



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.

July 15, 2019
WORKSHOP – 5:00 PM

STAFFING AGENCY INTERVIEW

July 17, 2019
SPECIAL CALL MEETING – 5:00 PM

EXECUTIVE SESSION

Pursuant to the provisions of Idaho Code 74-206, Subsection 1(f), an executive session is requested to discuss with legal counsel pending litigation. A roll call vote is required.

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. Amended June 2019 Voucher Payments
 - b. June 2019 Treasurer's Report
 - c. June 2019 Minutes
6. PUBLIC COMMENTS

This section is reserved for citizens wishing to address the Board regarding a District related issue. Comments are limited to five (5) minutes per person. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.
7. CURRENT BUSINESS
 - a. Hargrave approach – **ACTION ITEM**
 - b. Hire Staffing Agency for Supervisor's Replacement – **ACTION ITEM**
 - c. Prairie and Greensferry Intersection Project Award – **ACTION ITEM**
 - d. Prairie, Pleasant View Supplemental Approval – **ACTION ITEM**
 - e. Audit Engagement Letter – **ACTION ITEM**
 - f. Kootenai County Planning & Zoning, Flood Ordinance **Hearing – ACTION ITEM**
 - g. Abandonment/Vacation, "Cloverleaf" inside of Lakeside Gardens Final – **ACTION ITEM**
 - h. Prairie and Idaho intersection Concept – **ACTION ITEM**
8. CORRESPONDENCE
 - a. KCCD Public Hearing, Crystal Creek LLC for Garnet Ranch
 - b. LHTAC Notice - Hayden and Meyer
 - c. LHTAC Notice – Beck Road
 - d. LHTAC Notice – Riverview Guardrail
 - e. Auction Results
 - f. Cedar Hollow, Chad DeVore letter

ANY PERSON NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THE ABOVE NOTICED MEETING SHOULD CONTACT (208) 765-3717 THREE WORKING DAYS PRIOR TO THE MEETING. PFHD IS TITLE VI COMPLIANT.

g. Patrick Road Concerns Petition

9. LEGAL

10. ROAD SUPERVISOR

a. Updates/concerns

11. ENGINEER

a. Updates/concerns

12. OFFICE

a. Updates/concerns

13. COMMISSIONERS

14. ADJOURNMENT

POST FALLS HIGHWAY DISTRICT
JULY 2019 MINUTES

Regular Meeting – July 3, 2019, 6:00 pm - CANCELLED

Regular Meeting – July 17, 2019, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:00 P.M. Present were Commissioners Todd Tondee, Terry Werner and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; Administrative Assistants Korrei Kruger and Paula Roukema; attorney Susan Weeks, and Ruen Yeager Engineers Darius Ruen and Laura Winter. Attending the meeting were Anthony and Carmi Eppers; Mike and Nadine Ferry; Kevin Smith, Jon and Anissa Gamble, Kent Blanton, Ron Utz, Pat and Lineta Bethke, Adrienne C. McDowell, and Skip Elfor. Skye Mercer was present via telecommunication. Chairman Tondee led in the Pledge of Allegiance.

CONFLICTS; CHANGES TO THE AGENDA; APPROVAL OF AGENDA

Commissioners had no conflicts of interest. No additions to the agenda were requested. Commissioner Werner **moved** to approve the agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. [7/17/2019 Brd Mtg]

CONSENT AGENDA

Items on the Consent Agenda are Amended June 2019 Voucher Payments; June 2019 Treasurer's Report; and June 2019 Minutes. Commissioner Werner **moved** to approve the consent agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. [7/17/2019 Brd Mtg]

PUBLIC COMMENTS

A group of residents were present to oppose a preliminary plat at Greensferry and Riverview. The Board informed the participants the District has not received a request for comments from the Kootenai County Planning. Speakers were Nadine Ferry, Mike Ferry, Jon Gamble, Anissa Gamble, Pat Bethke, Kent Blanton, Adrienne McDowell, and Ron Utz citing concerns of additional traffic, child and pet safety, and speeders. Some want the end of Patrick blocked off and not used for through traffic and instead want two approaches onto Riverview Drive. [7/17/2019 Brd Mtg]

