



POST FALLS HIGHWAY DISTRICT
MEETING AGENDA
5629 E SELTICE WAY
POST FALLS, ID 83854

Please note that agenda is subject to change 48-hours prior to meeting. Items may be interjected at any time during the regular business meeting under Departmental categories.

**JANUARY 1, 2020
BOARD MEETING - 6:00 PM - CANCELLED**



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MEETING AGENDA
5629 E SELTICE WAY
POST FALLS, ID 83854

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JANUARY 15, 2020
BOARD MEETING - 6:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CONFLICTS OR CHANGES – **ACTION ITEM**
4. APPROVAL OF AGENDA – **ACTION ITEM**
5. CONSENT AGENDA – **ACTION ITEM**
 - a. December 2019 Minutes
 - b. December 2019 Treasurers Report
 - c. KN 18716-Spokane Street River Bridge, Inv. 3; \$17,103.70, HDR Engineering
 - d. KN 19288-Beck Rd, Seltice to Prairie, Inv. 21, \$1,296.38, Ruen-Yeager
 - e. WTB Credit Card Approval, Michael Lenz
6. PUBLIC COMMENTS

This section is reserved for citizens wishing to address the Board regarding a District related issue that is not on the agenda; comments are limited to three (3) minutes per person. Comments related to public hearings should be held for that public hearing.
7. CURRENT BUSINESS
 - a. Spokane Street Bridge Update, Daniel Baker, HDR – **ACTION ITEM**
 - b. Prairie and Idaho Utility Hearing– **ACTION ITEM**
 - c. IAHD 2020 Assessment, \$5,700;Legal Assistance – **ACTION ITEM**
 - d. COBRA Administration Services Agreement, Rehn & Assoc. – **ACTION ITEM**
 - e. Heaven's Gate Minor Subdivision, Road Development Agrmt & Mylars – **ACTION ITEM**
 - f. Garnet Ranch Construction Review Letter – **ACTION ITEM**
 - g. Fee Increases – **ACTION ITEM**
 - h. Local Road Mileage Report – **ACTION ITEM**
8. CORRESPONDENCE
 - a. UPRR Abandonment Request on behalf of Beyond Green
9. LEGAL
10. DIRECTOR
 - a. Tamalarch Lane Letter – **ACTION ITEM**
 - b. Prairie, Meyer to 41
 - c. Huetter and Hayden Intersection
11. ENGINEER
12. OFFICE
13. COMMISSIONERS

14. EXECUTIVE SESSION

Pursuant to the provisions of Idaho Code 74-206, Subsection 1(f), an executive session is being requested for the purpose of discuss the legal ramifications of and legal options for pending litigation. A roll call vote is required. - **ACTION ITEM**

Exit Executive Session and Resume General Session – **ACTION ITEM**
Motion needed as a result of Executive Session. – **ACTION ITEM**

15. ADJOURNMENT

POST FALLS HIGHWAY DISTRICT
JANUARY 2020 MINUTES

Regular Meeting – January 1, 2020, 6:00 pm – CANCELLED

Regular Meeting – January 15, 2020, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:00 P.M. Present were Commissioners Todd Tondee and Terry Werner; Director Michael Lenz, Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; Administrative Assistant Korrei Kruger, attorney Susan Weeks, and Ruen Yeager Engineer Laura Winter. Commissioner Humphreys was present via telecommunication as allowed by Idaho Code 67-2342(5). Guests present were Mike Slegers and Daniel Baker of HDR Engineering; Angela Comstock of JUB Engineering; and Kyle Moschle of Keller and Associates. Chairman Tondee led in the Pledge of Allegiance.

CONFLICTS OR CHANGES

No conflicts were declared; no changes to the agenda were requested.

APPROVAL OF AGENDA

Commissioner Werner **moved** to approve the agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. *[1/15/2020 Brd Mtg]*

CONSENT AGENDA

The consent agenda included the December 2019 Minutes; the December 2019 Treasurers Report; payment for Key Number 18716, Spokane Street River Bridge, Invoice 3 in the amount of \$17,103.70 payable to HDR Engineering; payment for Key Number 19288, Beck Rd, Seltice to Prairie, Invoice 21 in the amount of \$1,296.38 payable to Ruen-Yeager; and approval for a WTB Credit Card for the new Director, Michael Lenz. Commissioner Werner **moved** to approve the Consent Agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. *[1/15/2020 Brd Mtg]*

PUBLIC COMMENTS

There were no requests for public comment.

