The requested records primarily concern private individuals rather than government operations;
- D. The information requested is already publicly available or does not meaningfully contribute to public understanding; or
- E. The request would impose a significant administrative burden on the Worley Highway District relative to any demonstrated public benefit.

SECTION 6. PARTIAL WAIVERS

The Worley Highway District may grant a partial waiver or reduction of fees when a request presents both public and private interests or when the public interest is present but does not justify a full waiver in light of the burden on the Worley Highway District

SECTION 7. REQUEST REQUIREMENTS

A requester seeking a fee waiver or reduction shall provide a written statement explaining:

- A. The public interest served by the request;
- B. How the requested records will contribute to public understanding; and
- C. Whether and how the requester intends to disseminate the information.

Failure to provide sufficient information may result in denial of the fee waiver request.

SECTION 8. WRITTEN DETERMINATION

The Worley Highway District shall provide a written determination granting or denying a fee waiver or reduction, which shall briefly state the basis for the decision.

SECTION 9. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Commissioners of Worley Highway District,
Kootenai County, Idaho, this 22 day of April, 2026.

**WORLEY HIGHWAY DISTRICT
BOARD OF COMMISSIONERS**



Philip Cooper, Chair

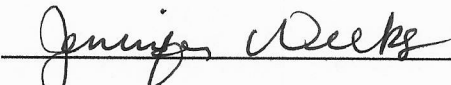


George Miller, Commissioner



Corinne Johnson, Commissioner

ATTEST:



Jennifer Weeks, Deputy Clerk