

POST FALLS HIGHWAY DISTRICT
OCTOBER 2009 MINUTES

Regular Meeting – October 7, 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, Robert Miller; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; and Engineer Darius Ruen.

Commissioners had no conflict of interest with any agenda item.

Swear in the District 2 Commissioner – Chairman Humphreys asked to correct the agenda from a 4-year term to a 5-year term. Commissioner Miller was given the Oath of Office for his review and signature. [10/7/09]

Reorganization of Board – Chairman Humphreys turned the meeting over to Road Supervisor for official Reorganization of the Board. Kelly declared the current Board is resolved and to accept a motion to either leave the Board positions as they are or accept a motion for nomination of Chairman. Lynn Humphreys made a motion for the Board to remain the same as it has been for the remaining term. Bob Miller seconded the motion. Motion carried unanimously. [10/7/09]

Chairman Humphreys requested a correction on page 3. Bob Miller moved to approve the September 2009 minutes as amended. Lynn Humphreys seconded. Motion carried unanimously. [10/7/09]

CURRENT BUSINESS

LHTAC Local Road Mileage Report

Kelly presented the Board with the latest Road Mileage Report and surface map. The only change this year was Howell Road that went from a gravel road to stabilized road. There have been no new roads received or annexations by the City so the mileage has stayed the same. LHTAC took over this reporting from ITD this year and will put it on-line in a digital format. LHTAC asked Kelly to be a part of the committee to get that done.

Commissioner Miller interjected with a motion to provide the Road Supervisor with *Sign Here* sticky notes. Chairman Humphreys seconded. Motion carried unanimously. Further discussion followed regarding the surface map and explanation that some funding comes to the District based on our road mileage, which remains at 200.08 miles. Commissioner Miller made a motion for the Chairman to sign the report. Chairman Humphreys seconded. Motion carried unanimously. [10/7/09]

State Treasurers Account for Matheson Road

The District Clerk requested the Board's approval to set up a dedicated account for Matheson Road. This account would be with Local Government Investment Pool (LGIP) of the State Treasurers Office like all the District's accounts. Chairman Humphreys asked where the funds are currently located which is in the General Savings account. Discussion of the Board was to leave the funds in this account for the time being while staff further reviews other investment options as discussed at Monday's Workshop. Shirley provided information to the Board regarding Diversified Bond Funds with the State Treasurers office that return a higher yield. This subject will be investigated further. Commissioner Miller made the motion for the Garth Everett monies for Matheson Road remain in the general savings account until the Board has had further time to review how best to invest some of the special accounts. Commissioner Miller seconded. Motion carried unanimously. [10/7/09]

CORRESPONDENCE

STIP Request for Comments – Chairman Humphreys asked the Road Supervisor to make comments as he sees necessary. He also asked for each Commissioner to receive the e-mail address to review the STIP. [10/7/09]

LRHIP Application – The Road Supervisor recommended the District apply for match for the Prairie Avenue project. Both Kelly and Engineer Darius Ruen stated this request should rate high and a good percentage of the projects approved last year were for matches. Commissioner Miller made the motion to apply for LRHIP funds for the Prairie Avenue match. Chairman Humphreys seconded. Motion carried unanimously. [10/7/09]

LHTAC Project List and Eligibility – The District is not eligible for Federal funded projects this year. Some discussion followed regarding the report showing Lakes Highway District was listed as both eligible and ineligible. [10/7/09]

West Riverview Drive, Skalen Creek, Widening – A letter was received from Michael and Jeniffer Powers regarding widening West Riverview. The District had requested a portion of their property and return, the Powers' have asked that their driveway be paved. Kelly stated the driveway is over one-quarter-mile long. The Board felt the Road Supervisor's letter was appropriate. [10/7/09]

Beck Road and BNSF Railroad Crossing – Chairman Humphreys asked if the District has received the agreement back from Union Pacific and Kelly responded we have not received the agreement. BNSF would like to replace the crossing next spring but they want the Beck Road realignment done first. Kelly did bring up that that a piece of right-of-way is still needed and asked the Board if he can speak with the owner, which was granted. [10/7/09]