CURRENT BUSINESS

Spokane Street Bridge Update, Daniel Baker, HDR

Mike Slegers explained an 'over the shoulder' plan review was held earlier in December and again last week. From that, additions to the design were added including waterproofing the concrete barriers at a cost of \$3,500 as well as the addition of deck joint replacements. The original idea was to just replace the abutment joints but the deck joints have reached the end of their life and are leaking water; this item will add approximately \$16,000. Daniel Baker updated the Board on the cathodic protection testing in conjunction with Avista. Good news came from this showing no interference from the gas line that is adjacent to the bridge which would have interfered with the cathodic protection design. They are looking at a design that would determine using more anodes rather than more electricity; current draft design has brought the number of anodes from 130 to 240. Mr. Baker sent in a form for cultural resource's under environmental review; ITD asked for more information and LHTAC offered to submit for this request. This has delayed the process so the PS&E date is now in March and the good news is costs have been trimmed by about \$200,000. Commissioner Werner asked about the current cathodic protection system stating the latest inspection showed some of it was not working. Mr. Baker stated that system will be abandoned and a new system is part of this design and will have a 45-year life. To answer Chairman Tondee's question regarding testing, Mr. Baker stated there is no testing, however they will be visibly inspected going on to explain the size, reiterating there will be no power to the new system. He did remind the Board the wrap on the piers would need to be

reviewed in the event logs and boats hit the piers. The next update will be provided to the Board in two months. [1/15/2020 Brd Mtg]

Prairie and Idaho Utility Hearing

Chairman Tondee read the rules of the hearing, opened the hearing, and with no comments from guests, concluded the hearing. Road Supervisor Kelly Brownsberger informed the Board that Kootenai Electric sent an email regarding poles that need to be moved at project expense. Commissioner Werner **moved** to close the public testimony portion of the hearing. Commissioner Humphreys seconded. **Motion carried** unanimously. Commissioner Werner then **moved**, based on the testimony provided, to require the utility companies accommodate the project and relocate the utility facilities as required for the Prairie and Idaho Intersection Improvement project, Key Number 21991. Commissioner Humphreys seconded. **Motion carried** unanimously. [1/15/2020 Brd Mtg]

IAHD 2020 Assessment, \$5,700; Legal Assistance

Commissioner Humphreys **moved** to pay the \$5,700 IAHD 2020 dues and to decline the legal assistance program. Commissioner Werner seconded. **Motion carried** unanimously. [1/15/2020 Brd Mtg]

COBRA Administration Services Agreement, Rehn & Associates

District Clerk Shirley Walson the District had entered into an agreement with Rehn & Associates before but let it lapse due to non-use. With an upcoming retiree who wishes to use COBRA, the District is required to enter into an agreement again. Chairman Tondee asked that the state of Washington be changed to Idaho for the controlling state. Commissioner Humphreys **moved** to enter into an agreement to handle our COBRA Administration Services, to change the State to Idaho; and for the Chairman sign the agreement once changed. Commissioner Werner seconded. **Motion carried** unanimously. [1/15/2020 Brd Mtg]

Heaven's Gate Minor Subdivision, Road Development Agreement & Mylars

Director Michael Lenz stated the developer has not paid their fee in lieu of costs for the three additional lots and the right-of-way needs to be changed on the plat from 25-feet to the District's required 30-foot width and recommends the request be declined at this time. Commissioner Humphreys **moved** to decline the Road Development Agreement for Heaven's Gate until such time it reflects the District's standards. Commissioner Werner seconded. **Motion carried** unanimously. [1/15/2020 Brd Mtg]

Garnet Ranch Construction Review Letter

Commissioner Werner **moved** to authorize the signature of our Director of Roads to sign and send in the letter to Kootenai County for Garnet Ranch. Commissioner Humphreys seconded. **Motion carried** unanimously. [1/15/2020 Brd Mtg]

