

POST FALLS HIGHWAY DISTRICT  
DECEMBER 2017 MINUTES

Regular Meeting – December 3, 2017, 6:00 pm, E 5629 Seltice Way

Chairman Werner called the meeting to order at 6:00 P.M. Present were Chairman Terry Werner, Vice-Chairman Todd Tondee, Commissioner Lynn Humphreys, Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; Attorney Susan Weeks and District Engineer Darius Ruen. Nick McDowell of HDR, Boise, was also present.

CONFLICTS OR ADDITIONS

No conflicts were stated. No additions to the agenda were requested.

CONSENT AGENDA

Items on the consent agenda are November 2017 Minutes and the October 2017 Treasurer's Report. Commissioner Humphreys **moved** to accept the Consent Agenda as presented. Commissioner Tondee seconded. **Motion carried** unanimously. [12/6/17 Brd Mtg]

PUBLIC COMMENTS

No one was present to request public comment.

CURRENT BUSINESS

Spokane Street Bridge Update; Nick McDowell, HDR

Nick McDowell, HDR, was present to discuss the concept engineering phase of the federally funded Spokane Street Bridge project that will upgrade the decking and possibly the cathodic protection. Deck assessment will determine the best retrofit treatment being an epoxy overlay or concrete deck overlay. Cathodic protection field testing was done to evaluate the structure, the current system and alternative analysis of cathodic protection systems. HDR is currently evaluating costs as to the type that will provide the most safety. Discussion followed regarding paint chipping on the pilings; life expectancy for different applications; historic applications done to this bridge; and needed maintenance prior to project construction. Mr. McDowell stated the current anodes, part of the cathodic protection system, are in surprisingly good shape expecting another thirty years of use. The possibility of a shock sensation from the cathodic protection system was discussed with Mr. McDowell explaining a diver could feel a shocking sensation but it will not be an electrocution. The worst outcome is the surprise or not knowing which direction the feeling is coming from and they could move closer rather than away from the anode. Additional discussion ensued with the Board determining they would like Mr. McDowell to again do a presentation to the Board once alternatives, costs, and longevity are tabulated. [12/6/17 Brd Mtg]

W Riverview Guardrail Supplemental

LHTAC submitted a supplemental to the federally funded West Riverview Guardrail Project. A \$27,800 addition, it is for right-of-way needed due to the final design configuration which is purchasing property to move the corner back rather than building retaining walls. Commissioner Humphreys **moved** to accept the supplement to add to the original contract for the W. Riverview Guardrail project. Commissioner Tondee seconded. **Motion carried** unanimously. [12/6/17 Brd Mtg]

Spokane Street River Bridge Invoices #2, #3, and #4

LHTAC submitted invoices for HDR Engineers for the Spokane Street River Bridge Projects, numbers 2, 3, and 4 in the amounts of \$27,696.27, \$13,144.39, and \$12,332.49 respectively. District Clerk Walson explained Invoice #1 had not yet been received and will be on the following board meeting agenda, therefore the invoices will be out of order. Commissioner Tondee **moved** to authorize payments for the Spokane Street River Bridge invoices 2, 3, and 4 to HDR Engineers for a total of \$58,173.15. Commissioner Humphreys seconded. **Motion carried** unanimously. [12/6/17 Brd Mtg]

Seltice Way Revitalization Invoice #6 (Pay request #7)

The City of Coeur d'Alene submitted Invoice #6 (Pay Request #7) in the amount of \$43,880.43 for the Seltice Way Revitalization Project. Commissioner Humphreys **moved** that the Chairman sign the invoice for the amount of \$43,880.43 payable to the City of Coeur d'Alene for the Seltice Way Revitalization Project. Commissioner Tondee seconded. **Motion carried** unanimously. [12/6/17 Brd Mtg]

W Riverview (Skalan Creek), Invoice #21

LHTAC submitted invoice number 21 in the amount of \$643.54 for payment, payable to Welch Comer Engineers. Commissioner Humphreys **moved** to pay the invoice for the amount of \$623.54 for the Skalan Creek Project. Commissioner Tondee seconded. **Motion carried** unanimously. Chairman Werner asked Road Supervisor Brownsberger where are we at in the project. Mr. Brownsberger answered we are still waiting for final design approval; we've been authorized to get an appraiser on board but not to begin acquisitions at this time. [12/6/17 Brd Mtg]