Idaho Department of Water Resources – IDWR sent a letter regarding inspection of the underground injection well. IDWR was looking to inspect the one in the old shop floor but is now sealed. IDWR will talk to DEQ and let us know if the District needs to do something with this or let it remain as it is in it's current state. [10/7/09]

Riverview Subdivision – City of Coeur d'Alene Planning sent a review for comment on this subdivision which borders Seltice Way at Grand Mill Lane. The Road Supervisor showed the Board gap areas in the right-of-way between the District and the City's jurisdiction. The Board agreed to send a comment letter to the City's Planning Committee suggesting the City annex this portion of right-of-way. [10/7/09]

BNSF Conditional Use Permit - The Kootenai County Board of Commissioners will hold a public hearing, which will include this item on November 12, 2009. [10/7/09]

Robert Titsch zone change – The Kootenai County Board of Commissioners will hold a public hearing, which will include this item on November 12, 2009. Chairman Humphreys asked if the District's comment letters are address the points as requested by Scott Clark, Kootenai County Planning Director. A short discussion followed. [10/7/09]

ROAD SUPERVISOR

Stop sign installations – Due to safety, the Road Supervisor requested the installation of stops signs at the Fay/Rice and Fay/Hauser Lake Road intersections. Commissioner Miller made the motion to install stop signs at both intersections. Chairman Humphreys seconded. Motion carried unanimously. [10/7/09]

Elijah House and Bellhavre Road Development Agreements – Letters had been mailed to both developers stating all their funding requirements had not been met and requested those funds be paid. The statute of limitations had run out so legal action cannot be taken. Therefore, the Board felt it had been addressed as best it could at this time. Current staff has implemented steps to ensure these funding requirements will be tracked. [10/7/09]

LHTAC Local Agreement for McGuire and Prairie Roundabout – This project is time sensitive and the Road Supervisor would like to get this agreement sent in as soon as possible. Commissioner Miller made the motion to allow the Road Supervisor and District Engineer to review the documents and upon finding them satisfactory, the Board will sign the agreement in order to expedite this project. Chairman Humphreys seconded. Motion carried unanimously. [10/7/09]

Fleet Reduction – The new pickup for the assistant road supervisor has been purchased as approved in the 09/10 budget. Mike's pickup will be rotated down and the current PU-7 can be disposed. The Road Supervisor asked the Board to advertise and sell the old PU-7 once a value has been established for a minimum bid. Since its value is under \$5,000, it can be sold without going through the closed bid process. [10/7/09]

Vacation Request – The Road Supervisor requested to use a portion of his vacation time for the week of October 12. The Board agreed. [10/7/09]

ENGINEER

Road Infrastructure Report for Audit – There is very little to add this year. The District Clerk provided RYA with the roundabout parcel information and recording information for the plats that were recorded in the District this last year. Darius should have the report ready very soon. [10/7/09]

Spokane Street Vacation – RYA's surveyor is still working on the survey for any unclaimed property that was not deeded during the Federal Aid project when Spokane Street was rebuilt. No deeds can be found, only a previous survey showing the 15-foot space that was included in the survey. Darius thinks his surveyor will have an answer within a week. Therefore, the public hearing will need to be rescheduled again since the 30-day notification to neighboring parcels cannot be met. This item will be scheduled for discussion at the next meeting. [10/7/09]

Prairie Avenue Project – Kelly and Darius have prepared info Mike Moffet of LHTAC needed for the request for proposals for the engineer selection process. No one has heard anything back from LHTAC yet. [10/7/09]

McGuire/Prairie Avenue Roundabout – Kelly, Randy Broesch, and Matt Harwood have met regarding the roundabout to make sure the deadline is met for this project. [10/7/09]

