

POST FALLS HIGHWAY DISTRICT
DECEMBER 2010 MINUTES

Regular Meeting – December 1, 2010 - Cancelled

Regular Meeting – December 15, 2010, 6:00 pm, E. 5629 Seltice Way

Lynn Humphreys, Chairman, called the meeting to order at 6:00 P.M. Present were Commissioners Lynn Humphreys, Terry Werner, Robert Miller; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; District Engineer Darius Ruen and the District's attorney, Susan Weeks. Guests included Steve Syrcle of Tri-State Engineering, and resident/employee Brian Crumb.

Commissioners had no conflict of interest with any agenda item.

Terry Werner moved to approve the November Minutes as amended. Bob Miller seconded. Motion carried.

PUBLIC HEARING – PRAIRIE PIT

Staff reported no written comments or phone calls were received regarding the proposed action that will surplus a portion of Prairie Pit with the intent to sell a portion to Ross Point Water District. Chairman Humphreys opened the hearing for public comment. No one was in the audience to speak on this subject at which time the public comment period was closed. Commissioner Werner stated the District does not plan to use the proposed parcel and it will serve Ross Point Water District quite well. Chairman Humphreys feels it will benefit the public to accept an agreement with Ross Point Water District. Commissioner Werner made a motion that portion of Prairie Pit per the attachment as surplus property, thus approving Resolution 2010-04. Commissioner Miller seconded. Motion carried unanimously. Chairman Humphreys directed the District Clerk to prepare the proper documents. *[12/15/10 Board Mtg]*

CURRENT BUSINESS

Facility Use Agreement – City of Huetter

Commissioner Werner made a motion for Chairman Humphreys to sign the agreement. Road Supervisor Brownsberger interjected the agreement is not complete, the mayor and address are missing at which Attorney Susan Weeks provided some of that information. Commissioner Werner changed his motion to reflect "and to add the information". Commissioner Miller seconded. Motion carried unanimously. *[12/15/10 Board Mtg]*

Idaho Association of Highway Districts – 2010 Assessments and Dues

Commissioner Werner made a motion to pay the 2010 Assessment Due for IAHD. Commissioner Miller seconded. Motion carried unanimously. *[12/15/10 Board Mtg]*

Idaho Association of Highway Districts – Legal Assistance Program

IAHD offers David Wynkoop's legal services at a reduced rate for a limited number of hours. Commissioner Werner stated he feels the District is well represented and moved to deny the request for legal assistance program through IAHD. Commissioner Miller seconded. Motion carried unanimously. *[12/15/10 Board Mtg]*

Request Vacation – Willadson Road

A petition for vacation and abandonment was received from Tri-State Consulting Engineers on behalf of Paul F. Finman for a portion of property in Sections 19 & 30, Township 52 North, Range 4 West B.M., Kootenai County Idaho, aka Willadson Road. Commissioner Werner made a motion to set a public hearing for the vacation and abandonment of Willadson Road on February 2, 2011. Commissioner Miller seconded. Motion carried unanimously. *[12/15/10 Board Mtg]*

Prairie Avenue, Meyer to Huetter – Concept Report

Commissioner Werner made a motion for the Chairman to sign the Prairie Avenue Concept Report. Commissioner Miller seconded. Motion carried unanimously. [12/15/10 Board Mtg]

Street and Road Report, 2010

The District Clerk explained the report was not yet ready and would like the auditor to complete her work prior to finalizing the report. Commissioner Werner made a motion to authorize approval of the Street and Road report, once the report is reviewed by the auditor and meets their approval. Commissioner Miller seconded. Motion carried unanimously. [12/15/10 Board Mtg]

CORRESPONDENCE

Public Risk Management (PRIMA) Staff Certification – Michael Monette, Shirley Walson, and Ed Mael have completed a two year Public Risk Management certification program through the Idaho Public Risk Management Association. [12/15/10 Board Mtg]

Breezy Way Neighborhood Watch – A thank you letter was received regarding the recent installation of speed signs. [12/15/10 Board Mtg]

ICRMP Notification of Claim – The Dan Pomerinke claim due to damage by a pothole has been denied and the file closed by ICRMP. [12/15/10 Board Mtg]

City of Post Falls Public Hearing – Notice was received for a public hearing on the annexation of Prairie Pit. So noted. [12/15/10 Board Mtg]

State Insurance Fund – A determination of claim was received for an employee's claim. [12/15/10 Board Mtg]

SH53 & Pleasantview – Cathryn Rapalli sent a thank you letter regarding funding status for Bridging the Valley, and road maintenance of Hollister Hills. [12/15/10 Board Mtg]

ROAD SUPERVISOR

Lancaster Road / City of Rathdrum Match – Road Supervisor Brownsberger reviewed the Cooperative Funding Agreement in which the District will commit to a match for the City of Rathdrum's STP- Rural grant application for Lancaster. A few changes were made based on his review. [12/15/10 Board Mtg]

Landing's Fence – A significant claim was made for damage to the fence on Prairie between Huetter and Atlas from plowing. ICRMP is handling the claim and the issue has been addressed with the crew. [12/15/10 Board Mtg]

Equipment update – There is possible engine failure on Truck T-16 but haven't yet pinpointed the problem. [12/15/10 Board Mtg]

ENGINEER

Prairie/McGuire Roundabout – Randy Broesch will have the submittal ready in January so the March deadline can be met. Mr. Broesch will have a presentation for the Board in January. Darius Ruen stated he wanted the Road Supervisor to look at the proposed utility locations. [12/15/10 Board Mtg]

Pleasantview and SH53 Intersection – Ruen Yeager has been working with HDR in regards to the proposed outdoor market development. [12/15/10 Board Mtg]

