

POST FALLS HIGHWAY DISTRICT  
JANUARY 2017 MINUTES

Regular Meeting – January 4, 2017, 6:00 pm, E 5629 Seltice Way  
Chairman Humphreys called the meeting to order at 6:00 P.M. Present were Chairman Lynn Humphreys, Vice-Chairman Terry Werner, Commissioner Todd Tondee, Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; and District Engineer Darius Ruen.

CONFLICTS OR ADDITIONS

No conflicts were declared.

Commissioner Werner stated due to time constraints, we need to add Amended CIP for approval in order to submit an application for grant monies. Commissioner Werner **moved** to amend the agenda to add 'Amended CIP' to the agenda under Road Supervisor. Commissioner Tondee seconded. **Motion carried unanimously.** [14/2017 Brd Mtg]

CONSENT AGENDA

December 2016 Minutes were the only item on the consent agenda. Commissioner Werner reviewed the minutes and had the Clerk make changes under Road Supervisor to add the 'second' and on Page 3 under Engineer's Report. He found no other errors or omissions and **moved** to approve the Consent Agenda as presented. Commissioner Tondee seconded. **Motion carried unanimously.** [14/2017 Brd Mtg]

CURRENT BUSINESS

STP Funding Application; Resolution 2017-01, Meyer and Hayden

Commissioner Werner **moved** to pass Resolution 2017-01 for Meyer and Hayden Intersection Improvements and to dispense of the reading. Commissioner Tondee seconded. **Motion carried unanimously.** [14/2017 Brd Mtg]

Safety Grant, Pleasant View and Prairie

Provided for the Board's review for the next meeting, Engineer Darius Ruen explained a roundabout is being proposed in the application. He showed some changes due to the railroad alignment which will result in less right-of-way. Only one lane for the roundabout is being proposed now but right-of-way will be secured for an additional lane to be added. So noted and this will be added to the January 18 agenda. [1/4/2017 Brd Mtg]

Hardison Road No Parking Sign

A half-sized cul-de-sac (turnaround) is located at the end of Hardison. Residents of the Crystal Springs Ranch Road, a private road off of Hardison, are parking in the turnaround and it is difficult for the plow trucks to move around. Road Supervisor would like to post it with a No Parking sign. Commissioner Werner **moved** to authorize No Parking signs at the end of Hardison Road as proposed by the Road Supervisor to help with plowing activities. Commissioner Tondee seconded. **Motion carried unanimously.** [1/4/2017 Brd Mtg]

Seltice Way Interagency Revitalization Interagency Agreement Review

Ensuring the Board is okay with the final draft, Road Supervisor Brownsberger will return the agreement to Matt Gillis of Welch Comer who is the City of Coeur d'Alene's engineer for this project. Mr. Brownsberger did ask for one change under Section 4, Illumination, in which the Board had previously approved cost of illumination not to exceed \$60,000. Mr. Gillis has now determined the cost at \$20,400 so Mr. Brownsberger is asking for a change to be made to state 'not to exceed \$30,000. Commissioner Tondee asked if the number of lights was cut in half. Discussion followed with Commissioner Werner asking to return to the original amount if Mr. Gillis made an error. Mr. Brownsberger also pointed out Attorney Susan Weeks put in a clause under Section I, Funding, that if the City were to annex within twenty-four months, the City agrees it will reimburse the District all costs paid by the District. [1/4/2017 Brd Mtg]

## ROAD SUPERVISOR

Temporary Equipment Swap – East Side Highway District has agreed to exchange use of their broom next summer for our broom. The engine is no longer useful or worth fixing in our broom and the budget included a broom. Mr. Brownsberger wants to wait until ITD's auction prior to purchasing which may be the following year. He spoke with the District's attorney and we can do an equipment exchange agreement and not go through the surplus process. [1/4/2017 Brd Mtg]

Capital Improvement Plan (CIP) – Since the Prairie and Greensferry intersection project cannot be submitted under the rural funding application, the District will apply for intersection improvements at Hayden and Meyer. As this project was not included on the CIP, it needs to be added to support the application. Commissioner Werner **moved** to approve the amended CIP for 2017 to 2021. Commissioner Tondee seconded. **Motion carried unanimously.** [1/4/2017 Brd Mtg]

Crew Update – The Road Supervisor reported there has been a lot of blowing snow in the District and the crew has been out all night a few times. He reported the worse locations are north of Prairie, Hayden, Meyers, Greensferry, out to Beck and Pleasant View as well. A few farmers have been contacted about running a grader in the fields to build a drift barrier; some have agreed and some have not. [1/4/2017 Brd Mtg]