OFFICE

Pay Raise – Commissioner Miller to authorize the budgeted pay raise including the additional request to bring the Secretary/GIS position in line with duties performed. Chairman Humphreys seconded. Motion carried unanimously. [10/7/09]

Payroll Administration Fee – Five dollars per paycheck, per employee (\$10.00/month per Commissioner) has been charged for the Advanced Benefits buy-down service. Chairman Humphreys would like it in place only as long as Advanced Benefits is charging the fee, and then drop it. [10/7/09]

COMMISSIONERS

Chairman Humphreys welcomed Bob to the Board once again. [10/7/09]

With no further business, Commissioner Miller moved to adjourn the meeting. Chairman Humphreys seconded. Motion carried unanimously. . The meeting was adjourned at 7:08 P.M.

Regular Meeting – October 21, 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; District Engineer Darius Ruen; and District Attorney Susan Weeks.

Commissioners had no conflict of interest with any agenda item.

CURRENT BUSINESS

Title VI Checklist

The District Clerk explained the checklist is part of the Equal Employment Opportunities (EEO) requirements for Federally funded projects, in this case the Roundabout at McGuire and Prairie. In March, the Board approved the Non-Discrimination Policy Statement and the Discrimination Complaint Procedure. Both are required to be submitted with the agreement, as is the checklist. Commissioner Werner made the motion to authorize the Chairman Humphreys to sign the Title VI Checklist. Commissioner Miller seconded. Motion carried unanimously. [10/21/09]

LEGAL

The District's Attorney, Susan Weeks, was present to update the Board on several ongoing issues. Susan did discuss with the Board the reasoning behind Road Developers Agreements versus bonding and sureties. She wanted to ensure the District does not lose security of the funding and suggested the agreement be a lien to a specific lot(s) or go back to bonding. [10/21/09]

Big Sky Estates – Susan will prepare an updated agreement. The item will be placed on the next agenda. [10/21/09]

Urban Renewal Fund Rebate – Chairman Humphreys stated he received a call from Tom Liens to arrange a press conference in which the URD will present the District and other taxing districts with check for rebate of tax increment monies. This meeting will take place at 10:30 on October 22, 2009. [10/21/09]

CORRESPONDENCE

Freddi Road, Shawn Bonnough – Chairman Humphreys read Mr. Bonnough's note in which he is asking for a survey to show the location of Benson Road. The Road Supervisor produced an exhibit, pointing out roads as appointed by viewers' reports and previous gate locations. RYA had prepared the exhibit but Darius wanted to review the findings before giving a firm statement of facts. Commissioner Werner asked the engineer to do further review and bring back to the Board at the next meeting. [10/21/09]

Kootenai County Hearing Examiner – Three public notices were submitted for the Board's review, Dominican Sisters of Idaho, Hidden Falls 1st Addition, and Bella Ridge 1st Addition. Comment letters have been sent for all proposed projects although no return response has been received from the letter sent to Hidden Falls 1st Addition. [10/21/09]

ROAD SUPERVISOR

Snowplow purchase – Kelly supplied information on a snowplow he would like to purchase. It will work well for the deicer pickup as well as for locations with width restraints. Commissioner Werner made the motion to authorize the Road Supervisor to expend \$8,000 on the snowplow as presented. Commissioner Miller seconded. Motion carried unanimously. [10/21/09]

Unexpended funds from 2008/2009 Budget – Based on the final Profit and Loss report, there are unexpended funds of \$102,208.17 remaining from the 2008/2009 budget. Kelly would like to transfer these funds as follows:

Beck Road, \$50,000 for the upcoming road relocation and railroad crossing project;

Bridge Account - \$25,00 citing maintenance needs on the Spokane River Bridge;

Equipment Replacement Fund - \$27,000.

