

POST FALLS HIGHWAY DISTRICT
MARCH 2009 MINUTES

Regular Meeting – March 4, 2009, 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; District Clerk Shirley Walson; and Engineer Darius Ruen. Guests present were Tim Herzog; Michele Sandberg from SYNC; and Jeff Gilson from Copperleaf Consultants.

Commissioners had no conflict of interest with any agenda item.

Terry Werner moved to approve the February 2009 minutes as amended. Bob Miller seconded. Motion carried.

CURRENT BUSINESS

Asphalt Oil Bid Opening

One bid was received for asphalt oil, submitted by Idaho Asphalt. Terry Werner moved to take the bid under advisement and have the road supervisor and engineer review it and bring back to the next meeting. Bob Miller seconded. Motion carried.

Non-Discrimination Policy

As discussed at the March 2 Workshop, the District needs to adopt a Non-Discrimination Policy and provide to ITD prior to review of the Prairie Avenue project. Terry Werner moved to adopt the Non-Discrimination Policy and have the Chairman sign the policy. Bob Miller seconded. Motion carried.

INTRODUCTION OF AUDIENCE ATTENDEES

Tim Herzog – Tim stated he has lived here since 1987 and has never before has attended a Highway District meeting and was interested. He is a realtor, and has been active in the Chamber; and ran unsuccessfully as County Commissioner.

Michele Sandberg and Jeff Gilson – Michele attended the March 2 Workshop to discuss VEBA and insurance. The Board asked some questions regarding VEBA. Turning in receipts, account balances after death, investment of the account, and legislation were briefly discussed.

CORRESPONDENCE

No correspondence to review.

ROAD SUPERVISOR

The Road Supervisor was attending the Road Builders Clinic.

ENGINEER

Monument Heights – The review letter is prepared and reviewed, but Darius asked the Board to wait on submitting it until Kelly receives an electronic file from INC regarding the profile and grade fix. Lynn had concerns about the 13-foot high wall and asked Darius about using interlocking blocks instead of rocks. Darius will make that a strong point in the requirements.

Cedar Creek Traffic Impact Study – Darius stated there is some degradation but it does not fall below a Level C, so no offsite improvements are recommended. Terry Werner moved to approve the TIS and send it to the County. Bob Miller seconded. Motion carried. A cover letter from Kelly will be included in the submittal to the County.

Prairie/McGuire Roundabout – Darius received a call back from Don Horn and he is very interested in doing the appraisals and will provide a proposal. Lynn continued, stating that funding from the Stimulus funds

may be much less than anticipated for the locals. He has concerns if this project will be funded. Terry added the Governor has formed a committee so it won't be the ITD Board dividing the funding.

OFFICE

LID billings – Shirley has been getting the LID accounts ready to bill.

COMMISSIONERS

Terry stated he will be leaving March 5 for a Las Vegas bowling trip and will not be back until Tuesday.

With no further business, the meeting was adjourned at 6:52 P.M.

Regular Meeting – March 18, 2009, 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. Bob Saxer from Ruen Yeager was a guest.

Commissioners had no conflict of interest with any agenda item.

CURRENT BUSINESS

CUP Fee Imposition – Public Hearing, Resolution 2009-05

Chairman Humphreys opened the Public Meeting. No correspondence had been received. No one was present who wished to address the imposition of CUP fees. Hearing none, the public hearing was closed.

Resolution 2009-05, CUP Fee

Terry Werner made the motion to approve Resolution 2009-05. Bob Miller seconded. Motion carried.

Asphalt Oil Bid

Kelly has reviewed the bid and finds the amounts are pretty good and recommends the bid be accepted as presented. Terry Werner moved to approve the bid from Idaho Asphalt Inc. for oil needs of the District. Bob Miller seconded. Motion carried. The Chairman asked a letter be prepared notifying Idaho Asphalt it has been accepted.

2009/2010 Budget Public Hearing Date

Some discussion involved the dates of budget hearings. Terry Werner moved to set the public hearing for the 2009/2010 budget on August 19, 2009. Bob Miller seconded. Motion carried.

