

POST FALLS HIGHWAY DISTRICT
DECEMBER 2011 MINUTES

Regular Meeting – December 7, 2011, 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; and District Engineer Darius Ruen. Guests were Michael Monette, Post Falls Highway District Assistant Road Supervisor and Bruce Drewes from LHTAC's T2 Center.

Commissioners had no conflict of interest with any agenda item.

SPECIAL AWARD

Road Masters Award – Assistant Road Supervisor Michael Monette completed the Road Masters Program of LHTAC's T2 Center. Trainer Bruce Drewes made the presentation thanking the Board for their commitment to the employees in allowing this training. He also thanked Mr. Monette for his commitment to put in the effort for the training. A plaque and a work jacket were presented to Mr. Monette.

CURRENT BUSINESS

November 2011 Minutes

Commissioner Werner **moved** to approve the November 2011 minutes as corrected. Commissioner Miller seconded. **Motion carried** unanimously. *[Dec 7 Board Mtg]*

Prairie/McGuire Roundabout Consultant Estimate Vouchers 3 & 4

The payment vouchers have already been approved and signed through polling of the Board. For an official motion into the minutes, Commissioner Werner **moved** to approve the Prairie/McGuire Roundabout Consultant Estimate Vouchers Number 3 and Number 4. Commissioner Miller seconded. **Motion carried** unanimously. *[Dec 7 Board Mtg]*

Cooperative Funding Agreement for Lancaster

This agreement between Post Falls Highway District and the City of Rathdrum was approved at a previous meeting. It has been signed by the Mayor of Rathdrum and is now completed with the Chairman's signature. *[Dec 7 Board Mtg]*

Prairie Avenue, Meyer to Huetter

Commissioner Werner **moved** to approve payment number 15 for the Prairie Avenue, Meyer to Huetter project in the amount of \$745.23. Commissioner Miller seconded. **Motion carried** unanimously. *[Dec 7 Board Mtg]*

Year End/Safety Bonus

As in previous years, staff has been awarded a \$150 bonus. Commissioner Werner felt staff was worthy once again of a bonus and stated he receives more phone calls in favor of the crew's actions than complaints. Commissioner Miller asked about the budget and received an affirmative answer of available funding from the District Clerk. The amount to be given was discussed for new employees. Commissioner Miller suggested prorating the amount. The Road Supervisor was asked about their performance and both received glowing remarks and suggested a prorated amount would be quite small. Commissioner Miller **moved** to pay staff a \$150 bonus and the two new employees \$75. Commissioner Werner seconded. **Motion carried** unanimously. *[Dec 7 Board Mtg]*

CORRESPONDENCE

Single Audit – A single audit is necessary when the Highway Districts receive \$500,000 or more in federal funding. Kacie Tollefson of Magnuson McHugh and Company has previously informed

the Highway Districts her concerns that the Districts are responsible to provide all payments and supporting documentation for the single audit even though the payments are not made through the District but rather by LHTAC. At the 2011 IAHD Convention, LHTAC presented a letter stating FHWA and GASB's opinion that the local entity is only responsible to report on the dollars they touch. *[Dec 7 Board Mtg]*

Weed Control Update – Kootenai County Noxious Weed Control sent a thank you letter for participating in the Cost-Share Right-of-Way Program for the 2011 season. Road Supervisor Brownsberger asked the Board if they still would like to tour the District for weeds. Chairman Humphreys stated recent winds and inclement weather would make it difficult to do a proper tour. It will be done at a later date. *[Dec 7 Board Mtg]*

ROAD SUPERVISOR

SH53 Study – Road Supervisor Brownsberger provided the Board with meeting notes from the November 30 Steering Committee Meeting. So noted. *[Dec 7 Board Mtg]*

Capital Improvement Plan – A current copy of the CIP was provided to the Board for their comments as to changes they would like to see in the updated plan. *[Dec 7 Board Mtg]*

Beck Road Project – UPRR contacted the Road Supervisor stating they missed billing the District for \$745.04 for flagging. Road Supervisor Brownsberger reminded the Board of flagging fee controversies during the project and explained he has researched records to ensure the District has not already paid this billing with no record of payment being found. Commissioner Werner **moved** to approve payment of \$745.04 to UPRR. Commissioner Miller seconded. **Motion carried** unanimously. *[Dec 7 Board Mtg]*

Chase & Prairie Lights –The flashing lights installation is complete at Chase and Prairie warning motorists of the Stop sign. These were moved from Prairie and McGuire after completion of the roundabout. The lights are now on and no comments have been received to date. *[Dec 7 Board Mtg]*