Local Agreement, Beck Road-Seltice Way to Prairie

A standard Local Professional Services Agreement was received to begin design engineering for the Beck Road, Seltice Way to Prairie Avenue with Ruen Yeager and Associates as the design firm. Commissioner Tondee **moved** to authorize the Chairman to sign the Local Services Agreement ITD naming Ruen Yeager as the design engineer for the Beck Road Project. Commissioner Humphreys **moved** the at the Chairman sign the invoice for the amount of \$43,880.43 payable to the City of Coeur d'Alene for the Seltice Way Revitalization Project. Commissioner Humphreys seconded. **Motion carried** unanimously. [12/6/17 Brd Mtg]

CORRESPONDENCE

Local Road Improvements (LRI) Program Report – Road Supervisor Brownsberger stated ITD reports no deficiencies were found during their summer field checks of new improved roads in our District, however they don't state which road they inspected. On a similar subject, Mr. Brownsberger did finally receive the Local Roads Mileage Map which must be updated annually by December 31. The person at ITD Headquarters who normally sends them out retired and no one else knew what to do but it is finally received; he will have a report at the next meeting. [12/6/17 Brd Mtg]

Riverview Extension Concern- Wes Hanson submitted a letter that has been reviewed by the Board members. So noted with no comments. [12/6/17 Brd Mtg]

LEGAL

Liesefeld Hearing – Ms. Weeks informed the Board of a tentative scheduled appearance for a February 8 hearing with Chuck Lemesis as mediator. She added Doug Marfice will no longer be handling this matter; it has been turned over to Annie Harris of the same firm. Ms. Weeks needs to know which Board Members will accompany her as experts to this mediation. All Board members can attend if they so choose noting an executive session must be noticed if more than one attends. Chairman Werner stated he has a concern that the District has not yet received a proposal for what Liesefeld's want. Ms. Harris informed Ms. Weeks she will have a proposal for the next meeting. [12/6/17 Brd Mtg]

ROAD SUPERVISOR

Bonus Checks – Typically the Board has authorized bonus checks of \$150 per person for each employee. After short discussion, Commissioner Humphreys **moved** to provide a \$150 bonus for each individual that works for the District and to include part time employees at a \$75 bonus. Commissioner Tondee seconded. **Motion carried** unanimously. [12/6/17 Brd Mtg]

Drainage at Liberty Gas Station, State Line – Liberty Gas Station at the City of State Line has one of their dry wells built in the road right-of-way. This right-of-way is belongs to the City of State Line and they have a maintenance agreement with Post Falls Highway District to maintain the city's roads. An oil/water separator for the gas station's fuel island drains directly in to the dry

well. Installation of the dry well had been allowed by the City of State Line; the District has had no input since the right of way is not the District's jurisdiction. The dry well is failing and the owners have been asking Road Supervisor Brownsberger to clean the dry well. Mr. Brownsberger anticipates the dry well needs replacing and we will be asked to do that as well. Chairman Werner stated the owners need to talk to the City Council because they own the road, we only maintain the roadway. Attorney Susan Weeks stated our agreements are for maintenance not repair and that the dry well benefits the business not the road, therefore it legally not the District's responsibility. The Board felt that dry wells fail over time and need replacing as they become ineffective; the business should anticipate maintenance and replacement. [12/6/17 Brd Mtg]

Pleasant View and Prairie Roundabout – It is time for the Consultant Selection Process and a three member committee will be used, one needs to be a commissioner. Chairman Werner volunteered. Commissioner Humphreys felt it appropriate for the Chairman to sit on the committee as he has the experience as does Road Supervisor Brownsberger. Commissioner Tondee also showed interest but wasn't sure if his calendar would allow; Chairman Werner will coordinate with him at the time of the review process. [12/6/17 Brd Mtg]

#### Updates and Concerns

Coeur d'Alene Redi Mix-Hearn Pit Rock Exchange – Road Supervisor Brownsberger refreshed the Board's memory about an earlier exchange of the District's reject material for good rock with Coeur d'Alene RediMix. They have once again asked to make an exchange for material in Hearn Pit and asked if he can get a decent exchange rate, would the Board like to proceed?