Commissioner Werner made the motion to transfer the unexpended funds of \$102,000 as requested by the Road Supervisor. Commissioner Miller seconded. Motion carried unanimously. [10/21/09]

Deployment plan – The Road Supervisor notified the Board that Reservist Eric Prestegaard is tentatively scheduled for deployment to Afghanistan in June of 2010. The time period for which he will be gone is not determined. [10/21/09]

Lost Creek – The Road Supervisor spoke with Interstate who is hoping to pave the remainder of Winch Road the following week, which will satisfy the obligations for the Lost Creek subdivision. [10/21/09]

Wild Ridge – The developer talked with Road Supervisor Brownsberger and would like to finalize his project. The developer asked for a 12-month extension to the current 12-months. The Board felt that with additional verbiage that if additional work is needed to the road, it will be done at the owner's expense. The Board also wants to lien a lot at their own choosing so the District's funding is secured. [10/21/09]

Crew - Road Supervisor Brownsberger informed the Board that the crew would receive mag/deicer application training on October 22 at the Armory while he and the Assistant Road Supervisor will be attending training in Moscow. [10/21/09]

ENGINEER

G & G Properties, Spokane Street Vacation - Darius Ruen feels his surveyor has exhausted his search for the Spokane Street deed/right-of-way search. RYA will have their legal description ready October 22 for the 30-day notification of utility companies and neighboring property owners. Commissioner Werner made the motion to set the Public Hearing for the Spokane Street Vacation on December 2, 2009 at 6:00 p.m. Commissioner Miller seconded. Motion carried unanimously. [10/21/09]

Mark Lee CUP – Darius Ruen presented the comment letter for the Mark Lee Conditional Use Permit. The Board concurred with his findings. [10/21/09]

OFFICE

Balance Sheet for Publication – The District Clerk presented the 2008/2009 Balance Sheet for the end of the fiscal year, which is ready for publication in the Legal ads upon the Board's approved. Commissioner Werner moved to publish the balance sheet as presented. Commissioner Miller seconded. Motion carried unanimously. [10/21/09]

Investment Accounts – Transferring some funding to another account was discussed at an earlier meeting. The District Clerk contacted Chris Priest at the State Treasurer's Office to discuss Diversified Bond Funding, offered by the State. Based on her conversation with Chris, Shirley reported you need a \$250,000 minimum deposit and should not touch the funds for 3½ to 5 years. There is no assurance of gains and this is not the best time to money into the Bond account because the asset value is high. Although this is a good investment overall, the decision to put funds into the Bond account should not be based on the interest rate alone. The Board asked the Clerk to contact Washington Trust Bank, Panhandle State Bank, and Community First Bank to get information on CD's [10/21/09]

Treasurer's Report - Commissioner Werner made the motion to approve the September Treasurer's Report. Commissioner Miller seconded. Motion carried unanimously. [10/21/09]

Amended September Voucher List and October Voucher List – The Clerk explained there was an amended September Voucher listing due to the end of fiscal year and paying September expenditures out of that budget year. Commissioner Werner made the motion to approve the amended September voucher list as well as the October Voucher list. Commissioner Miller seconded. Motion carried unanimously. [10/21/09]

COMMISSIONERS

Commissioner Miller asked if we were going to do anything about our flag due to it's tattered appearance. Road Supervisor Brownsberger stated the old flag was just replaced that morning. [10/21/09]

There were no further comments from the Board.

With no further business, Commissioner Miller made the motion to adjourn the meeting at 7:40 PM. Commissioner Werner seconded. Meeting adjourned.

SPECIAL MEETING: October 5, 2009– 1:00 P.M. Commissioners Lynn Humphreys, Bob Miller; Road Supervisor Kelly Brownsberger, and District Clerk Shirley Walson met for a District Workshop.

Trail Connectivity with Mac Cavasar was scheduled. Mac could not be present and will reschedule.

Website overview – The new website is now available online and was reviewed by the Board. Chairman Humphreys asked that staff ensure it kept updated. The Board was very satisfied with the site and complimented staff for a job well done.

ROAD SUPERVISOR

The Road Supervisor will attend a funding workshop for LHRIP in Sandpoint on October 6. He will attend the Road and Street Conference the remainder of the week with the Assistant Road Supervisor and Ed Mael.

