

**WORLEY HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING  
May 28, 2025  
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, Director Kevin Howard, Deputy Director Dustin Howe, Clerk Charyl Ragan, and Deputy Clerk Jennifer Weeks. Guests: Matt Peak, Mike Osburn, Jay Hassell, Sarah Palmer and Abigail Howe.

**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 April 23, 2025 meeting, Johnson seconded. Cooper concurred. The motion passed unanimously.

**PUBLIC HEARING- ROCK CRUSHING BID OPENING**

Highland Enterprises LLC Bid- \$384,090.00  
Peak Sand and Gravel Bid-\$396,900.00  
DeAtley Crushing Bid-\$499,640.00

Cooper moved to award the bid to Highland Enterprises pending review of the bid packets. Johnson seconded. Miller concurred. The motion passed unanimously.

The bid packets will be reviewed, and the bid award notice will be provided to the chosen bidder.

**PUBLIC COMMENTS AND GUEST INTRODUCTIONS**

None

**OLD BUSINESS**

**Work progress Report**

- Crew applied all magnesium chloride for the spring
- Crew replaced culverts on Bitter Rd, Weller Rd, Williams Rd and Francis Faire Rd this month.
- Crew worked on the Weller Rd project placing rock from the joint project we started last year with CDA Tribe.
- Crews removed hazardous trees and cleaned up the debris from Whitla Rd.
- Crew installed two large warning signs advising overlength trucks not to use Loffs Bay Rd in preparations for Culvert placement on Rockford at Belgrove creek later this year.

**Planned work for this coming Month**

- Patching with hot mix asphalt
- Culvert replacement
- Roadside noxious weed spraying

**In The Shops**

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

**Staff Report-Kevin Howard**

**Kootenai County Community Development**

**Matteucci Estates (Loffs Bay Rd / Graysons Way) MIN25-0009, 2-lot minor subdivision:**

This application has been denied by the fire district of jurisdiction.

**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. No additional information this month.

**Belisle Landing (Hwy 95, Horned Owl Rd.) MIN24-0032, 2-lot minor subdivision:**

No additional information this month.

**Dana Estates (Rockford Heights) MIN24-0040, 3-lot minor subdivision:**

All obligations to the district have been met. I have no objection to the signing of the final plat (Mylar) when presented to the board. No additional information this month.

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

The district's review is complete. The signature of the final plat (Mylar) is pending payment of the PILC's. The driveway was approved with conditions by the fire district of jurisdiction.

**Rockford Bay Ranch Second Addition (Hamaker Rd) MIN24-0037 4-lot minor subdivision:**

Two parcels of the original Rockford Bay Ranch subdivision are being reconfigured and further divided into 4 lots. The only district requirement prior to signature is the receipt of the PILC's. No additional information this month.

**Summit Ridge (Cielo View) MSP24-0002 40 lot major subdivision:**

The engineer has been billed for the \$2500 review fee deposit and a Traffic Impact Study was requested. The Traffic Impact Study was received and sent to JUB for review. The proposed subdivision is in Post Falls Highway District; however, it will be accessed by Espinazo Dr. and Cielo View Ct.



**WHD Construction Projects**

**Conkling Rd / US-95 Street Lights:**

A discussion with ITD has netted the following:

ITD has proposed that WHD provide the design plans for lighting as our contribution to the project, and then they would take those to the ITD Board to request "Unallocated Funds" to fund and manage construction.

This will require the district to fund engineering to be presented. The estimated cost for engineering for the full project is \$29K. This includes permits (Union Pacific Rail Road) and environmental. The construction engineering will be less and until the project is funded, there is no need for permits and environmental.

Cooper moved to proceed with JUB engineering the project. Johnson seconded. Miller concurred. The motion passed unanimously.

**Rockford Box Culvert:**

A new construction schedule has been provided with construction to begin August 24<sup>th</sup>, 2025, and the removal of the structure will be after Labor Day. The preconstruction meeting is scheduled for August 12<sup>th</sup>.

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

BID OPENING JUNE 4<sup>TH</sup> at LHTAC.

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

The Kick off meeting was held May 5<sup>th</sup>. Geotech exploration is complete. The survey is ongoing.

**Cougar Gulch Road:**

Discussion in Executive Session with the board.