Commissioner Humphreys **moved** to authorize the Road Supervisor to continue to negotiate a deal with Coeur d'Alene Redi Mix to get the best deal out of the surplus aggregate out of Hearn Pit for usable materials with CdA Redi Mix. Commissioner Tondee seconded. **Motion carried** unanimously. [12/6/17 Brd Mtg]

Huetter Turn Lane Crash Data – Turn lane widening on Huetter was discussed at the earlier Transportation Planning Workshop and Mr. Brownsberger presented this information for the Board's review. [12/6/17 Brd Mtg]

Greenview Condo Fence – Linda Wilhelm and several city employees among others met with Road Supervisor Brownsberger to ask about fencing the condominium property along the right-of-way. At the northeast corner of Spokane River Bridge, the condo association was apprehensive about having to survey the property line. Mr. Brownsberger asked the Board their thoughts. Chairman Werner thought issuing them an encroachment permit may be a good idea since future District employees would have a record in the event the fence encroaches onto the right-of-way. Commissioner Humphreys voiced his concern about the age of the plat and the markers that may have been used so long ago; are they still there. Mr. Brownsberger reminded the Board normally allows homeowners to install fencing without a survey or encroachment permit. The Road Supervisor will continue to work with them past installations. [12/6/17 Brd Mtg]

Equipment Report – The updated Equipment Report was provided to the Board for their review and use. [12/6/17 Brd Mtg]

#### ENGINEER

Updates/concerns-

Strategic Initiative Grant (Prairie Chase Roundabout) – Continue application work is being done by staff for the December 21 deadline. [12/6/17 Brd Mtg]

Pleasant View south of Burlington Northern - The record of survey has been completed. Staking will be done at-grade the following week and the crew can then install posts to protect them. [12/6/17 Brd Mtg]

Greensferry Bridge Plans – The exhibit is complete for the approach on the north side of the Greensferry Bridge. FEMA has been involved in the review of the plans. Mr. Ruen would like this

item on the next agenda for a presentation by staff. [12/6/17 Brd Mtg]

Riverview Extension – Mr. Ruen recently looked at the center section of this proposal and believes an adjustment could be beneficial. A survey has been done on the Armstrong property on the eastern end making progress with drain field locations. More topos have been done on the Magnuson portion. Arrow Construction is running more drain field lines in the proposed alignment and would like Mr. Brownsberger to look at those as well to see how those may affect the proposed alignment. [12/6/17 Brd Mtg]

Transportation Plan – Summarizing recent rankings need to be completed for this project. [12/6/17 Brd Mtg]

#### OFFICE

Taxing District Election Information for 2018 – District Clerk Walson submitted this earlier in the week to reach the due date but wanted the Board's review. [12/6/17 Brd Mtg]

Updates/Concerns –

Audit field work is complete with a couple of items needed from Hoover CPA to complete the audit report and the District Clerk is currently working on the Road and Street Report. [12/6/17 Brd Mtg]

#### COMMISSIONERS

Commissioner Tondee stated his concerns regarding a pavement swale in the new construction at Grand Mill's roundabout. After short discussion, Chairman Werner stated City of Coeur d'Alene's Engineer, Chris Bosley spoke of this at the District's Transportation Plan Meeting earlier. They are aware of the issue, it will be smoothed out and asphalt added. The Road Supervisor added he cautioned the crew about driving that area for this winter. [12/6/17 Brd Mtg]

Commissioner Humphreys reminded everyone of Santa's Breakfast at the City of Hauser Sunday, December 10. As done in previous years, he asked to ensure mag is added to parking and the road if needed. [12/6/17 Brd Mtg]

#### EXECUTIVE SESSION

Commissioner Humphreys moved to enter into Executive Session at 7:15 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1(i) and 1(b). The purpose of the executive session is to discuss a litigation matter with the risk manager and to discuss personnel matters.

Commissioner Tondee seconded with a request for a roll call vote.

Commissioner Humphreys: aye

Chairman Werner: aye

Commissioner Tondee: aye

Commissioner Humphreys made the motion to come out of the executive session at 7:50 PM.

Commissioner Tondee seconded. Motion carried unanimously. [12/6/17 Brd Mtg]

The Regular Meeting reconvened at 7:50 pm.

With no further business, Commissioner Werner adjourned the meeting. [12/6/17 Brd Mtg]

#### Regular Meeting – December 20, 2017, 6:00 pm, E. 5629 Seltice Way

Terry Werner, Chairman, called the meeting to order at 6:00 P.M. Present were Commissioners Terry Werner, Todd Tondee, and Lynn Humphreys; District Clerk Shirley Walson; District Engineer Darius Ruen, and attorney Susan Weeks. Clint Savage was present as a guest.

