

POST FALLS HIGHWAY DISTRICT
OCTOBER 2017 MINUTES

Regular Meeting – October 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; and District Engineer Darius Ruen. Glenn Miles was a guest.

CONFLICTS OR ADDITIONS

No conflicts or addition requests were stated.

CONSENT AGENDA

The September 2017 Minutes and September 2017 Vouchers were on the consent agenda. Commissioner Tondee **moved** to approve the consent agenda. Commissioner Humphreys seconded. **Motion carried** unanimously. [10/4/2017 Board Mtg]

PUBLIC COMMENTS

There were no requests for public comments.

CURRENT BUSINESS

Pleasant View/SH53 Intersection, Glenn Miles

KMPO's director, Glenn Miles, attended to give the Board an update on this project. ITD is moving forward with the Transportation Investment Generating Economic Recovery (TIGER) program through the U.S. Department of Transportation. If ITD is successful for application approval, ITD will have the funding for their match portion and the District will need to contribute a 10% match portion as well. The design is at an estimated 50% completion and taking into consideration land acquisitions, and other steps needed, it is estimated funding will be obligated for the spring of 2020 if approved and all falls into place. [10/4/2017 Board Mtg]

November 15 Board Meeting

The second Board meeting in November is rescheduled during the convention. After some discussion, Commissioner Humphreys **moved** to cancel the November 15 2017 meeting and we find one is needed, we can call a special meeting as needed. Commissioner Tondee seconded. **Motion carried** unanimously. [10/4/2017 Board Mtg]

Office Position Hire

Road Supervisor Brownsberger reminded the Board that an office person was approved in the budget as a part time position. One employee has notified staff of her retirement in 2019 and another will consider her retirement this summer. Staff feels this time is needed to fully train someone and he is asking for a full time position as the budget can afford it; he also asked we hire through an employee service. After some discussion, Commissioner Tondee **moved** to authorize hiring of office personnel with a January 2 beginning date. Commissioner Humphreys seconded. **Motion carried** unanimously. [10/4/2017 Board Mtg]

CORRESPONDENCE

Liesenfeld – A copy of a notice from Ramsden, Marfice, Ealy & Harris LLP was received regarding the Prairie and Chase parcel. So noted. [10/4/2017 Board Mtg]

ROAD SUPERVISOR

17/18 Pay Increase – Mr. Brownsberger reminded the Board the budget was approved with a 3% pay increase to be averaged per position and asked if the Board wished to approve it. Commissioner Humphreys **moved** to proceed to increase pay for employees for a total of \$.77 per hour with \$1 per hour allowed for seasonal workers. Commissioner Tondee seconded. **Motion carried** unanimously. [10/4/2017 Board Mtg]

Health Fair – Regence/Blue Shield is offering an incentive for both employers and employees if a health assessment is completed within four months. The District will receive a 4% savings for those who complete the assessment and if 80% of the employees participate. With this, the road supervisor asked the Board if they were interested in offering an incentive for those employees who receive a flu shot. Commissioner Tondee struggled with the incentive; Commissioner Humphreys had no issues and Chairman Werner felt if an employee cannot be in a truck plowing, we are paying more for the overtime it takes for others to pick up the slack. Commissioner Humphreys **moved** to offer an incentive in the amount of \$50 to employees who receive the flu shot. Chairman Werner seconded. **Motion carried** by majority vote with Chairman Werner and Humphreys voting aye and Commissioner Tondee voting nay. *[10/4/2017 Board Mtg]*

Quarterly review report (subdivisions) – There have been no in-house reviews, therefore there is no report this quarter. All subdivision reviews have big enough they were reviewed by the engineer and come before the Board. *[10/4/2017 Board Mtg]*

Pickup Replacement – Mr. Brownsberger reminded the Board two trucks were approved to be replaced in December of 2016. The mechanics truck is scheduled to be delivered the following day however the replacement for P-8 has not yet been ordered because the crew had not got back to him as to what they wanted. He is asking to order the chassis by piggy-backing the state's bid then buy the box and crane. Quotes have already been received. The Board was in favor to move forward as was budgeted. The Road Supervisor added he has been working on the equipment replacement schedule and will have the update around the first of November. *[10/4/2017 Board Mtg]*