**WHD Misc. Projects**

**CIP review**

Review in process.

**Koth Road ROW Status:**

No additional information this month.

**CDA Tribe, Lake Creek Project:**

The funds were unfrozen for this project. Work has resumed on the Weller Road/ Bozard Creek Crossing. Planning and purchasing is ongoing for the crossings on Idaho Road and Burton Road.

## **NEW BUSINESS**

**1. Presentation of IAHD Scholarship certificate to Abigail Howe**

Cooper presented the scholarship certificate and congratulated her on receiving the award and continuing her education.

**2. New logo-website revamp**

Miller moved to approve the new logo and move forward with the website design. Johnson seconded. Cooper concurred. The motion passed unanimously.

**3. ROW donation Cave Bay & Cottonwood**

The director explained that this transaction will be a Quitclaim deed of any rights, as opposed to a donation. After further research, it has been determined that the property is already Worley Highway District Right of Way. Documents are being prepared to complete the transaction.

**4. Resolution 2025-02 Abandonment-Vacation policy**

Cooper moved to adopt Resolution 2025-02 Abandonment-Vacation Policy. Miller seconded. Johnson concurred. The motion passed unanimously.

**5. Standards for AHDKC update**

JUB has been contracted to work on this project. The proposed cost is \$6400 per highway district.

**6. Black Rock Boat Launch-Phish Lane**

Nick Snyder contacted the district about putting a concrete public boat launch at Phish Lane. The director and board discussed entertaining lease options for Black Rock. Miller moved to entertain the lease options with Black Rock for the public launch. Johnson seconded. Cooper concurred. The motion passed unanimously.

**7. Accounts Payable**

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

**8. Upcoming Meetings:**

June 12, 2025 KMPO 1:30 pm

June 25, 2025 Board meeting 9 am

**9. Commissioner Comments:**

Johnson Thanked everyone for their support during the election.

Cooper moved to go into executive session at 10:05 am for Pending Litigation, Idaho code 74-206 (1)(f) and Personnel Matter Idaho code 74-206 (1)(b). Johnson seconded. Miller concurred. The motion passed unanimously.

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

The regular meeting resumed at 10:38 am.

No motions were made coming out of the executive session.

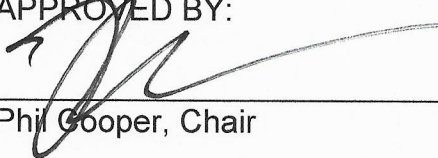
**ADJOURNMENT**

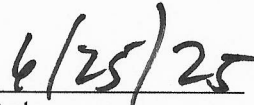
Citing no further business, Miller moved to adjourn the meeting at 10:38 a.m. Johnson seconded the motion. Cooper concurred. The motion passed unanimously.

RESPECTFULLY SUBMITTED:

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

APPROVED BY:

  
\_\_\_\_\_  
Phil Cooper, Chair

  
\_\_\_\_\_  
Date



RESOLUTION NO. 2025-02

A RESOLUTION OF WORLEY HIGHWAY DISTRICT ESTABLISHING STANDARDS FOR IMPLEMENTING IDAHO CODE SECTION 40-203, ABANDONMENT AND VACATION HEARING PROCEDURES.

WHEREAS, Worley Highway District has jurisdiction and responsibility for all public highways and public right-of-way within its district, except state highways and interstate freeways; and

WHEREAS, Idaho Code section 40-203 establishes a procedure to abandon and vacate any highway or public right-of-way in the highway district system, including those which furnish public access to state and federal public lands and waters;

WHEREAS, pursuant to this statute, any resident or property holder with the highway district system may petition the Board of Commissioners for abandonment and vacation of any highway or public right-of-way within their highway system;

WHEREAS, pursuant to this statute, the highway district may require payment of a reasonable fee as determined by the Board of Commissioners to cover the cost of the proceedings;

WHEREAS, the Board of Commissioners is required by this statute to hold a public hearing to consider the proposed abandonment and vacation petition;

WHEREAS, the Board of Commissioners requires staff to prepare a report addressing the petition;

WHEREAS, many times petitioners refuse to pay the required fee if the Board of Commissioners determines it is not in the public's best interest to grant the petition; and

WHEREAS, the Board of Commissioners desire to have an established procedure for applicants to follow in processing the petition; and

WHEREAS, the Board of Commissioners desire to have uniformity in determining the fair market value of the abandoned and vacated public highway or public right-of-way.