### CONFLICTS AND ADDITIONS

Commissioners had no conflict of interest with any agenda item. Commissioner Tondee **moved** to add personnel to the Executive Session and to remove the Mellick Road Easement from the agenda. Commissioner Humphreys seconded. **Motion carried** unanimously. [12/20/17 Board Mtg]

### CONSENT AGENDA

Items on the consent agenda are the November 2017 Treasurer's Report; the Financial Statement Publications according to Idaho Code 40-1317 & 40-708; and the December 2017 Vouchers. Commissioner Humphreys **moved** to approve the consent agenda as presented. Commissioner Tondee seconded. **Motion carried** unanimously. [12/20/17 Board Mtg]

### PUBLIC COMMENTS

Clint Savage was present to talk about Big Rock Road. He is considering purchasing property and wanted input on what will be needed monetarily to get access to the proposed property. The Board asked Darius Ruen to look at the exhibit; Mr. Ruen stated he has exhibits in his office and will review them and contact Mr. Savage. Commissioner Tondee added there are county regulations Mr. Savage should review; Ms. Weeks informed him a title report may be his best bet to see what easements are on the property. [12/20/17 Board Mtg]

### CURRENT BUSINESS

#### Greensferry Bridge Presentation, RYA

Laura Winter of RYA presented an exhibit of the 100-year floodplain at the north side of the proposed Greensferry Bridge. The District is asking FEMA to reduce the area of the 100-year floodplain because we feel the approaches are above the base flood elevation of the floodplain. FEMA has asked the District work with Kootenai County's agency that has jurisdictional authority which has been done. The proposal is now at the state who will confirm the County's opinion. Commissioner Tondee asked that a second exhibit be presented to show how it is currently shown and what the District is proposing. Mr. Ruen added that one thing the District is trying to establish is who has the more stringent rules, the ones allowed by Kootenai County or the State or the rules of FEMA; the more stringent is the rules we will have to work under. [12/20/17 Board Mtg]

#### Road and Street Report

Commissioner Humphreys **moved** that the Board sign the annual Road and Street Report for 2017. Commissioner Tondee seconded. **Motion carried** unanimously. [12/20/17 Board Mtg]

#### Rasmussen Quit Claim Deed and Easement Acceptance

The District needs to sign to accept the deed on Upriver Drive. Commissioner Humphreys **moved** to have our Chairman sign the Quit Claim Deed with Rasmussen Inc. Commissioner Tondee seconded. An amended motion was made by Commissioner Humphreys to include the easement along with the Quit Claim Deed by Rasmussen In. Commissioner Tondee seconded the amended motion. **Motions carried** unanimously. [12/20/17 Board Mtg]

#### Spokane Street River Bridge Invoice #1

LHTAC submitted HDR's invoice for the Spokane Street River Bridge project. Invoices 2, 3, and 4 were previously approved. Commissioner Humphreys **moved** to pay Invoice #1 to HDR for the Spokane Street Bridge in the amount of \$8,359.80. Commissioner Tondee seconded. **Motion carried** unanimously. [12/20/17 Board Mtg]

#### Intersection Pleasant View Rd & Prairie Ave., State/Local Agreement

This agreement allows the District to select a consultant to design this intersection improvement project. Commissioner Humphreys **moved** to authorize signature on State/Local agreement for consultant selection on the Intersection Pleasant View Road and Prairie Avenue State/Local Agreement and to sign the \$5,000 accompanying check. Commissioner Tondee seconded. **Motion carried** unanimously. [12/20/17 Board Mtg]

### Local Road Mileage Report

This year's changes include .309 miles of mileage added for Perpetua Lane north of High Prairie and surface changes from one surface type to another surface type at 4.292 miles. Commissioner Humphreys **moved** that the Chairman sign the Local Road Mileage Report. Commissioner Tondee seconded. **Motion carried** unanimously. [12/20/17 Board Mtg]

### CORRESPONDENCE

No correspondence

### LEGAL

Susan Weeks informed the Board the Department of Lands did send her the Mellick Road easement that was on the agenda and removed. She has not yet been able to review their changes. All other items will be discussed in Executive Session. [12/20/17 Board Mtg]

### ROAD SUPERVISOR

As the Road Supervisor is not present due to illness, the Equipment Replacement Schedule will be discussed at the next Board meeting.