Winter Public Service Announcement Schedule – A schedule of the local television public service announcements was presented. Mr. Brownsberger informed the Board all four highway district will participate in the cost share this year. Commissioner Tondee **moved** to authorize the District's participation in the winter campaign at \$2,000. Commissioner Humphreys seconded. **Motion carried** unanimously. *[10/4/2017 Board Mtg]*

Breezy Way/McGuire Park – Mr. Brownsberger met with Nick Snyder from Kootenai County Parks and Recreation at the parking site of McGuire Park. Both will meet with the Kootenai County Commissioners on October 10 to discuss widening the parking area into the right-of-way that runs parallel to the park from Breezy Way to the river. Mr. Brownsberger asked the Board if they were interested in approaching the County to enter into an agreement to take responsibility of the right-of-way for purpose of park management. Chairman Werner stated he does not want it swapped to adjacent property owners at a later time and he wants to ensure the County is interested prior to an agreement being drawn up. Commissioner Tondee suggested we speak to the County about a 100-year lease for \$1 or something similar. *[10/4/2017 Board Mtg]*

Updates/concerns

Barretts Road – The City of Rathdrum is currently building the road but it is at a 15% slope which does not meet standards. The City has been informed the District will not accept this, and have now asked to enter into an agreement for them to take over maintenance. The Board is not in favor of this in setting a precedence of approving another public entity to build without following standards but we expect the private sector to follow standards. The Board is adamant that the standards need to be met. *[10/4/2017 Board Mtg]*

Upriver Drive Curve Realignment - Approximately ¾ of mile from US95, the District contacted property owners in 2006-2007 regarding gifting property for the realignment. A signed agreement was returned clearly stating their intent to do so but the deed and easement were never returned for some reason. Mr. Brownsberger is updating the Board that these documents were discovered recently, staff has resent them, and the Board could expect them to present themselves for this project. Chairman Werner asked to make contact in two weeks if nothing is received. *[10/4/2017 Board Mtg]*

Frontage Road – The house that has been sitting in the right-of-way was moved during the night of October 3. It is now sitting on a foundation after encroaching on the right-of-way for ten months. [10/4/2017 Board Mtg]

Crew Update – Hauser overlays are being completed and winter changeover has begun on the trucks. No mag has been put down to date. [10/4/2017 Board Mtg]

ENGINEER

Hollister Hills Overlay – Mr. Ruen received a packet from Coeur d'Alene Paving earlier in the day. With all in order, he will request payment at the next meeting. [10/4/2017 Board Mtg]

Riverview Drive Extension – Some progress has been made on the staking and expects it to be done by October 16 with a report to the Board the first meeting of November. [10/4/2017 Board Mtg]

Greensferry Bridge Project – Mr. Ruen has an appointment with HDR's hydrologist on October 19th to do a site review. An opinion on the abutment will be asked. [10/4/2017 Board Mtg]

Beck Road Rehab Project – The project scope has been sent to LHTAC. [10/4/2017 Board Mtg]

Riverview Drive Extension Project – Acquiring right-of-way and moving it into the hillside is being addressed for this project so it can move forward. The plans are close to being done but the right-of-way takings still needs to be included. [10/4/2017 Board Mtg]

Transportation Plan Open House – RYA staff is calculating results from the open house. [10/4/2017 Board Mtg]

OFFICE

Boss's Day Luncheon – The District Clerk noted October 16 is Boss's Day and asked to set a date with office staff and the Board members. Citing conflicts, October 31 was set. [10/4/2017 Board Mtg]

COMMISSIONERS

Transportation Open House – Commissioner Tondee commented that he was pleasantly surprised at the number of people that showed up for the open house. It was set up very nice and he noted that the people were very engaged in providing comments. Commissioner Humphreys added he apologized for not attending the open house. [10/4/2017 Board Mtg]

Chairman Werner travel dates – The Chairman will be gone on Tuesday, October 24 to Boise for a one day convention planning meeting. [10/4/2017 Board Mtg]

With no further business, Chairman Werner made the motion to adjourn the meeting at 6:37 PM.