CURRENT BUSINESS

Hargrave approach

Anthony and Carmi Eppers recently purchased three existing lots off of Corbin on Hargrave. Carmi Eppers were informed by the title company and their realtor there would be no problem to get access and they assumed they could use it. She continued to explain cost of building a road when there are already users east of their property and is willing to do a temporary agreement so additional parcels could help with the cost of building the road. The Eppers are asking for either a hardship allowed or they are willing to enter into an agreement to do improvements as the other lots sell. Chairman Tondee explained the right-of-way is public, owned by the District and the public has the right to use the right-of-way. Developing the right-of-way for development purposes needs to be brought up to District standards. Therefore, they can use it to travel to their property but cannot make improvements to open the road without meeting standards. Commissioner Werner voiced his concerns that another property owner in the area has been asking numerous times to develop his property without spending money so if the District allows one property owner to do just that, we must allow it for everyone and then we have the goat trail roads as in the past. There was discussion regarding four lots limited to a road use but Kootenai County had allowed more use than the highway districts were allowing; mention of a local improvement district. The Eppers refer to their property as no access, an incorrect statement. They also referred to a current house built at the corner of Hargrave and Corbin who access to Hargrave [permit #981/2087 approved 9/8/86 prior to current standards]. Chairman Tondee explained the way right-of-way gets built is by development. Commissioner Werner **moved** to deny the request agreement for use of right-of-way. Commissioner Humphreys seconded. **Motion carried** unanimously. [7/17/2019 Brd Mtg]

Hire Staffing Agency for Supervisor's Replacement

Skye Mercer presented her services and plan to assist in the replacement of the Road Supervisor. The Board reviewed the agreement provided by Ms. Mercer. Commissioner Humphreys **moved** to accept the proposal presented to us for the hiring the agency of Sky HR Consulting LLC, that we accept her proposal and enter into a contract to have her perform her duties that as outlined. Commissioner Werner seconded. **Motion carried** unanimously. In addition, Chairman Tondee asked about holding a special meeting on July 24 to continue this process. Humphreys **moved** to add dialogue to his original motion that we hold a special meeting July 24 to begin the process of details to hire a new road supervisor. Commissioner Werner seconded. **Motion carried** unanimously. [7/17/2019 Brd Mtg]

Prairie and Greensferry Intersection Project Award

Engineer Darius Ruen presented the bids opened earlier in the week. The bids were from Interstate Concrete and Asphalt at \$816,309.50 and Poe Asphalt at \$1,329,184, recommending the contract be awarded to Interstate Concrete. A notice of award has been prepared and submitted for the Board's consideration. Commissioner Werner **moved** to sign the Notice of Award to Interstate Concrete and Asphalt for \$816,309.50 for the Prairie/Greensferry traffic signal. Commissioner Humphreys seconded. **Motion carried** unanimously. [7/17/2019 Brd Mtg]

Prairie, Pleasant View Supplemental Approval

LHTAC submitted a supplemental agreement, #94914, in the amount of \$4,900 for project key number 20402, Intersection of Pleasant View Road and Prairie Avenue. Commissioner Werner **moved** to approve the Supplemental Agreement for the Prairie and Pleasant View project in the amount of \$4,900 bringing the total agreement amount to \$192,700. Commissioner Humphreys seconded. **Motion carried** unanimously. [7/17/2019 Brd Mtg]

Audit Engagement Letter

Hoover CPA submitted an audit engagement letter for fiscal year 2018-2019 for the proposed amount of \$5,350. District Clerk Shirley Walson informed the Board this is the same cost as last year. Commissioner Werner **moved** to authorize the Chairman to sign the Audit Engagement Letter with Hoover CPA. Commissioner Humphreys seconded. **Motion carried** unanimously. [7/17/2019 Brd Mtg]