NOW, THEREFORE, BE IT RESOLVED , that the Worley Highway District Board of Commissioners that the following process is established for abandonment and vacation of public highways or public rights-of-way:

1. A petition containing the applicant's name, address, phone number, and email shall be presented to the Worley Highway District. If an owner's representative presents the petition, the petition shall contain the owner's name, address, phone number and email. The petition shall be signed by the owner and the owner's representative if applicable. If the identified segment of highway or public right-of-way is adjacent to parcels other than the owner applying

for abandonment and vacation, it must be signed by all property owners adjacent to the proposed segment of abandoned and vacated right-of-way joining in the request to abandon and vacate the highway or public right-of-way.

2. The petition shall identify all segments of the highway or public right-of-way that the petitioner desires to be abandoned and the Kootenai County parcel identification number(s) of the adjacent parcel(s).

3. The abandonment and vacation application fee shall accompany the petition.

4. The petition must state why the petitioner(s) are requesting abandonment and vacation of the highway or public right-of-way.

5. A map showing the area of highway or public right-of-way that is the subject of the vacation application must accompany the petition.

6. The petition must list the person(s) or legal entities the property is to be vested in after vacation and abandonment, including their full name, addresses and telephone contact information of each Grantee.

7. Upon staff's determination that a complete application has been presented, staff will prepare a staff report.

8. Upon completion of the staff report, the petitioner shall pay any additional fees due.

9. Upon receipt of the additional fees, staff shall release the staff report and request the Board of Commissioners to schedule the public hearing on the petition. At the Board of Commissioners sole discretion, the Board of Commissioners may bifurcate the hearing into two separate public hearings, with the first hearing to determine if abandoning and vacating the highway or public right-of-way serves the best interests of the public, and the second hearing to determine the fair market value of the abandoned and vacated highway or public right-of-way.

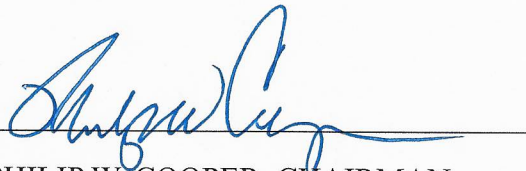
10. The fair market value will be determined based on an "across the fence" valuation using the applicant's property or the larger parcel(s). This valuation at the Board of Commissioner's sole discretion can be derived from the Kootenai County Assessor's adjacent parcel(s) value, a competitive market analysis provided by petition utilizing a realtor acceptable to the Director of Highways, a purchase and sale agreement provided by petitioner concerning the adjacent parcel(s) executed within the prior twelve (12) months between independent parties acting in their own best interests, or a licensed appraiser acceptable to the Director of Highways.

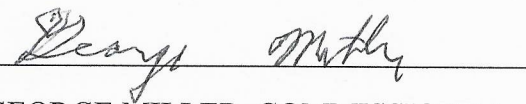
12. The Board may issue a decision granting a conditional abandonment and vacation requiring the petitioner to meet certain terms, or the abandonment and vacation decision will be of no further force or effect. If the petitioner fails to meet the Board of Commissioners' conditions, no final order of abandonment and vacation will be entered by the Board of Commissioners.

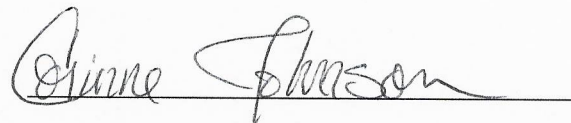
13. If the Board of Commissioners grants abandonment and vacation, the final order shall preserve utility corridors as required by Idaho Code section 40-203(3).

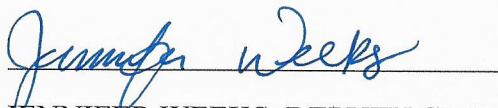
RESOLVED this 28<sup>th</sup> day of May, 2025.

**WORLEY HIGHWAY DISTRICT  
BOARD OF COMMISSIONERS**

  
PHILIP W. COOPER, CHAIRMAN

  
GEORGE MILLER, COMMISSIONER

  
CORINNE JOHNSON, COMMISSIONER

ATTEST:   
JENNIFER WEEKS, DEPUTY CLERK