WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING
September 23, 2026
9:00 A.M.

MINUTES

Commissioner Phil Cooper called the meeting to order at 9:03 a.m. with Commissioner Corinne Johnson present and Commissioner George Miller present. Also present, Director Kevin Howard, Deputy Director Dustin Howe, Deputy Clerk Jennifer Weeks and Clerk Charyl Ragan.
Guests: Braiden Markham

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 26, 2026 meeting. Johnson seconded. Cooper concurred. The motion passed unanimously.

PUBLIC COMMENTS AND GUEST INTRODUCTIONS

none

OLD BUSINESS

Work progress Report

All crews worked on Bloomsburg project #1355.
Contract trucks and Plummer Gateway Highway District helped haul on Bloomsburg Rd. project #1355.
Paint crews striped for East Side Highway District, in return east Side Highway sent dump trucks with operators to haul on Bloomsburg Rd project #1355.
Culvert on Weller Rd. was replaced due to farm equipment damage. The farmer paid for repairs.
Graders went out grading when rain provided moisture.
Windfall trees fell over weekends making crews work overtime to clear debris.

Planned work for this coming Month

Get shop at Mica organized for winter, service plow equipment, finish Bloomsburg project #1355, start culvert on Weller Rd. with CDA Tribe project #1353, road and sign surveys.

In The Shops

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

Staff Report-Kevin Howard

Kootenai County Community Development

Ivy Hill 1st Addition (Valhalla Rd.) MIN26-0023, 3-lot minor subdivision:
WHD has requested a 10 foot "Roadway, Drainage and Utility Easement" be added and included adjacent to Valhalla Road. Additionally, the Payment in Lieu of construction fees are due prior to the district signing off on the subdivision.

Clemetson Woods (Clemetson Rd) MIN22-0056, 3-lot minor subdivision:
Kootenai County Community Development has granted an extension to October 25, 2026. No additional information this month.

Diamond Heights (Rockford Bay Rd) MIN25-0006, 4-lot minor subdivision:
The review by JUB is completed and ready to send to the applicant.

Redtail Bluffs (Kidd Island and Weniger Rd.) MIN26-0031, 4-lot minor subdivision:
The review fee deposit has been received. This subdivision is currently under review.

WHD Construction Projects

Cougar Creek Bridge on McAvoy Road Replacement project through LHTAC's LILB program:
This project is off to a good start. The old bridge has been removed and lay-out for the abutments and wing-wall is in process. McAvoy Road is completely closed to the public for their safety and the more expeditious construction of the project.

Conkling Road / US-95 Street Lights:
The light poles are now on back order until November.

Kidd Island Road (Phase II):
JUB is double and triple checking that all the necessary surveys (Archaeological and Historical) as well as other pertinent documents are satisfied and complete as we prepare for the 2028 construction season.

Cougar Gulch Road:
Engineering, Legal and Staff will be setting up a meeting soon to discuss next steps.

Bloomsburg Road- cost share project:
The crew began the enhanced maintenance project this month. They have been making good progress. The cap will be nearly complete this week.

Williams Bridge:
Continuing design. The district plans to install the structure. Easement will be needed from adjacent property owners for construction and future maintenance. No additional information this month.

Sun-Up Bay Road realignment (S curves):
We are still working on right-of-way acquisition. We've yet to hear from the owner after he had the property surveyed. The director will reach out to him to rekindle conversations.

Hull Loop:
JUB has developed an alternate route to hopefully appease the adjacent property owner's concerns about his pond. The director will provide small sketches for consideration and guidance from the board.

WHD Misc. Projects
No additional information this month.

CDA Tribe, Lake Creek Project:
Construction begins soon.

Drechsel Road potential Realignment and ROW exchange:
The owner has applied for a Sight Disturbance Permit for the area to be utilized for the new roads' alignment. This project is on hold until summer of 2027.

AHDKC Standards adopt:
The standards have been completed except for the permit forms. At the Associated Highway District Kootenai County Idaho meeting held on September 17, 2026, The standards were unanimously accepted (again, with the caveat that the permit forms are finished in a timely manner) and move the signature sheet to the individual districts for a signature from the chair.

Miller moved to adopt the updated AHDKC Standards Manual, with the exception of the permit forms still being worked on. Johnson seconded. Cooper concurred. The motion passed unanimously.

FEMA Funds for Disaster Declaration-storm 12-16-2025:
Charyl has been keeping the details of the FEMA funds up to date and receipt of the funds are anticipated. I defer to Charyl for any questions that may arise. Charyl stated that the 12-16-2025 storm is in final review. The 3-11-2026 storm documentation is still being gathered then will go to review.

NEW BUSINESS

1. **Resolution 2026-03 Commissioner compensation for 2026-2027 year:**
   Johnson moved to sign resolution 2026-03, commissioner compensation for 2026-2027 year. Miller seconded. Johnson concurred. The motion passed unanimously.

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

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**
   October 8, 2026 KMPO 1:30 pm
   October 28, 2026 Board meeting 9 am

4. Commissioner Comments
none

Miller moved to go into executive session at 9:35 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 10:50 am.

After coming out of the executive session, the following motion was made.

Miller moved to move forward for pay adjustments discussed in Executive session. Johnson seconded. Cooper concurred. The motion passed unanimously.

ADJOURNMENT
Citing no further business, Cooper moved to adjourn the meeting at 10:58 a.m. Johnson seconded. Miller concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:

Jennifer Weeks, Deputy Clerk

APPROVED BY:

Phil Cooper, Commissioner Date 10/28/2026

WORLEY HIGHWAY DISTRICT
RESOLUTION 2026-03

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, 2026 and for the 2026-27 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, 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 23rd day of September, 2026.

WORLEY HIGHWAY DISTRICT
BOARD OF COMMISSIONERS

Philip Cooper, Chair

George Miller, Commissioner

Corinne Johnson, Commissioner

ATTEST:

Charyl Ragan, District Clerk/Treasurer