Kootenai County Planning & Zoning, Flood Ordinance Hearing

Laura Winter of Ruen Yeager stated the public Planning and Zoning Commission has a hearing scheduled for July 25 for the draft ordinance. This would be an amendment to the existing ordinance and includes two statements requested by the District. Before, if a project in a floodway created any rise, it would not be allowed. This statement allows that in is in substantial public interest and if the director deems it to be substantial public interest, it will be allowed to move forward but first must go through a process described in the ordinance. If this is approved by the planning and zoning commission, Ms. Winter anticipates the Board of Kootenai County Commissioners will see it in September and is told they are favorable to the changes. No action needed at this time. [7/17/2019 Brd Mtg]

Abandonment/Vacation, "Cloverleaf" inside of Lakeside Gardens Final

District Clerk Shirley Walson informed the Board the final document has not yet been completed. Commissioner Werner **moved** to table this item until such time the documents are ready. Commissioner Humphreys seconded. **Motion carried** unanimously. [7/17/2019 Brd Mtg]

Prairie and Idaho Intersection Concept

An open house will be held August 6 for the public to review both the roundabout and signal option along with the traffic control plan. Notices will go out next week to locals and it will be posted on the District webpage. [7/17/2019 Brd Mtg]

CORRESPONDENCE

KCCD Public Hearing, Crystal Creek LLC for Garnet Ranch – Zone change public hearing and a

comment letter was sent asking for common approaches or come to the Board with a variance request. So noted.

LHTAC Notice - Hayden and Meyer – Notice design funding has been approved in the amount of \$234,000 and programmed for FY2021. So noted. *[7/17/2019 Brd Mtg]*

LHTAC Notice – Beck Road – Notice of project delay for construction. Funding of \$2,007,000 is programmed for FY2023. So noted. *[7/17/2019 Brd Mtg]*

LHTAC Notice – Riverview Guardrail – Notice of construction delay to FY2020, meaning it still can be built late summer/fall. So noted. *[7/17/2019 Brd Mtg]*

Auction Results – Reinland Equipment Action submitted \$27,453.50 for surplus property. Kelly Brownsberger noted it will be transferred to the District's Equipment Savings account. *[7/17/2019 Brd Mtg]*

Cedar Hollow, Chad DeVore letter – Mr. Brownsberger reported neighbor problems using this roadway and they were referred to the sheriff's office. Mr. DeVore was the party for whom the first call was received. On public right-of-way but a private road, Mr. Brownsberger told them the District would not get involved in their private dispute. *[7/17/2019 Brd Mtg]*

Patrick Road Concerns Petition – A petition of signatures had been submitted to the District on June 17 for a proposed subdivision near, or abutting their subdivisions of Singer and Greens Ferry Terrace. A second petition was submitted during the Public Comment period at the beginning of this meeting. Kevin Hayes phoned Commissioner Humphreys earlier in the day opposing the subdivision and reported he received a second call from Andrew Netzel and a text from Christina Hamilton. Commissioner Humphreys then confirmed no comment package has been received from the county to date. Mr. Brownsberger confirmed that and stated the developer's engineer had been in with a conceptual drawing with some questions. *[7/17/2019 Brd Mtg]*

LEGAL

Flood Ordinance – Ms. Weeks stated Kootenai County is encouraging the Board to come to the meeting to talk to them about our needs. *[7/17/2019 Brd Mtg]*

ROAD SUPERVISOR

UPRR Crossing Spur – Mr. Brownsberger reports a request came from ITD to confirm our support to remove this spur on Prairie west of Meyer. Two letters were previously sent and this time there is an actual cost of \$92,000 for three (3) acres, previously committed by the Board. Commissioner Werner noted it is also on the council's agenda for the City of Post Falls as the three entities are all interested in joining together to purchase this for our different projects. For the District, it will allow us to have the right-of-way for the third phase of Prairie Avenue to SH41. *[7/17/2019 Brd Mtg]*