Greensferry and Prairie – Karla Skinner contacted the District after speaking with the City of Post Falls. She has numerous concerns about this intersection including the number of accidents, the hill preceding the intersection on the west leg of the intersection, the sun obstructing your view in the late afternoon, increased volume of traffic, the speed limit being increased. Research shows there have been four crashes in the last two months and most seem to be from drivers stopping and then proceeding through the intersection thinking cross traffic will also stop. The Road Supervisor informed her trees would not be planted to shield the sun from drivers and the speed limit had not been raised, it is still 40 MPH as it has been posted. *[Dec 7 Board Mtg]*

Screening Plant – The Road Supervisor has found another auction with screening plants that he would like to go review. They are in Olympia Washington and although he will travel there to review them, he can bid for them on-line. Discussion followed regarding costs, budget, and giving up other purchases if this purchase were to use more budget than planned. Commissioner Werner **moved** to authorize the Road Supervisor to pay up to \$125,000 for a screening plant as presented and to bid on one and see if the District can get one. Commissioner Miller seconded. **Motion carried** unanimously. *[Dec 7 Board Mtg]*

Executive Session - The Road Supervisor asked the Board to enter into Executive Session at the end of the meeting.

ENGINEER

Matheson Road – RYA staff is reviewing this road for a design to raise the road in order to correct problems caused by flooding. *[Dec 7 Board Mtg]*

Spokane Street – RYA staff has begun the topo work for the swale and possible options as Commissioner Werner discussed at the last meeting. *[Dec 7 Board Mtg]*

Muir Road – RYA staff is still researching the right-of-way of this road near Signal Point Road, as directed in previous meetings. More information will be available at the following meeting. *[Dec 7 Board Mtg]*

LHRIP Application – The Lancaster project was submitted on time. *[Dec 7 Board Mtg]*

OFFICE

Copier Quotes – District Clerk Walson submitted quotes to the Board. Associated Business Systems, whom has handled the District's copier needs for many years, presented a quote higher than H & H Business Solutions. Although the ABS cost will be less than shown with the removal of the fax attachment, it was still more as was their maintenance cost. The saleswoman indicated she would reduce the cost further in order to get the sale. H & H came in with a lesser cost for both the machine and the maintenance agreement. References were checked on H & H with glowing recommendations but the Clerk added that ABS has also provided excellent service. Both Commissioner Werner and Chairman Humphreys stated H & H is local right in Post Falls and they gave a lesser price up front. Commissioner Werner **moved** to purchase a copier from H & H Business Solutions. Commissioner Miller seconded. **Motion carried** unanimously. *[Dec 7 Board Mtg]*

Vehicle Registration Fees - District Clerk Walson provided an email from Rich Houser of Kootenai County, in which he provided an update regarding the miscoding of highway districts to motor vehicle registrations as discussed with him in August, 2011. Mr. Houser reported a database was received from ITD with transactions from the last fifteen months and find 10,000 rows of data (out of 100,000) need to be reviewed but added that does not mean there are 10,000 errors. He added improvements have been added to their system that should also assist in proper coding. Mrs. Walson stated Carol Helmick recently contacted the District about her registration which shows Lakes Highway District and asked the County be contacted to correct it. *[Dec 7 Board Mtg]*

Corbin Road Order of Vacation – Previously approved and signed, the District Clerk presented an updated Order with additional exhibits called out in the document. The updated Order was signed by the Board. *[Dec 7 Board Mtg]*

COMMISSIONERS

Neither Commissioner Werner nor Commissioner Miller had comments. Chairman Humphreys stated Karleen Meyer had obtained signatures on Quitclaim Deeds for Meyer Road. The District's attorney will review. He also stated he asked Mrs. Meyer about removal of the big tree on Lancaster between Huetter and Meyer. She stated her family is not in favor of its removal. *[Dec 7 Board Mtg]*

EXECUTIVE SESSION

Commissioner Werner moved to enter into Executive Session at 6:35 PM pursuant to the provisions of Idaho Code 67-2345, Subsection 1(b). The purpose of the executive session is to discuss personnel matters. Commissioner Miller seconded. Roll call:

Chairman Humphreys: aye

Commissioner Werner: aye

Commissioner Miller: aye

Commissioner Werner made the motion to come out of the executive session at 6:38 PM.

Commissioner Miller seconded.

The Regular Meeting reconvened at 6:38 PM. With no further business, Commissioner Werner made the motion to adjourn the meeting at 6:38 PM. Commissioner Miller seconded. Meeting adjourned.

Regular Meeting – December 21, 2011, 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 Attorney Susan Weeks.