## ENGINEER

STP Rural Application – Engineer Darius Ruen asked the Board to consider signing the STP Rural Application for the Hayden and Meyer intersection. Commissioner Werner **moved** to authorize the Chairman to sign the STP Rural Application for the Hayden/Meyer Intersection Improvements. Commissioner Tondee seconded. **Motion carried unanimously.** [1/4/2017 Brd Mtg]

W. Riverview (Dominican Sisters) – The record survey has been completed showing the property acquired. A sheet was distributed. [1/4/2017 Brd Mtg]

## OFFICE

Road and Street Financial Report – Laura Lantz of the Idaho Association of Highway Districts contact the District Clerk asking if this report was published. Idaho Code requires this publication as well as the Financial Report. This will be recorded by the January 15 deadline. Ms. Lantz also reports the District will work with legislation this year to simplify what needs to be published. [1/4/2017 Brd Mtg]

## COMMISSIONERS

Commissioner Werner stated the crews are doing an excellent job and he has received very few complaints. Chairman Humphreys concurred and stated he has actually received many compliments. District Clerk Walson added that very few calls have been received reporting complaints.

With no further business, Chairman Humphreys adjourned the meeting at 6:31 PM.

## Regular Meeting – January 18, 2017, 6:00 pm, E. 5629 Seltice Way

Vice-Chairman Werner, called the meeting to order at 6:00 P.M. Present were Commissioners Terry Werner, Todd Tondee; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; and District Engineer Darius Ruen. Guests were Sandy Young and Lyn Do of Verdis; Scott Hoover of Hoover CPA.

Commissioners had no conflict of interest with any agenda item.

An addition to the agenda was requested in order to keep the Prairie/Chase property acquisitions moving. Commissioner Tondee **moved** to add the early possession agreement for Liesenfeld

under current business. Commissioner Werner seconded. **Motion carried** by majority vote. [Board Mtg, 1/18/17]

#### CONSENT AGENDA

Commissioner Tondee stated he reviewed the items on the consent agenda and had no issues with any of the items. Commissioner Tondee **moved** to approve the December 2016 Treasurer's Report and the January 2017 vouchers. Commissioner Werner seconded. **Motion carried** by majority vote. [Board Mtg, 1/18/17]

#### CURRENT BUSINESS

##### Murphy Ridge

This is a proposed two-lot minor subdivision at the corner of Greensferry and Creek Side Road. After the engineer's review, right-of-way and utility easement was requested. Also, Lot 2 is recommended to access from Creek Side Road. Sandy Young of Verdis argued that as a private road with three current residents, the road would have to be brought up to District standards. After discussion, the Board did not change the recommendation and stated if the County approves the plat, the owner can ask the Board for a variance but warned he would not make any promise as to the outcome. [Board Mtg, 1/18/17]

##### 2015-2016 Audit Presentation

Scott Hoover presented the audit explaining the two parts, governmental funds and government wide (general fund) and governmental wide financial statements (net obligations). He pointed out the net pension liability for Persi is \$733,307, a new item required as of last year. Some discussion followed regarding this number and why it is required to show on the audit. Mr. Hoover then explained as an auditor, they look for significant deficiencies and material weaknesses and he had no findings. Commissioner Werner asked if anything could be done differently to ensure the safety of the District with Mr. Hoover stating we have good segregation with duties and checking. Mr. Hoover pointed out a list duties that provide a safeguard and feels the Board is active in reviewing credits/debits. Commissioner Tondee **moved** for the Board to sign the Management Representation Letter. Commissioner Werner seconded. **Motion carried** by majority vote. Mr. Hoover thanked District Clerk Walson and the staff for their assistance throughout the audit and thanked the Board for their business. He added the bound copies will be readied upon receipt of the Management Representation Letter [Board Mtg, 1/18/17]

##### LHTAC Safety Grant Application

District Engineer, Darius Ruen, presented the completed application for a roundabout at Pleasant View and Prairie which is due the following day. Right-of-way acquisitions and costs were discussed. The total cost is \$1,414,000 with the District's cost at \$103,714 and the remaining portion being paid by federal funds if approved. Mr. Ruen explained the cost ration is 45:1 which is very good and feels it has a good chance of being approved. There is a 71% reduction in crashes anticipated. Mr. Ruen's narrative in the application explains the crashes and all that has been added by the District, yet the intersection is still not working with crashes continuing. Commissioner Tondee **moved** to approve signature on the LHSIP grant for Pleasant View and Prairie Avenue. Commissioner Werner seconded. **Motion carried** by majority vote. [Board Mtg, 1/18/17]