Riverview / Skalan Creek Project – The preconstruction meeting was held the previous day. The Board previously received information regarding the culvert fail in this project and Mr. Brownsberger explained the preferred fix which is to install a slip-line and gravel around it. LHTAC stated they have funds that can absorb the change order and there is some cost savings because the two culvert ends would not be needed but there is no cost estimate at this time. The road traffic will begin to be affected August 16 and notices will go out soon. *[7/17/2019 Brd Mtg]*

South Idaho Road Gates – Jeff Conway contacted the Road Supervisor regarding a problem with the gate. The District allowed the gate several years ago with Mr. Conway being in favor of it. This is basically it's a neighbor problem and he will not get involved. Attorney Susan Weeks updated the Board on a legal issue with Worley Highway District on this same road has been continuing. *[7/17/2019 Brd Mtg]*

Chip Seal Projects – Weather has curtailed the chip seal projects. Pinevilla and two subdivisions on

the Prairie have been dropped for the year since it is so late. [7/17/2019 Brd Mtg]

Prairie Overlay – The contractor is done for the most part with our crews completing the ditch work. [7/17/2019 Brd Mtg]

ENGINEER

Prairie Overlay – Mr. Ruen stated he will have a pay estimate ready for the Board's signature at the August 7 Board meeting. [7/17/2019 Brd Mtg]

MS4 – Laura Winter gave a short update. [7/17/2019 Brd Mtg]

OFFICE

District Clerk Shirley Walson asked for a budget workshop. It was determined to be held August 7 at 5:00 pm. [7/17/2019 Brd Mtg]

COMMISSIONERS

No comments.

With no further business, Chairman Tondee adjourned the meeting at 7:22 pm.

SPECIAL CALL MEETING - July 17, 2019, 5:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 5:00 P.M. Present were Commissioners Todd Tondee, Terry Werner and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; attorney Susan Weeks, and Ruen Yeager Engineer Darius Ruen.

EXECUTIVE SESSION

Pursuant to the provisions of Idaho Code 74-206, Subsection 1(f), an executive session is requested to discuss with legal counsel pending litigation. A roll call vote is required.

SPECIAL CALL MEETING - July 15, 2019, 5:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 5:00 P.M. Present were Commissioners Todd Tondee, Terry Werner and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; and Korrei Kruger. Skye Mercer was present via telecommunication.

Staffing Agency Interview

Ms. Mercer introduced herself and her business to the Board laying out her normal service to serve the District a human resource agency to assist in the District's hiring a new Road Supervisor. A timeline, salary and other questions were discussed. Mr. Mercer will send an agreement for the Board's consideration adding she would like to know their answer within two weeks. [7/15/2019 Special Board Mtg]

SPECIAL CALL MEETING - July 24, 2019, 5:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 5:00 P.M. Present were Commissioners Todd Tondee, Terry Werner and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; and Korrei Kruger. Skye Mercer was present via telecommunication.

Road Supervisor Position, SKYE HR Consulting

Skye Mercer presented three drafts for the Board to consider, an outline, a job description, and a timeline. The Board had no issues with the timeline and moved to the job title. The Board is in agreement they do not want an engineer but favored the Director of Roads title which is defined in code. Details were discussed regarding requirements, pay scale, and application submittal. Ms. Mercer will have drafts for approval available for the August 7 board meeting. [7/24/19 Special Board Mtg]

Takings Resolution, Riverview Guardrail & Prairie-Greensferry

Attorney Susan Weeks was not present nor were the documents made available for the meeting. [7/24/19 Special Board Mtg]