Fee Increases

As discussed at the recent Association meeting, Commissioner Werner requested this be put on the agenda to get input from all the Districts so that Eric Shanley of Lakes Highway District can continue to refine the draft schedule for all Kootenai County Highway Districts. *(Note: fee increases are required to be heard by holding a public hearing prior to approval.)* The Board went through each category with discussion being held. Chairman Tondee had concerns that since the fees have not been increase for a long period and most likely it be another extended time before they are increased again, that he does not want to adjust the fee to the light side as has been proposed. Most costs on the proposed schedule are deposits not fees. Once collected, the remaining credit after the District's hard costs are removed, the balance is refunded or more is billed if costs exceed the deposit. For this reason, the Board wasn't as concerned with the deposit costs proposed as they were the fees. Board comments from the four Districts will be discussed again at the next Association meeting. [1/15/2020 Brd Mtg]

Local Road Mileage Report

Commissioner Werner **moved** for the Chairman to sign the Local Road Mileage Report and submit it to ITD. Commissioner Humphreys seconded. **Motion carried** unanimously. [1/15/2020 Brd Mtg]

CORRESPONDENCE

UPRR Abandonment Request on behalf of Beyond Green – Road Supervisor Kelly Brownsberger explained this is for the spur that the District hopes to obtain the right-of-way in conjunction with other entities. Beyond Green had requested support from the entities so they can move forward with their development. Mr. Brownsberger did not supply a support letter because he didn't want the District to get into the habit of supporting private developments. [1/15/2020 Brd Mtg]

LEGAL

Hayden Pit off of SH41 – Ms. Weeks reports a water rights hearing is scheduled on April 21 as a telephonic hearing so we may join it electronically. [1/15/2020 Brd Mtg]

DIRECTOR

Tamalarch Lane – Director Michael Lenz reports a letter was drafted to send to the property owners along Tamalarch Lane that do not have a right to use the road for access and explained the contents. Commissioner Werner **moved** to authorize sending the letter to Tamalarch Lane residents stating that if they wish to continue use of this road, it must be brought up to District Standards. Commissioner Humphreys seconded. **Motion carried** unanimously. [1/15/2020 Brd Mtg]

Prairie, Meyer to SH41 – An update was presented by Director Lenz stating the City of Post Falls will partner in this project and plan to draft a resolution that will include the specifics adding the City wants a multi-use path on both sides in place of sidewalks. The District will be the lead on the project. The location of the pathway was discussed. [1/15/2020 Brd Mtg]

Huetter and Hayden Intersection – Director Lenz stated the District was contacted by the City of Hayden who is will be applying for grant funds for this intersection. The funding would pay for either a signal or roundabout; since the District owns one-quarter of this intersection, they will want the District to provide match funds for that quarter. [1/15/2020 Brd Mtg]

Prairie and Idaho Final Design – Costs of this project have increased from 15% to 30% primarily due to the CNI. The increase went from \$300,000 to \$425,000. LHTAC is trying to find funds for this increase. [1/15/2020 Brd Mtg]

Prairie and Pleasant View – One of the three right-of-way acquisitions has not yet closed although the contract was signed some time ago. LHTAC's Kevin Kuther may be able to issue a conditional right-of-way certificate in the meantime so this project will be ready to go to bid. Commissioner Werner asked if the owner will sign a document to allow construction on the property. Attorney Susan Weeks interjected that she would reach out to the owner with Mr. Brownsberger asking for a few more days prior to proceeding with legal action. [1/15/2020 Brd Mtg]

Crew Update – Mr. Lenz reports the crew has been fighting the weather but we only received a couple of complaints. He then added he is trying to soak up all the information he can before Mr. Brownsberger departs the District. [1/15/2020 Brd Mtg]

ENGINEER

Prairie, Meyer to SH41 – Engineer Laura Winter stated they are working on the application. Even though we are the lead agency, Ms. Winter still needs a support letter showing the commissioners are aware and approve the project. She asked for it to be on the next agenda and she will draft the letter. [1/15/2020 Brd Mtg]

MS4 Permit – The annual report is due February 14 and as it has been an uneventful year, the report shows no reportable incidences. [1/15/2020 Brd Mtg]

Greensferry Bridge – Ms. Winter asked the Board if they wanted to move forward since the no-rise requirement was approved in October. Cost estimates are complete but engineering costs will still need to be invested. Commissioner Werner stated that the District plans to run a bond levy so he feels we are back to the point of calling the bond attorney to see what the next steps should be. Chairman Tondee supported that thought. Staff will make contact to Ms. Danielle Quade of Hawley Troxell. [1/15/2020 Brd Mtg]