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

Chairman Werner, Chairman, called the meeting to order at 6:00 P.M. Present were Commissioners Terry Werner, Todd Tondee and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; and District Engineer Darius Ruen. Matt Gillis of Welch Comer was present as a guest.

No conflicts were declared. No additions were requested.

CONSENT AGENDA

Two items were on the consent agenda, the September 2017 Treasurer's Report and the October 2017 voucher list. Commissioner Humphreys **moved** to approve the consent agenda as presented. Commissioner Tondee seconded. **Motion carried** unanimously. [10/18/17 Board Mtg]

PUBLIC COMMENTS

No one was present for public comments.

CURRENT BUSINESS

Seltice Way, Riverstone to Huetter Update

Matt Gills of Welch Comer provided an update on this joint project with the City of Coeur d'Alene. Hoping to have paving completed by November, it now looks like mid-November dependent upon weather. They are looking at relaxing the temperature from 40 ° to 35 ° to get at least one lift down, curbing and pathways can wait until spring if needed. Mr. Gillis said they are aware of a few damaged spots on the south-side pathway and they will be repaired in the spring. Utility work continues on the north side. Road Supervisor Brownsberger asked if they cannot complete as expected, will something be done with the roundabouts so people don't misjudge the driving area when there is snow cover. Mr. Gillis said they haven't yet addressed that can happen but will have to begin thinking of a contingency plan soon. Other items discussed were a dip, how many working days the contractor has to complete the project and opening Reeves. If the entire project cannot be done yet this fall, their goal is to have at least one paved lane on the north side before shut down for the winter. [10/18/17 Board Mtg]

W Riverview, Skalan Creek Invoice #20

Mr. Gillis was asked by Chairman Werner for an update on this project. Mr. Gillis stated the final design review will be with LHTAC on October 24. Right-of-way plans are complete and have been approved as is environmental. After final design approval, they will complete the PS&E and right-of-way will have to be purchased in order to receive certification; construction can then be done. Continuing with the agenda item, Invoice #20 was received from LHTAC after their review, payable to Welch Comer Engineering in the amount of \$6,574.50 for design work. Commissioner Tondee **moved** to authorize the Chairman to sign the payment request and approve payment. Commissioner Humphreys seconded. **Motion carried** unanimously. [10/18/17 Board Mtg]

Seltice Way Pay Request #6

Pay Request #6 (invoice #5) was received from the City of Coeur d'Alene for the joint construction project on Seltice Way. Commissioner Humphreys **moved** to authorize the Chairman to sign the payment request and approve payment in the amount of \$4,594.01. Commissioner Tondee seconded. **Motion carried** unanimously. [10/18/17 Board Mtg]

CORRESPONDENCE

No correspondence was presented.

ROAD SUPERVISOR

Barrett Road – Mr. Brownsberger met with the City of Rathdrum who will redo their plans for Barrett Road, thereby putting off construction until next year. He reports a few variance requests will come in and asked to schedule an on-site visit with the Board. Upon Commissioner Tondee's questioning as to explain the type of variances, Mr. Brownsberger reported grade, slope, back slopes, and ditch in order to fit the road on the hillside. Commissioner Tondee felt the Board had decided last meeting not to allow variances but Mr. Brownsberger added they won't be able to meet standards but can get the grade down to 12%, possibly less. He reminded standards allow 10% in mountainous terrain with variances allowed up to 12%. A date was set for Friday, October 27 at 8:00 am. [10/18/17 Board Mtg]

McGuire Park – Mr. Brownsberger met with Kootenai County Commissioners and reported they are in favor of working with the District to improve parking and moving the approach at McGuire Park. Nick Snyder, Director of K.C. Parks and Waterways, will have an exhibit and work schedule soon. Chairman Werner reported Dell Hatch has been hired to prepare those plans. [10/18/17 Board Mtg]