Unopened Right-of-Way Discussion

The District had a recent request to gain access to a parcel on public right-of-way that to date is unopened. The District has had many requests over the years to do the same and has consistently told the homeowners the road needs to be built to standards according to the *Highway Standards for the Associated Highway District of Kootenai County, Idaho*. This discussion is to determine if the Board wants to apply the standards in a black and white manner or possibly allow another option for a partial build with an accompanying road developer's agreement to bring the road to standards through sale of the parcel(s). The owners keep stating they do not have access but the right-of-way provides access, it is just costly to develop the access yet the Board points out that other owners have done it and it puts the Board in a precarious position of singling out, or favoring, certain owners. The Board asked to invite the owners that are asking for a waiver to the standards to a workshop and ask what they want and the Board will work with them the best they can to come to a possible resolution. The Board plans to carefully read the recent Lakes Highway District ordinance to possibly adopt one similar and scheduled an August 5 workshop at 5:00 pm to discuss. [7/24/19 Special Board Mtg]

Crew Update

Road Supervisor Kelly Supervisor informed the Board Ron Hauck informed the District he is leaving July 24, 2019; Taylor Wood has received his CDL and will be hired as a full time employee beginning July 29, 2019. [7/24/19 Special Board Mtg]

With no further business, Chairman Tondee adjourned the meeting at 7:30 pm.

JULY Vouchers:

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Jul 19			
	41325	BRIAN D CRUMB	1,622.52
	41326	CHARLES D YERIAN	1,811.37
	41327	DANIEL G PETERSON	1,472.74
	41328	DARREL STEVENS	1,542.69
	41329	EDWARD F. MAEL	1,552.88
	41330	ERIC PRESTEGAARD	1,201.21
	41331	GLENDA N. JOHNSON	506.16
	41332	JAMES B WINES	1,620.23
	41333	KELVIN D BROWNSBERGER	1,837.39
	41334	KORREI M KRUGER	1,546.37
	41335	Void paycheck, reissued ck #41356	0.00
	41336	LESLIE R LIKES	1,656.68
	41337	LYNN HUMPHREYS	554.11
	41338	MARK F ROBERTS	1,495.69
	41339	MICHAEL J KETCHUM	1,579.02
	41340	RANDY L NEAL	1,527.64
	41341	RONALD G HAUCK	1,624.97
	41342	SHIRLEY J. WALSON	1,637.82
	41343	TERRY WERNER	690.80
	41344	TRAVIS A HALL	1,569.98
	41345	TRAVIS S MITLEY	1,264.01

41346	WILLIAM T TONDEE	559.49
41347	PAULA L ROUKEMA	406.04
41348	AFLAC	149.80
41349	NYL INS.	20.00
41350	CREDIT UNION	1,298.94
41351	DELTA DENTAL	1,525.73
41352	NCPERS	336.00
41353	VSP dba VISION SERVICE PLAN	246.68
41354	DAVE YERIAN	135.00
41355	KELLY BROWNSBERGER	135.00
41356	LARRY P HOWELL, JR	965.69
41357	765TECH INC	90.00
41358	ABOVE AND BEYOND JANITORIAL INC	500.00
41359	ACE HARDWARE	181.54
41360	ARIXIO	260.00
41361	CITY OF POST FALLS.	176.40
41362	COLEMAN OIL COMPANY	1,277.68
41363	FRONTIER	259.12
41364	INTEGRATED PERSONNEL, INC	3,605.16
41365	NAPA	681.42
41366	SPECIAL ASPHALT PRODUCTS	119.99
41367	TERRY WERNER.	224.64
41368	TODD TONDEE	75.00
41369	VERIZON WIRELESS	115.52
41370	A-L COMPRESSED GASES	69.53
41371	A-V SUPPLY	10.97
41372	ADS DIESEL PRODUCTS	194.82
41373	ADVANCED COMPRESSOR & HOSE, INC.	77.92
41374	ADVANCED PEST CONTROL	100.00
41375	APPLIED INDUSTRIAL TECHNOLOGIES	231.88
41376	AVISTA UTILITIES - WWP	2,158.98
41377	BADGER BUILDING CENTER	115.74
41378	CDA GARBAGE	161.75
41379	CHAMBER	270.00
41380	FASTENAL	30.45
41381	H & H BUSINESS SYSTEMS INC	116.23
41382	KORREI KRUGER	5.99
41383	LES SCHWAB	264.97
41384	PACWEST MACHINERY LLC	310.64
41385	PEAK HEALTH & WELLNESS	143.10
41386	POHL	475.80
41387	RELIABLE AUTO GLASS	150.00
41388	RUEN-YEAGER & ASSOC, INC	22,122.68