##### Request to Advertise

Road Supervisor Brownsberger spoke to the Board previously about piggybacking the cab and chassis for two trucks, one for the mechanic and one for the crew. The District will bid the boxes and installation which Mr. Brownsberger has ready. Commissioner Tondee **move** to approve the request to advertise for the mechanic and crew trucks box and installation only. Commissioner Werner seconded. **Motion carried** by majority vote. [Board Mtg, 1/18/17]

### Transportation Master Plan

Ruen Yeager has prepared the scope of services for the District's Transportation Plan. Already approved for funding by LHTAC at \$50,000, RYA can provide this completed plan at that amount. If the scope is approved by LHTAC, the project can begin. Commissioner Tondee **moved** to authorize the scope of services for the transportation plan and authorize sending it to LHTAC. Commissioner Werner seconded. **Motion carried** by majority vote. [Board Mtg, 1/18/17]

### Early Possession Agreement – Prairie and Chase Intersection

Attorney Susan Weeks submitted a letter and agreement to the District for Liesenfelds. A memorandum is to be returned within one week for recordation rather than the early possession agreement. Commissioner Tondee **moved** to authorize the signing on the early possession agreement for the Liesenfelds. Commissioner Werner seconded. **Motion carried** by majority vote. [Board Mtg, 1/18/17]

### CORRESPONDENCE

Kootenai County Fire and Rescue – A thank you letter was received from Fire and Rescue thanking the District for sanding the parking lot during the Christmas for All program. So noted. [Board Mtg, 1/18/17]

### ROAD SUPERVISOR

Gates on Private Roads – Mr. Brownsberger met with the other District supervisors and Kootenai County Community Development. The current land use codes require gated private roads on new subdivisions. The Districts had an issue with this requirement, particularly when other properties extended past the subdivision and used the same road. The County had no viable reason for this requirement and agreed to modify the land use code to make it an option. [Board Mtg, 1/18/17]

Pathway Request – The City of Post Falls is asking the District to build a pedestrian facility along the north and east side of the Spokane Street Bridge. They also propose a walkway underneath the bridge. Discussion followed regarding the rectifier locations and the location of existing sidewalk. Commissioner Werner did not agree with a pathway on the side of the bridge where there is no sidewalk and Mr. Brownsberger reminded the Board the District has more right-of-way on the west side where the sidewalk is located. Mr. Brownsberger will notify Mr. Porter the Board is not in favor of the current proposal. [Board Mtg, 1/18/17]

Crew Update – A lot of snow was pushed recently; the main roads are in pretty good shape but the secondary roads are not so much with the recent weather. A lot of slush is in the developments and with the freezing temperatures, it will be a process to clean them up as slush ends up in driveways. [Board Mtg, 1/18/17]

### ENGINEER

Prairie and Chase Intersection – East Greenacres Water District submitted red lines on the design plan. One small holdup on acquisitions remains but should be complete soon. [Board Mtg, 1/18/17]

Riverview Guardrail Project – Engineer Darius Ruen reports he has a list of items to discuss with LHTAC regarding this project. He believes Dan Coonce will be here next week for questions to be resolved. [Board Mtg, 1/18/17]

Three Forks Cement Treated Base – Mr. Ruen would like to meet with the Road Supervisor to discuss options. [Board Mtg, 1/18/17]

### OFFICE

Employees Manual – In need of the 2017 update, this will be provided to the Board for their review and requests for any additions they might want added. [Board Mtg, 1/18/17]

LHTAC Awards – District Clerk Walson noted that awards have been earned by the crew and would like to schedule that with LHTAC. *[Board Mtg, 1/18/17]*

COMMISSIONERS

Commissioner Tondee spoke with Jody from the Kootenai County Transportation Department and she was grateful for help the District has provided to the park and ride on Riverstone.

With no further business, Commissioner Werner adjourned the meeting at 7:03 PM.

SPECIAL MEETING: January 2, 2017– 1:00 P.M. District Workshop - Holiday

SPECIAL MEETING: January 16, 2017– 1:00 P.M. District Workshop - Cancelled

ORIGINAL SIGNED AND DATED 2/1/2017

Submitted by:  
Shirley Walson, District Clerk