LHTAC's Federal-Aid Engineering Threshold

The District received a letter from Local Highway Technical Assistance Council (LHTAC) reminding the District that engineering thresholds shall not exceed \$250,000 without requesting proposals from qualified engineers. If under \$250,000, then a firm can be chosen from ITD's Term Agreement List. Darius presented the Board with a draft letter to LHTAC estimated engineering fees at \$400,000 for the proposed Prairie Avenue: Meyer Road to Huetter Road project. However, the engineering service is divided among five (5) categories. Therefore, one firm does not exceed the threshold. One firm, Northwest Signals, will be checked to ensure they are approved under the term agreement. Darius has a call in to Gerald Flatz to ensure the District is going in the right direction. The Board will review the draft letter and asked it be discussed at the next meeting.

CORRESPONDENCE

Poe Asphalt Paving, Hot Mix Asphalt and Aggregate costs – Terry Werner stated he felt the aggregate costs were fine but he felt the hot mix asphalt prices were outlandish since oil has gone down considerably and would like to obtain some other prices. Kelly stated we generally receive a quote from Interstate and has heard that Knife River is interested in giving us a quote. Lynn asked what the cost was last year for the same product. The cost was \$56/ton so this quote is only down \$5/ton. Lynn asked Kelly to solicit costs and have ready for the next meeting.

ITD Federal-Aid Inspections – ITD send a letter to LHTAC stating their staff will not provide construction engineering and inspection for regular formula Federal-aid local projects after Federal FY 2009. Terry stated he would like to see ITD get out of the inspection business anyway.

ROAD SUPERVISOR

Smith Road maintenance - Clint Schorzman, 17294 N Smith Road, applied for a permit to use the right-of-way, Permit 42. He is asking to provide minimal maintenance on Smith Road. Kelly stated some neighbors have complained about him working on road and we only have about a quarter-mile of right-of-way on that end of the road. After reading the Addendum to Permit #42, Terry stated he had no problem with someone maintaining our road. Bob stated it needs to be done to our standards and Terry felt the addendum covered that. Kelly stated it isn't much more than a goat path. Lynn asked if Mr. Schorzman is acting as an agent and is not putting the District at liable. Kelly said he is not acting as an agent. Terry Werner made the motion to authorize the Chairman to sign Permit 42 with the addendum. Bob Miller seconded. Motion carried. Mr. Schorzman's phone number is (208) 659-5570.

Dwain White and Pleasantview Pit Agreement – Mr. White contacted the office recently to have his annual permit renewed. This agreement has been done since 1988 annually for Mr. White to remove gravel and sand for his personal use. Discussion followed about extending the agreement, possibly a 2-year or a 5-year agreement. Lynn felt that would be better and Terry stated with a 30-day notice to stop the agreement would give both sides an out and time to respond if necessary.

Special Event: Valley Girl Triathlon – Kelly stated he received an application for a Special Event, to be held July 19 on a Sunday. It will impact down Appleway, down Holland, up Millsap and back up Appleway into Liberty Lake. No road closures will take place, but short traffic stops will occur with course monitors for the bikes to cross roads. They meet criteria and will provide insurance about 4-6 weeks prior to the event. Kelly also stated we will receive an application for the Rathdrum Triathlon soon.

Old Flagpole – There have been some inquiries about the old flagpole. Kelly asked the Board if they want to surplus it and get bids; give it away, or what is there pleasure? Lynn stated he was not opposed to getting some revenue from it. Some discussion followed on how to get rid of it. Terry stated we have an engineering firm for over 20 years and has showed interest in it; he would like to work out an arrangement to be able to give it to Darius since he has shown the interest. Terry moved to declare the second flagpole surplus and give it to Ruen Yeager for duty and time over the past 20-plus years. Bob Miller seconded. Motion carried.

Prairie/McGuire Roundabout – Dick Wilkenson lives on the northwest corner of the Praire/ McGuire Intersection. He contacted Kelly about his concerns of a roundabout and is not in favor of it. Kelly proposed the District talk to him about his concerns and taking it one step further, proposed to all affected residents at one time. He did have concerns about acting outside of the federal aid project and will keep them informed. Darius stated if this meeting were to take place at the District Office, he can bring the computerized program to show the modeling of the roundabout functions put together by his staff.

