

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**May 10, 2023**  
**9:00 A.M.**

**MINUTES**

Commissioner Corinne Johnson called the meeting to order at 9:00 a.m. with Commissioner Phil Cooper and Commissioner George Miller present. Also present were Director of Highways Kevin Howard, Deputy Director Dustin Howe, Deputy Clerk Jennifer Weeks, Charyl Ragan, Clerk and:  
Jay Hassel, JUB  
Mark Koth  
Steve Copp  
Ron Hartman (via zoom)

**APPROVAL OF AGENDA**

Johnson entertained a motion to approve the agenda as presented. Cooper moved the motion. Miller seconded. The motion PASSED UNANIMOUSLY.

**CONFLICTS OF INTEREST ON AGENDA**

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

**APPROVAL OF MINUTES**

Johnson entertained a motion to approve the minutes of the April 25, 2023, regular meeting. Cooper moved the motion. Miller seconded. The motion PASSED UNANIMOUSLY.

**PUBLIC COMMENTS AND GUEST INTRODUCTIONS**

None.

**OLD BUSINESS**

**Kootenai County Community Development**

Unless desired by the board, projects that have seen no activity will not be read in the consideration of time.

1. CDA National Reserve, Major Subdivision, Loffs Bay Rd.:  
This development has been billed to bring the review fee balance to \$0. When the road construction is scheduled to begin, they will be billed the minimum review fee deposit to begin construction observations as well as being billed subsequent review fees as necessary. **No additional information this month.**
2. Ranch at Cougar Creek, MIN20-0057 Approved. The district has yet to receive the final plat (Mylars) for signature. The "Payment In Lieu of Construction" fee is due prior to the district signing the final plat. No activity since June 3, 2021. **No additional information this month.**
3. Rocky Point Reserve, MIN20-0088:  
Kootenai County is still working with the developer on naming of the roadways. I have no objection to the board signing the Final Plat when presented to Worley Highway District. No activity since July 19, 2022. **No additional information this month.**

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4. Ferris Landing, MIN20-0089:  
Kootenai County is still working with the developer on naming of the roadways.  
I have no objection to the board signing the Final Plat when presented to Worley Highway District.  
No activity since July 27, 2022. **No additional information this month.**
5. Misty Vale, MIN21-0098:  
This subdivision is proposed off Vogel Road. The district's review has been given to Kootenai County Community Development. No activity since October 7, 2022. **No additional information this month.**
6. Spud Hill, MIN22-0032:  
The district's concerns have been met as well as the obligations to the district. When the final plat is presented for signature, I'll conduct one last review of the Mylar and will have a recommendation for the board. **Johnson entertained a motion to sign mylars, George moved the motion, Phil seconded. The motion passed unanimously.**
7. Harwood Estates, MIN  
This subdivision is proposed adjacent to Meadowbrook Loop. I have reviewed the proposed subdivision and have no objection to the district signing the final plat pending one final review of the Mylar and receipt of the In Lieu of Construction Fees. **No additional information this month.**
8. Serenity View Estates, MIN 22-0028  
This proposed subdivision is at the end of Fox Haven Rd. (private). Staff has reviewed the proposed subdivision and has commented to Kootenai County Community Development. The review was performed inhouse. The remaining balance of the review fee deposit will be returned to the developer. **No additional information this month.**
9. Kellmer Acres MIN 22-0053  
**This proposed subdivision is adjacent to Stach Rd. The district review recommendations have been sent to Kootenai County Community Development**
10. Azure Estates MIN 22-0059  
**This proposed subdivision is accessed by way of Rockford Bay Rd. The district review**

**WHD Construction Projects**

1. Rockford Bay Road/Loffs Bay Road (W) Intersection: Status Report  
**One Easement Acquisition has been agreed upon.**
2. Hull Loop Project:  
The property owner in which the district made an offer has sought legal counsel. **No additional information this month.**
3. Mica Creek Bridge:  
The district is waiting for the necessary documentation to apply for a sales tax refund. The asphalt surface will be applied this summer. **No additional information this month,**
4. Greensferry Road & Cougar Gulch:



This has been added to the CIP and has been ranked. Jay Hassell P.E., JUB, requests board discussion. Phil mentioned that he has heard from residents in the area that the school bus pickup, turn around and drop off location has been brought up as a concern. Corinne suggested scheduling a planning workshop, Kevin will work on setting a date.

5. Greensferry Guardrail:

Survey is in progress. An updated schedule has been provided by JUB. Before the board today is a supplemental agreement with JUB due to Greensferry being classified as historical and the need for an architectural historian review. Corinne made a motion to sign the supplemental agreement; George seconded the motion, Phil concurred. The motion passed unanimously.

6. Loffs Bay Road Cost Share Paving:

The district has received the agreed upon funds from the group.

7. Kidd Island Road:

The application for STP-Rural funding was submitted Friday, January 6, 2023. No additional information this month,

8. Right-of-way Exchange, Kootenai County Solid Waste:

Documents are being reviewed prior to delivery to Kootenai County Board of County Commissioners. KCBOCC will have a new resolution produced. Once all documents are gathered at WHD, a hearing will be scheduled.

9. Cougar Gulch:

. Final document preparation to advertise for bid is in progress.

10. Crushing Bids

Dustin and I are Calculating total quantities needed for the years of work covered by this crushing.

**WHD Misc. Projects**

1. Koth Road ROW Status:

A request for information was received. Staff and legal counsel have been compiling the information and will make it deliverable soon. Mark Koth and Steve Copp were in attendance and voiced their frustration on how long this project is taking. Kevin Howard and the board let them know they would contact our attorney involved to find out the status and they would be contacted.

2. CDA Tribe, Lake Creek Project:

This project is proposed for the improvement of fish passage under some of the district roads. Tribal Fisheries has applied for funding for this project. The district has been informed that Tribal Fisheries has been successful in their application and the funds have been obligated.

3. Capital Improvement Projects (CIP):

I would like to ask Jay Hassell to share with the board the updated CIP as the construction inflation costs and one new project has been considered.

**NEW BUSINESS**

1. Accounts Payable, Charyl Ragan provided an update on accounts payable. A/P registers for approval.

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Johnson MOVED that the bills be approved as presented on the A/P register. Cooper SECONDED the motion. Miller CONCURRED. The motion PASSED UNANIMOUSLY.

2. Upcoming Meetings:

May 31, 2023, WHD Board of Commissioners Meeting

June 14, 2023, WHD Board of Commissioners Meeting

3. Rescind Resolution 2014-0

Jennifer took roll call Cooper, Johnson and Miller all present. Johnson motioned to approve, Cooper seconded, Miller concurred. The motion passed unanimously.

4. Commissioner Comments:

None

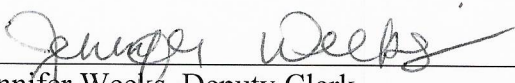
**EXECUTIVE SESSION**

Jennifer took roll call, Cooper, Johnson, Miller all present. Entered executive session at 9:48 am. Proceeded back into session at 10:18 am. Corinne clarified that the executive session was for hiring not personnel.

**ADJOURNMENT**


Citing no further business, Johnson MOVED to adjourn the meeting at 10:20 a.m. Cooper SECONDED the motion, Miller concurred. The motion PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED BY:



Jennifer Weeks, Deputy Clerk

APPROVED BY:

  
Corinne Johnson, Chair

5.31.23  
Date