

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
December 11, 2024  
9:00 A.M.**

**MINUTES**

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

Guests: Jay Hassel, Susan Weeks, Barrett Milhorn, Seth Milhorn

**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 November 27, 2024 meeting, Johnson seconded. Cooper concurred. The motion passed unanimously.

**PUBLIC COMMENTS AND GUEST INTRODUCTIONS**

See new business item #1

**OLD BUSINESS**

**Work progress Report and Staff Report**

Gravel was added to some of the roads and nearly all of the graveled roads were graded. This is the final set for the winter.

The new gate was installed at the Johnson pit. It is heavy duty and will keep trespasser's vehicles out of the quarry site.

The new brush cutting tractor is being used heavily. A lot of the roads are getting brush cut back and tall grass cut as well.

The ditching machine is making it's rounds to help reduce potential drainage issues this winter.

Some winter surface treatment has occurred. Both the application of sanding materials and anti-ice.

**Planned work for this coming Month.**

Winter road maintenance

Brush cutting when weather allows

**In The Shops**

Deputy Clerk Jennifer Weeks has prepared a shop report for the board.

**Kootenai County Community Development**

**Farup Estates (Cottonwood Rd & Farup Rd) MIN 20-0099, minor subdivision:**

It is now up to the applicant to circulate the Final Plate for signatures and request it be recorded. Kootenai County Community Development will check for recordation by May 1<sup>st</sup>, 2025. No additional information this month.

**CDA National Reserve, Major Subdivision:**

The current phase is complete. No inspections are required until another phase is brought forward. This subdivision will be removed from the staff report until such time as the developer brings forth a new addition.

**Clemetson Woods (Clemetson Rd) MIN22-0056, 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.

**Serenity View (Fox Haven Rd) MIN22-0028, 3 lot minor subdivision:**

Recordation deadline is 11/01/2025. The final plat will need to come before the board for approval and the PILC's paid prior to signature.

**WHD Construction Projects**

**Rockford Box Culvert:**

The easement acquisition is in process. Application for environmental permits and utility notices have been sent. The final design is the installation of an arched culvert pipe. The staff requests approval to go to bid.

Miller moved to proceed to advertising for bids, Johnson seconded. Cooper concurred. The motion passed unanimously.

**Rockford Bay Road/Loffs Bay Road (W) Intersection:**

Discussion: recommendation for final payment.

Miller moved to make final payment of \$36, 625.54 for this project. Johnson seconded. Cooper concurred. The motion passed unanimously.

**Greensferry Guardrail, Key No. 23285:**

The final design has been reviewed by Worley Highway District and the Local Highway Technical Assistance Council (LHTAC). The final design, with changes from the review, will be completed in the near future and is on schedule.

Miller moved to sign the Construction State and Local Agreement upon arrival, any Worley Highway District commissioner available may sign. Johnson seconded. Cooper concurred. The motion passed unanimously.

**Kidd Island Road (Phase II):**

It was made known yesterday that there is only one consulting firm that offered a proposal to take on the Kidd Island Phase 2 project. At this point it is just a formality of process until the award is made.

**Cougar Gulch Road:**

There is a question as to the final material quantities (cut/fill and import) to be agreed on prior to final payment for the completed project.

**WHD Misc. Projects**

**Koth Road ROW Status:**

Staff request conversation in an executive session to discuss a legal matter.

**CDA Tribe, Lake Creek Project:**

The crossing at Idaho Road and a foundation design has been finalized to accommodate the soil strength. Coeur d'Alene Tribal Fisheries has ordered the structure to be installed. Construction is set to begin in 2025.

**NEW BUSINESS**

**1. Milhorn abandonment petition road #443**

Seth and Barratt Milhorn have filed a petition for WHD to vacate/abandon road #443. Miller moved to accept the petition and set a public hearing date for January 22, 2025. Johnson seconded. Cooper concurred. The motion passed unanimously.

**2. Kootenai Electric ROW dedication**

Kevin informed the board of a potential right-of-way donation to the district. He explained the benefits it would have to the district if offered.

**3. STBG-Rural application for Rockford Bay Rd.**

Johnson moved to submit a STBG-Rural application for Rockford Bay Road for no more than \$3,000,000 requiring district matching funds of \$220,200 as part of a separate future year agreement. Miller seconded. Cooper concurred. The motion passed unanimously.

**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:**

January 9, 2025 KMPO 1:30 pm  
January 22, 2025 Board meeting 9 am

February 4, 2025 Day at The Capitol

**6. Commissioner Comments:**  
none

Miller motioned to go into executive session at 9:50 am for Pending Litigation, Idaho code 74-206 (1)(f) and 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 10:20 am.


The following motion was made coming out of executive session:

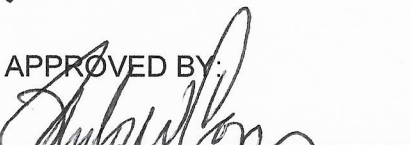
Johnson moved to re-schedule the hearing on Koth Rd from 1/22/2025 to a date after the district has received the court's decision. Miller seconded. Cooper concurred. The motion passed unanimously.

**ADJOURNMENT**

Citing no further business, Miller moved to adjourn the meeting at 10:23 a.m. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Jennifer Weeks, Deputy Clerk

APPROVED BY:  
  
\_\_\_\_\_  
Phil Cooper, Chair

  
\_\_\_\_\_  
Date