Commissioners had no conflict of interest with any agenda item.

CURRENT BUSINESS

December Payment Vouchers

Terry Werner **moved** to approve the vouchers as presented. Bob Miller seconded. **Motion carried** unanimously. [12/21/11 Board Mtg]

Millsap Loop – Tony Ambrosetti

Mr. Ambrosetti called earlier in the week to reschedule this item for January 4. So noted.

Resolution 2011-07 – Gate on Signal Point Road

Earlier in the year, the Board allowed the gate on Signal Point Road to remain in place. A resolution was prepared for their signature. Commissioner Werner **moved** to approve Resolution 2011-07. Commissioner Miller seconded. **Motion carried** unanimously. [12/21/11 Board Mtg]

2012 Annual Dues and Assessment Billing for IAHD

Commissioner Werner **moved** to approve the annual assessment due from Idaho Association of Highway Districts. Commissioner Miller seconded. **Motion carried** unanimously. [12/21/11 Board Mtg]

2011 Annual Street and Road Report

Commissioner Werner **moved** to approve the Road and Street Financial Report and sign said report. Commissioner Miller seconded. **Motion carried** unanimously. [12/21/11 Board Mtg]

November 2011 Treasurer's Report and Transfers

Commissioner Werner **moved** to approve the November 2011 Treasurer's report and transfers. Commissioner Miller seconded. **Motion carried** unanimously. [12/21/11 Board Mtg]

Meyer Rd RRX, KN 12313

A State/Local agreement between Idaho Transportation Department and Post Falls Highway District was presented for signatures. The Meyer Road crossing number is 662626G and work is to consist of installation of mast-mounted flashing lights, a stop gate, and a constant warning detection system. Commissioner Werner **moved** to authorize the Board to sign the railroad agreement for Meyer Road. Commissioner Miller seconded. **Motion carried** unanimously. [12/21/11 Board Mtg]

CORRESPONDENCE

Treasurer's Office Comments – Tom Malzahn prepared a letter that was mailed with all 2011 tax bills. Chairman Humphreys summarized the report by saying Mr. Malzahn's opinion was that taxing districts should not raise their levies. So noted. [12/21/11 Board Mtg]

PERSI Rate Increase – The rate increase for 2012 has been postponed for a year. So noted. [12/21/11 Board Mtg]

Kootenai County Commissioners Quarterly Meetings – An email was received from the Kootenai County Commissioners office that the quarterly meetings will not be held unless the District's agenda item for discussion. Chairman Humphreys asked the District Clerk to monitor this each quarter. [12/21/11 Board Mtg]

ROAD SUPERVISOR

Screening Plant – Road Supervisor Brownsberger attended the Ritchie Brothers Auction in Olympia but did not purchase a screening plant. He liked it but it went for more money than he was authorized to spend. He was able to make contact with the factory representative who will assist him in looking at some used plants for less money. [12/21/11 Board Mtg]

Capital Improvement Plan Update – A copy was provided to the Board at the last meeting for suggested additions. Chairman Humphreys reviewed it and said he could offer many suggestions, but financially, it would not be practical to add. Commissioner Werner stated a few items on the current plan that are now complete. Mr. Brownsberger stated they would come off with the updated plan. [12/21/11 Board Mtg]

Pleasant View and SH53 Initiation Meeting – Proposals of the intersection were provided. The review team is looking at building SH53 to the north. ITD feels that would be a cheaper option than building and maintaining retaining walls. The first public meeting is tentatively scheduled for February 9 at Hauser. [12/21/11 Board Mtg]

Plow wing – T-14 has had the new plow wing attached and is ready to plow snow. It was available for the Board's review after the meeting. [12/21/11 Board Mtg]

LEGAL

The Millview Lane takings will be put on the next agenda to approve the complaint. Big Rock recordings, Huetter Road deeds with Meyers, the broom patent, Nelson Loop dam, and Coastal Community Bank were discussed. The stipulation for the latter will be put on the next agenda. [12/21/11 Board Mtg]

ENGINEER

Spokane Street topography – Field work is complete but it isn't on paper yet. It will be available for the January meeting so the design can begin for the swale. [12/21/11 Board Mtg]

Hauser Lake Madison Road area – Research is continuing.

Signal Point / Carpenter Loop connection road – Progress has slowed but it is still in progress.