41389	SPECTRUM BUSINESS	119.99
41390	TNT TRUCK PARTS	53.50
41391	ARROW CONSTRUCTION SUPPLY	286.70
41392	ALSCO	668.71
41393	AMERICAN WEST INDUSTRIES	130.00
41394	CUMMINS	284.44
41395	H & H EXPRESS	25.00
41396	JMT PETROLEUM	4,741.23
41397	MODERN MACHINERY	697.70
41398	RACOM CRITICAL COMMUNICATIONS	403.05
41399	RUSH DELIVERY	20.00
41400	SIX ROBBLEES	1,889.67
41401	TECHNICHEM	2,556.65
41402	PAPE MACHINERY	894.00
41403	CDA PAVING	6,542.39
41404	CDA PRESS	80.66
41405	CDA REPORTING COURT RECORDS	306.50
41406	H & E EQUIPMENT SERVICES, LLC	395.85
41407	IDAHO ASPHALT	29,449.23
41408	INTEGRATED PERSONNEL, INC	3,117.19
41409	INTERSTATE CONCRETE	103,532.96
41410	KEC	603.58
41411	PEAK SAND & GRAVEL	1,742.58
41412	RODDA	16,639.52
41413	RUEN-YEAGER & ASSOC, INC	1,315.84
41414	TAMS TRAVELING TOILETS	30.00
41415	WESTERN STATES EQUIPMENT	11.57
41416	WTB - CREDIT CARD DIV.	3,804.16
41417	CDA PRESS	112.90
41418	JGK GROUP LLC	2,880.00
41419	BRIAN D CRUMB	2,064.40
41420	CHARLES D YERIAN	2,145.94
41421	DANIEL G PETERSON	1,825.38
41422	DARREL STEVENS	1,746.31
41423	EDWARD F. MAEL	1,732.18
41424	ERIC PRESTEGAARD	1,356.51
41425	JAMES B WINES	2,080.19
41426	KELVIN D BROWNSBERGER	1,838.06
41427	KORREI M KRUGER	1,709.30
41428	LARRY P HOWELL, JR	1,337.47
41429	LESLIE R LIKES	1,874.74
41430	MARK F ROBERTS	1,719.32
41431	MICHAEL J KETCHUM	1,902.94

41432	PAULA L ROUKEMA	752.67
41433	RANDY L NEAL	1,873.79
41434	RONALD G HAUCK	1,799.32
41435	SHIRLEY J. WALSON	1,631.73
41436	TRAVIS A HALL	1,742.26
41437	TRAVIS S MITLEY	1,556.97
41438	STATE TAX COMMISSION	2,645.00
41439	CREDIT UNION	1,298.94
41440	HRA VEBA TRUST	2,400.00
41441	REGENCE BLUE SHIELD	18,243.94
41442	SKYE HR CONSULTING LLC	1,650.00
41443	KOOTENAI COUNTY SOLID WASTE	160.51
41444	LYNN HUMPHREYS.	121.40
41445	WTB – TURNER CLOSING FEES PUBLIC EMPLOYEES RETIREMENT SYSTEM	2,973.50
ACH	WASHINGTON TRUST BANK PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,044.19
ACH	WASHINGTON TRUST BANK PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,765.78
ACH	WASHINGTON TRUST BANK	10,702.30
ACH	WASHINGTON TRUST BANK	11,572.24
	Transfer Terra Underground Bond to Trust	6,000.00
	Transfer to Equipment Acct	27,453.50
	Transfer to Insurance Acct	12,414.06
	Transfer to General Savings	880,000.00
		<u>1,281,140.98</u>

Jul 19

ORIGINAL SIGNED AND DATED 8/7/2019

Submitted by:
Shirley Walson, District Clerk