Legal Updates – Mr. Brownsberger informed the Board that attorney Susan Weeks had a few updates to report but could not be present. She is still in search of an appraiser for Millview Lane. [10/18/17 Board Mtg]

Transportation Master Plan Dates – The next Technical Advisory Committee meeting is November 1 with the Open House scheduled for November 9. Both meetings will be held at the District office building. Comments from the previous open house were distributed to the Board. [10/18/17 Board Mtg]

Crew Update – Drainage work is being done; winter switchovers on the trucks have started and sand has been brought to the yard from Hern's pit. [10/18/17 Board Mtg]

ENGINEER

Hollister Hills Pay Request #1 – Engineer Darius Ruen presented Pay Request #1 from Coeur d'Alene Paving for the Hollister Hills project. The total cost for the project is \$120,627.42 which is under the engineer's estimate. Payable now is \$114,596.05 which is the total minus retainage. Commissioner Humphreys **moved** to pay the pay estimate #1 for the Hollister Hills project in the amount of \$114,596.05. Commissioner Tondee seconded. **Motion carried** unanimously. [10/18/17 Board Mtg]

Riverview Drive Extension – Mr. Ruen, Mr. Brownsberger, and Mr. Monette walked the alignment earlier in the week. Some minor adjustments will be suggested at the next meeting. [10/18/17 Board Mtg]

Riverview Guardrail Update – Mr. Ruen is working with LHTAC on a supplemental for right-of-way acquisitions on two guardrail locations. [10/18/17 Board Mtg]

Greensferry Bridge Project – Mr. Ruen is meeting with HDR's hydrologist October 19 at 10:00 am. They will review if the existing abutment fill must be removed or if it can be left. [10/18/17 Board Mtg]

OFFICE

District Clerk Walson reported the scanner and internet cable both were down and apologized for agenda items coming out late. [10/18/17 Board Mtg]

Convention Tally – IAHD asked for meal counts which the Board completed. [10/18/17 Board Mtg]

COMMISSIONERS

Commissioner Tondee asked about the upcoming Health Fair and what to expect.

With no further business, Chairman Werner made the motion to adjourn the meeting at 6:40 PM.

SPECIAL MEETING: October 10, 2017– 3:00 P.M., E 5629 Seltice Way

Chairman Werner called the special meeting to order at 3:00 P.M. Present were Chairman Terry Werner and District Clerk Shirley Walson. Vice-Chairman Todd Tondee was present via telecommunication as allowed by Idaho Code 67-2342(5). Commissioner Humphreys was absent.

No conflicts were declared. No additions were requested.

Pleasant View and SH53 Interchange

The District was asked to submit a letter of support for a Tiger Grant that ITD was submitting for federal funds for this project. The Board had asked for more information on the cost and the District's 10% portion. ITD submitted an updated cost for the District at \$1,850,000 which covers construction, right-of-way, CEI, and contingency. The District's match will be due in March 2018 and September to November of 2019. The District Clerk provided construction and savings balances and explained two budgets will be prepared during this time so the cost can be spread

out with an anticipated balance remaining for operational overruns. Other pending projects have their own accounts so will not be impacted. Commissioner Tondee **moved** to authorize the Chairman to sign the letter of support for the Pleasant View and SH53 Interchange project. Chairman Werner seconded. **Motion carried** by majority vote. *[10/10/17 Special Mtg]*

With no further business, Chairman Werner adjourned the meeting at 3:14 pm.

SPECIAL MEETING: October 27, 2017– 8:00 A.M. – On-Site Review of Barrett Road
Present were Chairman Terry Werner, Vice-Chairman Todd Tondee, and Commissioner Humphreys, Road Supervisor Kelly Brownsberger. No decisions were made. *[10/27/17 Special Mtg]*

ORIGINAL SIGNED AND DATED 11/1/2017

Submitted by:
Shirley Walson, District Clerk