### ENGINEER

Strategic Initiative Grant Application (Prairie Chase Roundabout) – Laura Winter, RYA, explained the amount requested in this application (adding the cost did not include the East Greenacres Water costs) and the final appendix (support letters) was moved to just behind the application. The timeline was discussed and the process of this grant. Commissioner Tondee **moved** to authorize the Chairman's signature on the Strategic Initiative Grant Application for the Prairie/Chase Roundabout. Commissioner Humphreys seconded. **Motion carried** unanimously. [12/20/17 Board Mtg]

Beck Road Guardrail – Laura Winter reported she has the executed agreement and started on the survey and will complete that depending on weather. [12/20/17 Board Mtg]

Riverview Drive – RYA staff thought all the surveying was completed but one corner needs to tie in. The PLS work is being completed for the acquisition; they have Kevin Cooper reviewing the revised schedule for the final design which is due January 25 and the PS&E packet should be done by March 1. [12/20/17 Board Mtg]

Hollister Hills Retainage – Coeur d'Alene Paving has submitted their tax forms so Mr. Ruen should have the release of retainage at the next meeting. [12/20/17 Board Mtg]

Schilling Loop – The right-of-way determination has been completed. [12/20/17 Board Mtg]

Lawrence Estates – The final plat for Lawrence Estates was received at the District but there was verbiage on the plat that was confusing regarding existing right-of-way. Mr. Ruen spoke with Chad Johnson but has not yet heard back from him. [12/20/17 Board Mtg]

Pleasant View Staking – Staking is complete on the Pleasant View parcel that was exchanged for Prairie Pit. Our crew will install posts next to the pins. [12/20/17 Board Mtg]

Calendars will be delivered at the next meeting.

### OFFICE

Profit and Loss Statement – District Clerk Walson prepared a Profit/Loss statement for the Board's review. With one quarter of the year complete, all is in line as expected. [12/20/17 Board Mtg]

### COMMISSIONERS

Commissioner Tondee noted he will be out of country for the January 3 and possibly January 17. He may try to attend electronically. [12/20/17 Board Mtg]

Chairman Werner thanked the crew for a job well done the last couple of days as the storm was not an easy one; also to the office staff who had to take the calls. [12/20/17 Board Mtg]

#### EXECUTIVE SESSION

Commissioner Humphreys moved to enter into Executive Session at 6:45 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1(i) and 1(b). The purpose of the executive session is to discuss a litigation matter with the risk manager and to discuss personnel matters.

Commissioner Tondee seconded with a request for a roll call vote.

Commissioner Humphreys: aye

Chairman Werner: aye

Commissioner Tondee: aye

Commissioner Humphreys made the motion to come out of the executive session at 8:34 PM.

Commissioner Tondee seconded. Motion carried unanimously. [12/20/17 Brd Mtg]

Regular Session reconvened at 8:34 pm.

#### Motions from the Executive Session

Commissioner Tondee **moved** for Chairman Werner to instruct the Road Supervisor of the Board's direction in the Executive Session. Commissioner Humphreys seconded. **Motion carried unanimously.** [12/6/17 Brd Mtg]

With no further business, the meeting adjourned at 8:34 pm.

SPECIAL MEETING: December 4, 2017– 1:00 P.M. District Workshop. Present were Chairman Terry Werner, Vice-Chairman Todd Tondee, Commissioner Lynn Humphreys, Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; and District Engineer Darius Ruen. Gary Griffith was present as a guest.

Bedrock Road off of Beck Road – Mr. Griffith is considering the purchase of property between Coeur d'Alene Paving and Hagadone Boat Storage units just off of Beck Road. He is asking what will be required to develop access. Bedrock Road exits off of Beck Road, traveling west and is built as a private road on public right-of-way. From there, a right-of-way exits south along the parcels Mr. Griffith is considering. Discussions included right-of-way width; additional right-of-way that may be required; drainage, utility easements, and the type of road surface that will be required. The north-south road to the back of Mr. Griffith's parcel will dead end so a turnaround will be required. A 10-foot drainage easement will also be required. A fee-in-lieu-of cost will be required for Bedrock Road to add to the development costs of neighboring parcels as they develop. A private road inside of the property would not have any requirements from the District other than an encroachment permit. Mr. Griffith was advised to work with the County first for their requirements.

With no other concerns, the meeting adjourned at 1:50 pm.

ORIGINAL SIGNED AND DATED 1/3/2018

Submitted by:  
Shirley Walson, District Clerk