OFFICE

Meyer Deeds – With the updated deeds prepared and signed by Meyers, they need the Chairman's signature for recording. Commissioner Werner **moved** to authorize Chairman Humphreys to sign the corrected deeds with Meyers for right-of-way on Huetter. Commissioner Miller seconded. **Motion carried** unanimously. [12/21/11 Board Mtg]

Pleasant View Road and SH53 Match – The second half payment is due on or before January 1, 2012 as per the State/Local Agreement. A check was prepared for the Board's signature. Commissioner Werner **moved** to authorize payment for Pleasant View Road / SH53 match, second half payment. Commissioner Miller seconded. **Motion carried** unanimously. [12/21/11 Board Mtg]

2012 Personnel Policy – District Clerk Walson provided a 2011 personnel policy to the Board for their review so they can make any requests for changes to the 2012 policy. [12/21/11 Board Mtg]

COMMISSIONERS

Commissioner Werner gave a summary of his first LHTAC Board Meeting. Among items discussed were the hiring of two more personnel, the application process for funding, and setting up a review process for the director. Discussion of additional funding for the Prairie/Meyer Intersection was also discussed. Although the Governor's Discretionary Funding Program is scheduled to be complete by December 31, 2011, the District has not yet received a request from LHTAC to pay any remaining funds for this project. The Board concluded that when that amount is requested, it will have to wait for a motion by the Board at the following meeting, i.e. into the year 2012. Chairman Humphreys stated we had a good turnout for our holiday dinner the previous meeting and everyone enjoyed themselves. [12/21/11 Board Mtg]

EXECUTIVE SESSION

Commissioner Werner moved to enter into Executive Session at 6:28 PM pursuant to the provisions of Idaho Code 67-2345, Subsection 1(b). The purpose of the executive session is to discuss personnel matters. Commissioner Miller seconded. Roll call:

Chairman Humphreys: aye

Commissioner Werner: aye

Commissioner Miller: aye

Commissioner Werner made the motion to come out of the executive session at 6:37 PM.

Commissioner Miller seconded.

The Regular Meeting reconvened at 6:38 PM. With no further business, Commissioner Werner made the motion to adjourn the meeting at 6:38 PM. Commissioner Miller seconded. Meeting adjourned.

With no further business, Terry Werner made the motion to adjourn the meeting at 6:37 PM. Commissioner Miller seconded. Meeting adjourned.

SPECIAL MEETING: December 5, 2011– 1:00 P.M. District Workshop – Cancelled

SPECIAL MEETING: December 19, 2011– 1:00 P.M. District Workshop – Cancelled

SPECIAL MEETING: December 1, 2011 – KMPO, Post Falls City Hall, 1:30 PM. Attended by Bob Miller.

SPECIAL MEETING: December 7, 2011, 4:00 pm – Units Water System Meeting, E 5629 Seltice Way. Present were Commissioners Lynn Humphreys, Terry Werner, Robert Miller; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson and Matt Gillis, PE from Welch Comer. Fran Hughes was scheduled for Units Water System but did not attend. The purpose of the meeting was to discuss the water system and how it may affect the Prairie Avenue project. Units Water System twenty homes; it is an antiquated system of 60 to 70 years or more; it is buried from three to seven feet; and it is a two-inch galvanized pipe. It lies inside the right-of-way beginning just west of Huetter, running to Meyer and most likely beyond to the Hughes parcel at 7074 W Prairie with a crossing under Prairie. The concern of the District is construction could damage the line, or the line will need to be repaired under the roadway and no one wants the new road dug up once it is constructed. If the water system was outside the right-of-way, the project would pay to have it moved. Since the water system is inside the right-of-way, it is the owner's responsibility to move the system. Since the system does not have funds to move it, Mr. Gillis has been looking for options to pay for its relocation. The users have indicated they are not willing to hook onto another water system nor do they want another system to take over Units Water System. Mr. Gillis has found in his research that Units is too small for DEQ to monitor so they are not eligible for DEQ funding; an LID would be very expensive. He added that federal funding has paid for other systems when other funding was not available. Commissioner Werner asked Mr. Gillis to find out how many leaks have taken place over the last five years. He also suggested a sleeve be installed under the roadway so that if the system does fail, a new line could be run through the sleeve. All are in agreement that it would be best to have it moved but it how funding is questionable. The Board agreed to ask LHTAC about funding to replace it and if that fails,

Panhandle Health could be contacted to work with the system owners. Right-of-way width was also discussed. Meeting concluded at 4:25 pm. *[Dec 7 Special Mtg]*

SPECIAL MEETING: December 7, 2011 – Utility Council, Sargents, 12:00 PM. Attended by Kelly Brownsberger.

ORIGINAL SIGNED AND DATED 1/4/12

Submitted by:
Shirley Walson, District Clerk