OFFICE

District Clerk Shirley Walson reported quarterly reports, W-2 will be out the end of the month, Director Lenz has been getting his office organized with the assistance of Ms. Kruger. [1/15/2020 Brd Mtg]

COMMISSIONERS

Chairman Tondee remarked the crew has done a great job with the roads of the latest snow event. [1/15/2020 Brd Mtg]

EXECUTIVE SESSION

Commissioner Werner moved to enter into Executive Session at 7:1v0 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1(f) for the purpose to discuss legal ramifications of and legal options for pending litigation; a roll call vote is requested. Commissioner Humphreys seconded. Motion carried unanimously. Roll call vote: Commissioner Humphreys: aye; Chairman Werner: aye; Commissioner Tondee: aye.

Exit Executive Session exited at 7:32 pm, there were no motions required.

With no further business, the meeting adjourned at 7:34 pm.

JANUARY Vouchers:

	Num	Name	Amount
Jan 1 - 28, 20			
	42141	ACE HARDWARE	368.37
	42142	ADVANCED COMPRESSOR & HOSE, INC.	69.90
	42143	CDA METALS	4.74
	42144	CDA PRESS	41.70
	42145	CULLIGAN	5.95
	42146	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	125.90
	42147	INTEGRATED PERSONNEL, INC	1,966.20
	42148	JMT PETROLEUM	3,887.70
	42149	KOOTENAI COUNTY SOLID WASTE	130.21
	42150	MOTION AUTO SUPPLY	21.42
	42151	NORTHWEST MACHINE	65.00
	42152	ROADWISE, INC.	29,047.64
	42153	SPECTRUM BUSINESS	129.99
	42154	SPRAY CENTER	206.13
	42155	VSP dba VISION SERVICE PLAN	224.04
	42156	FRONTIER	275.60

42157	VERIZON WIRELESS	126.10
42158	INLAND GEAR	1,235.07
42159	BRIAN D CRUMB	2,179.28
42160	CHARLES D YERIAN	2,562.08
42161	DANIEL G PETERSON	1,964.88
42162	DARREL STEVENS	2,080.62
42163	EDWARD F. MAEL	2,156.66
42164	ERIC PRESTEGAARD	1,504.70
42165	JAMES B WINES	2,404.45
42166	KELVIN D BROWNSBERGER	1,929.10
42167	KORREI M KRUGER	1,849.83
42168	LARRY P HOWELL, JR	1,267.17
42169	LESLIE R LIKES	1,936.75
42170	LYNN HUMPHREYS	554.11
42171	MARK F ROBERTS	2,206.04
42172	MICHAEL J KETCHUM	1,996.39
42173	PAULA L ROUKEMA	851.61
42174	RANDY L NEAL	2,306.19
42175	SHIRLEY J. WALSON	1,688.59
42176	TAYLOR WOOD	1,549.42
42177	TERRY WERNER	608.45
42178	TRAVIS A HALL	1,954.10
42179	TRAVIS S MITLEY	1,793.97
42180	WILLIAM T TONDEE	642.09
42181	PAULA ROUKEMA	40.60
42182	ABOVE AND BEYOND JANITORIAL INC	500.00
42183	TERRY WERNER.	96.86
42184	GORDON TRUCK CENTERS, INC	133.87
42185	NYL INS.	10.00
42186	AFLAC	136.33
42187	AFLAC	136.32
42188	CREDIT UNION	1,298.94
42189	NYL INS.	10.00
42190	VOID-PRINTED ACH CHECKS	0.00
42191	VOID-PRINTED ACH CHECKS	0.00
42192	VOID-PRINTED ACH CHECKS	0.00
42193	VOID-PRINTED ACH CHECKS	0.00
42194	AMERICAN LEGION POST 143	60.00
42195	KORREI KRUGER	114.95
42196	IAHD	5,700.00
42197	A-L COMPRESSED GASES	81.25
42198	A DRUG FREE ALLIANCE	205.00
42199	ADVANCED COMPRESSOR & HOSE, INC.	111.27