Snowplow damage – Kelly notified the Board the District has received two claims from plow damage. One took place from a plow on the Seltice Bridge throwing snow over to I90 in which a windshield was broken along with the bug guard and windshield wipers. The second was at Pleasantview and Seltice. Both were fixed by Roadsport, the first for approximately \$620 and the second for approximately \$260.

ENGINEER

Monument Heights – The response letter was reviewed last week but some additional information has been added part of which was the height of the retaining wall. It has been sent and no comments have come back as yet.

OFFICE

Vouchers to Date – Terry Werner moved to approve the vouchers as presented. Bob Miller seconded. Motion carried.

Treasurer's Report and Transfer of Funds – Reports were presented for the Board's review and attest.

Forest Fund Revenue – Shirley informed the Board we have received our Forest Funds, down \$42,000 from the last two years. The other highway districts have also been sending some emails out about their revenue, down \$38,000 to \$52,000 from last year. Angela from East Side shared an email she sent to Sandy Martinson who suggested state representatives be contacted.

State Treasures Funds earnings – Interest earnings were at 4.41% in January 2008; this January was at 1.48%. February's interest earnings were at 0.9%. Shirley contacted Anderson Brothers to ask if these funds could be transferred to CD's where they would earn better interest. Annie answered back that it can be done, however it is harder to track and each \$250,000 would need to be in a different bank so the funding would be fully covered by FDIC. Terry remarked that a potential problem would be tying up funds, then having to pay a penalty if we were ready to use it. Shirley referred to the Treasurer's Report where some of the funds are in dedicated accounts and won't be used any time soon.

Insurance Account – This account has a balance of \$291,437.46 but does not know what it is used for. There have been very few credits and most of the debits are monthly interest. Shirley contacted Anderson Brothers by email to ask why we have this account. If it is not needed, can the funding be transferred to another account? Annie from Anderson Brothers said it is the Board's decision to transfer funds but no mention as to the need for this account. Shirley and Kelly will press further for information on the need of this account.

Elections – Shirley asked the Board if they would like the County to put on the election or continue with the District managing it. \$1,000 is budgeted and will cost \$1675 to \$1775 if the County does it. By having the County put on the election, the District does not assume the liability. The other three Highway Districts have the County put on the elections. After this election, Terry stated we have had a number of contested races with no problems. Kelly stated we have had problems getting volunteers in recent years. The Board wanted to continue status quo and when the law changes such that the County has to conduct the elections, we will no longer do them.

Health Care Education Workshop – Michelle Sandberg invited the elected officials and office staff to an educational workshop on health insurance. It will be held on April 7 at the Post Falls Police Department.

COMMISSIONERS

No comments were heard from the Commissions.

Terry Werner made the motion to adjourn the meeting at 6:50 PM.

SPECIAL MEETING: March 2, 2009– 1:00 P.M. Commissioners Lynn Humphreys, Bob Miller; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson, and Engineer Darius Ruen met for a District Workshop. Christine Fueston from Ruen Yeager; Greg Helbling, Chad Murray, and Nellie Armstrong from Helbling Insurance were guests. At 2:00 P.M., Michele Sandberg from SYNC joined the meeting along with Jeff Jones of Copperleaf Consultants and Rick Dickman.

Health Insurance Discussion – Helbling Insurance is working on obtaining quotes from Regence/Blue Shield. Although those will not be ready until approximately the first of April, Greg Helbling, Nellie Armstrong, and Chad Murray were present to discuss an option with Blue Cross using the North Idaho Health Network, called Blue Value. Currently, NIHM is 7.24% lower than the Blue Cross PPO plan. Greg also stated Primary Health and Alteus are two group health insurance groups in Idaho but both have higher rates. Greg stated we will have the buy down until January next year. The Blue Value Plan does not

contract with the North Idaho Specialty Hospital may be one draw back for our area. The co-pay is \$30 for your primary physician but \$50 for a non-primary.