LEGAL

Millview Lane – A meeting was requested for the following week in which the Board and staff will meet with Appraiser Ed Muhlbach to discuss an amount for the Dodge property. The Road Supervisor was directed to coordinate his schedule with legal staff in regards to the broom patent

and the Nelson Loop Dam. Other items discussed, but not a complete listing, included the Prairie Pit, Avista's Idaho/Prairie Substation fee, City of Huetter using the District's meeting room. Commissioner Werner made a motion to authorize Kelly Brownsberger to verify the suit on the Tripp parcel. Commissioner Miller seconded. Motion carried unanimously. *[12/15/10 Board Mtg]*

OFFICE

December Vouchers – Commissioner Werner made a motion to approve the vouchers as presented. Commissioner Miller seconded. Motion carried unanimously. *[12/15/10 Board Mtg]*

Treasurers Report – Commissioner Werner made a motion to approve the November Treasurers Report as presented. Commissioner Miller seconded. Motion carried unanimously. *[12/15/10 Board Mtg]*

Street and Road Financial Statement – District Clerk Walson reported the Street and Road Financial report is not yet complete and is hoping to have the audit completed prior to the due date. Commissioner Werner made a motion to approve the financial report with the approval of the auditor. Commissioner Miller seconded. Motion carried unanimously. *[12/15/10 Board Mtg]*

COMMISSIONERS

None

With no further business, Commissioner Miller made the motion to adjourn the meeting at 6:42 PM. Commissioner Werner seconded. Meeting adjourned.

SPECIAL MEETING: November 29, 2010–District Workshop, Cancelled

SPECIAL MEETING: December 13, 2010– 1:00 P.M. Commissioners Lynn Humphreys, Terry Werner, Bob Miller; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson, and Engineer Darius Ruen met for a District Workshop. Guests included Rhonda Sands of Millview Lane and Matt Gillis from Welch Comer. *[Dec. 13, 2010 Wkshp]*

Millview Lane – Rhonda Sands was present to discuss her lack OF access to their lot on Millview. They had previously been told to wait on the Dodge and Magnuson road issue. Sands understood a road would be put in above the lot but have been informed that will not take place. They are now ready to build their house. Chairman Humphreys explained a lawsuit is pending and the court ordered the District to acquire right-of-way from Dodge for which we are in negotiations with Dodge. Magnuson is then required to build a road. A timeline was also ordered by the court and an extension was given. He suggested the Board, the District's engineer, and Mrs. Sands meet on site to review probable access; he also stated the Board will confer will our legal counsel. It is not in the final stages but progress has been made. Darius Ruen asked Mrs. Sands if she had a preliminary site plan; Mrs. Sands said she will bring it to the on-site meeting. Mrs. Sands added their plan does not currently fit because of the road. A meeting date was set for Wednesday, December 15 at 10:00 am. *[Dec. 13, 2010 Wkshp]*

Prairie Ave, Meyer to Huetter – Matt Gillis was present to review the concept submittal for the Prairie Project and an agenda of the concept report. It has already been through LHTAC one time but wanted the Board to review it for the feedback to ITD. Three options included in the feedback are 1.) no build; 2.) widen and overlay only; and 3.) demolish and reconstruct. Also included are life cycle analysis, right-of-way (6-7 acres will need to be purchased), traffic control analysis, environmental analysis. It is all conceptual at this time. Discussion included the materials report and thickness of the asphalt, findings of materials base testing, high-pressure gas line depth, and environmental effects. Field work is complete and the project is about 20% complete and the budget reflects that percentage. Mr. Gillis expects approval by February depending on ITD's review timeline. *[Dec. 13, 2010 Wkshp]*

ENGINEER

Millview Lane and Fairmont Loop– Darius Ruen brought his file for Millview since Mrs. Sands had been present. Discussion ensued so Commissioner Miller had the history of this location. Prescriptive rights and unrecorded easements are issues at this location for both the District and property owners. *[Dec. 13, 2010 Wkshp]*

Prairie/McGuire Roundabout – Mr. Ruen assured the Board this project is on-line albeit he had concerns about right-of-way after LHTAC’s review and revisions. *[Dec. 13, 2010 Wkshp]*

ROAD SUPERVISOR

Annual bonus – Discussion of a yearly bonus resulted in agreement that \$150 will be awarded as it has been in previous years. *[Dec. 13, 2010 Wkshp]*

OFFICE

No discussion.

COMMISSIONERS

Commissioner Werner asked about the election cycle reiterating the current terms. Chairman Humphreys stated the current status and proposed new terms and will provide updates as he garners information. More discussion followed regarding the new voting dates and the unconstitutional determination of the previous established terms. *[Dec. 13, 2010 Wkshp]*

The Meeting adjourned at 1:53 pm.

SPECIAL MEETING: December 1, 2010 – Utility Council, Sargents, 12:00 PM. Attended by Kelly Brownsberger.

SPECIAL MEETING: December 2, 2010 – OEM, Office of Emergency Management, Iron Horse Restaurant, 7:30 AM. Attended by Kelly Brownsberger.

SPECIAL MEETING: December 2, 2010 – KMPO, ITD Offices, 1:30 PM. Attended by Lynn Humphreys.

SPECIAL MEETING: December 15, 2010 – Rhonda Sand, Fairmont Loop/Millview Lane, 10:00 AM. Attended by Lynn Humphreys, Terry Werner, Bob Miller; Kelly Brownsberger and Rhonda Sand.

ORIGINAL SIGNED AND DATED 1/5/2011

Submitted by:
Shirley Walson, District Clerk