42200	ADVANCED PEST CONTROL	50.00
42201	ALSCO	742.15
42202	BADGER BUILDING CENTER	5.98
42203	BROWN BEARING	1,051.71
42204	CDA GARBAGE	161.75
42205	CDA METALS	4.74
42206	CDA PRESS	77.20
42207	CITY OF POST FALLS.	256.66
42208	COLEMAN OIL COMPANY	1,473.48
42209	COUNTRY LOCK & KEY INC.	41.92
42210	H & H EXPRESS	39.39
42211	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	142.34
42212	INTERMOUNTAIN SIGN & SAFETY	128.25
42213	JMT PETROLEUM	5,530.15
42214	VOID-REMV'D TAX, REISSUE CK 42236	0.00
42215	KXLY	3,636.00
42216	LES SCHWAB	470.84
42217	MIKE WHITE FORD OF CDA	249.50
42218	VOID-REISSUED CK #42234	0.00
42219	PEAK HEALTH & WELLNESS	98.58
42220	PTO SPECIALTIES	1,095.53
42221	RAGAN EQUIPMENT COMPANY	19.49
42222	ROADWISE, INC.	23,070.37
42223	RWC GROUP	106.04
42224	VOID:REID #42235, DISCOUNT NOT REMVD	0.00
42225	VOID-PD IN CK #42154, SPRAY CENTER	0.00
42226	TACOMA SCREW PRODUCTS, INC	117.06
42227	WESTERN STATES EQUIPMENT - CAT	205.57
42228	WESTERN TIRE CHAIN	1,651.80
42229	WINTER EQUIPMENT CO.	773.16
42230	WTB - CREDIT CARD DIV.	2,756.68
42231	HDR ENGINEERING INC	17,103.70
42232	RUEN-YEAGER & ASSOC, INC	1,296.38
42233	SKYE HR CONSULTING LLC	2,000.00
42234	NAPA	1,340.28
42235	SIX ROBBLEES	508.55
42236	KENWORTH SALES - SPOKANE	97.79
42237	REHN & ASSOCIATES	150.00
42238	JMT PETROLEUM	7,329.99
42239	DAVE YERIAN	135.00
42240	KELLY BROWNSBERGER	135.00
42241	LYNN HUMPHREYS.	75.00

42242	ROADWISE, INC.	11,652.00
42243	RUEN-YEAGER & ASSOC, INC	12,085.70
42244	KEC	726.57
42245	REHN & ASSOCIATES	25.00
42246	BRIAN D CRUMB	2,931.61
42247	CHARLES D YERIAN	3,517.61
42248	DANIEL G PETERSON	2,508.23
42249	DARREL STEVENS	2,242.32
42250	EDWARD F. MAEL	1,775.21
42251	ERIC PRESTEGAARD	1,446.11
42252	JAMES B WINES	3,199.69
42253	KELVIN D BROWNSBERGER	2,004.51
42254	KORREI M KRUGER	1,719.38
42255	LARRY P HOWELL, JR	1,960.81
42256	LESLIE R LIKES	2,357.51
42257	MARK F ROBERTS	2,482.03
42258	MICHAEL C LENZ	2,737.94
42259	MICHAEL J KETCHUM	2,334.93
42260	PAULA L ROUKEMA	771.69
42261	RANDY L NEAL	2,979.31
42262	SHIRLEY J. WALSON	1,688.18
42263	TAYLOR WOOD	1,768.78
42264	TRAVIS A HALL	2,181.06
42265	TRAVIS S MITLEY	2,346.04
42266	VOID-REISSUED CK #42270, ADD DIRECTOR	0.00
42267	CREDIT UNION	1,298.94
42268	HRA VEBA TRUST	3,000.00
42269	TERRY WERNER.	75.00
42270	REGENCE BLUE SHIELD	16,736.16
ACH	WASHINGTON TRUST BANK	467.74
ACH	WASHINGTON TRUST BANK	13,692.94
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	580.23
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	1,610.00
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	4,009.32
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	6,685.95
ACH	DELTA DENTAL	1,512.67
ACH	WASHINGTON TRUST BANK	17,139.98
ACH	STATE TAX COMMISSION	4,644.00
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	14,677.53
	TRANSFER TO INSURANCE	20,462.94
	TRANSFER TO SAVINGS	1,400,000.00
		<u>1,734,717.18</u>

Jan 1 - 28,
20

January 2020 Minutes Signature Page

ORIGINAL SIGNED AND DATED 02/5/2020

Submitted by:
Shirley Walson, District Clerk