VEBA Program – Michele Sandberg of SYNC, LLC was present to discuss VEBA, an acronym for Voluntary Employee's Beneficiary Association, which works like a trust. VEBA puts more control of the health benefit dollars in your own hands than just renewing rates that keep going up. They can provide an in-depth analysis with several different design options can be presented to ask the employees what they prefer. With VEBA, the employee gets an opportunity to have actual compensation in a savings account at the end of the year. If you are healthy, you are saving money for your health benefits later, or even if you do have a large claim, the out of pocket could possibly be a very small savings. The District can buy into VEBA either monthly, yearly, or however we want so a large deposit is not required immediately. Also, more can be put into VEBA during the first year to assist with the buy down transition. Michele stated they are willing to do a 'snapshot' of the District so he feels we should go ahead and let them provide those figures. Michele brought Jeff Jones from Copperleaf Consultants and Rich Dickman with Rehn and Associates, a representative of HRA/VEBA. The District can use Rich as a VEBA broker whom hires Michele as part of their program to work with the District. Jeff from Copperleaf is an actual insurance broker who Michele stated represents many public entities.

ROAD SUPERVISOR

Civil Rights Non-Discrimination Act – Karen Sparkman with the Civil Rights Section of ITD helped Kelly with a Non-Discrimination Policy Statement that must be included in the Prairie Avenue project. Kelly provided the Board with a copy for their review and asked it to be placed on the agenda for Wednesday's board meeting.

Beck Road Railroad Crossing Estimate – Kelly received the estimate for the Beck Road project at \$377,000. The STIP has \$355,000 programmed. Kelly told ITD the District would pay those costs over and above the programmed costs.

Road Builders Clinic – Kelly informed the Board he will be attending the Road Builders Clinic along with Mike Monette and Ed Mael this week. He will not be in attendance for the March 4 Board Meeting.

Time Change – Kelly asked the Board if they would allow the shift change to four, ten hour days beginning March 16 rather than April 1 as is customary. Daylight savings begins earlier so the crew is ready, but his decision is dependent upon the weather. Lynn asked if Kelly can keep the crew busy for ten-hour shifts which Kelly assured him was not a problem. The Board was favorable if there was no inclement weather.

ENGINEER

Monument Heights – Darius presented a letter to the Board for a response to the project review. The Board will discuss it Wednesday's meeting.

Cedar Creek Estates – Christine Fueston presented a Traffic Impact Study (TIS) for the Board's review. There is one entry and 25 homes on 100 acres.

Level Of Service (LOS) Guidelines – In concurrence with the previous topic, Christine stated that when the LOS is nearing degradation, but does not meet it at the time of development, the District may want to consider the Board adopting a guideline to address LOS for those areas closer to urban areas. Lynn felt the Board should draft and consider this at a later date.

Meyer Round About – RYA is close to completion of the exhibit for the roundabout, which is being done in ITD format. He left a message with Don Horn last week to contact him about the survey.

Prairie, Huetter to Meyer: Consultant Selection – Darius reminded the Board of the \$250,000 cap rule in hiring a consultant for a federal aid project. Although this has been the rule for some time, federally aided projects are getting tighter to the rules lately. Darius stated RYA could do the civil engineering, another firm do the signals, and yet another firm do the geotech. He wanted the Board thinking about these obstacles so that by October 1; the District was ready to go with the project.

OFFICE

Nothing from the Office to report.

COMMISSIONERS

Lynn stated the Public Hearing for the impact fees is March 19. Todd wants everyone from the highway districts in attendance.

The meeting adjourned at 4:30 P.M.

SPECIAL MEETING: March 5, 2009 – KMPO, ITD Offices, 1:30 PM. Attended by Lynn Humphreys and Kelly Brownsberger.

SPECIAL MEETING: March 16, 2009 – East Green Acres Irrigation, EGAI Offices, 1:30 PM. Attended by Kelly Brownsberger.

SPECIAL MEETING: March 19, 2009 – Impact Fees Public Hearing, Kootenai County Courthouse. 10:00 PM. Attended by Lynn Humphreys and Kelly Brownsberger.

SPECIAL MEETING: March 24, 2009 – KCATT, 8:00 AM, ITD. Attended by Bob Miller and Kelly Brownsberger.

APPROVED _____

ATTEST _____

DATE _____

Submitted by:
Shirley Walson, District Clerk