Wild Ridge Subdivision – The Road Supervisor offered to take the Board for a drive along Wild Ridge. It is now paved but done at a 22-foot width rather than 24-feet as allowed by the District in this particular case.

Winch Road – The Road Supervisor is told by the developer this road will be paved this season as per his agreement with the District. Discussion followed regarding this constructing Beck Road and the remaining of Winch and is it too much for to be scheduled in one year. Discussion followed regarding the road miles that can be done in one construction year without dropping the quality of the work. Kelly stated 20-22 miles per year is reachable.

ENGINEER

Absent

OFFICE

Investment Accounts – Brian Sommerfelt from Wells Fargo contacted the District Clerk asking if the District would like to place funds with them and possibly earn a higher rate of return than the State Treasurers Office are offering. Shirley presented information on the Local government Investment Pool (LGIP) is currently 0.37 % and Wells Fargo .55% and thought more could be earned since we are a government entity. This subject was discussed several months ago with no interest from the Board but brought forth again due to the inquiry. Discussion followed. More information will be gathered. The Board asked that the Clerk and Road Supervisor discussed any funds that could be held for a longer investment period. [10/5/09]

COMMISSIONERS

No comments from the Board.
The meeting adjourned at 1:30 P.M.

SPECIAL MEETING: October 10, 2009–District Workshop Cancelled.

SPECIAL MEETING: October 1, 2009 – OEM, Office of Emergency Management, 7:30 AM. Attended by Kelly Brownsberger.

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

SPECIAL MEETING: October 26, 2009 – Quarterly Meeting with Kootenai County Commissioners, 11:00 AM. Attended by Robert Miller and Kelly Brownsberger.

SPECIAL MEETING: October 27, 2009 – KCATT, 8:00 AM, Coeur d'Alene Library. Attended by Kelly Brownsberger.

SPECIAL MEETING: October 28, 2009 – Noxious Weeds Advisory Meeting, 1:00 PM. Attended by Robert Miller.

October Vouchers:

	<u>Name</u>	<u>Amount</u>
Oct 1 - 29, 09		
	HRA VEBA TRUST	2,400.00
	LAKE CITY FORD	23,996.00
	WASHINGTON TRUST BANK	121.62
	PUBLIC EMPLOYEES RETIREMENT SYSTEM	4,213.67
	PUBLIC EMPLOYEES RETIREMENT SYSTEM	2,364.72
	WASHINGTON TRUST BANK	8,685.00
	STATE TAX COMMISSION	1,671.00
	NYL INS.	220.00
	IDAHO CHILD SUPPORT RECEIPTING	209.00
	AFLAC	125.83
	STATE TAX COMMISSION	1,662.00
	CREDIT UNION	1,847.50
	AFLAC	125.83
	ICRMP	16,050.50
	BRIAN D CRUMB	1,378.03
	BRUCE A. BORST	1,236.88
	CHARLES D YERIAN	1,452.07
	DANIEL G PETERSON	1,307.18
	EDWARD F. MAEL	1,348.07
	ERIC PRESTEGAARD	1,011.11
	JAMES B WINES	1,267.63
	KELVIN D BROWNSBERGER	1,655.69
	LARRY P HOWELL, JR	737.13
	LESLIE R LIKES	1,403.12
	LINDA STINEBAUGH	331.15
	LYNN HUMPHREYS	0.00
	MARK F ROBERTS	1,234.57
	MARY L. SPRAY	1,271.52
	MICHAEL E. MONETTE	1,017.09
	RANDY L. NEAL	1,409.59
	RICHARD D GILBERT	1,068.15
	ROBERT W MILLER	507.49
	RONALD J MOSS	905.51
	SHIRLEY J. WALSON	1,174.77
	STEVE D. SHAFFER	1,348.29
	TERRY WERNER	502.72

Shirley Walson, District Clerk