

POST FALLS HIGHWAY DISTRICT
MARCH 2018 MINUTES

Regular Meeting – March 7, 2018, 6:00 pm, E 5629 Seltice Way

Vice-Chairman Tondee called the meeting to order at 6:00 P.M. Present were Vice-Chairman Todd Tondee; Chairman Werner was present by telecommunication device; and Commissioner Lynn Humphreys is excused. Also present are Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; and District Engineer Darius Ruen. Nick McDowell of HDR Engineering was present.

CONFLICTS OR ADDITIONS

Commissioners had no conflicts of interest. No additions to the agenda were requested.

CONSENT AGENDA

February 2018 Minutes was the only item on the Consent Agenda. Both Board Members stated they reviewed the minutes. Chairman Werner **moved** to approve the consent agenda as presented. Commissioner Tondee seconded. **Motion carried** by majority vote. [3/7/18 Brd Mtg]

PUBLIC COMMENTS

No guests were present for public comment.

CURRENT BUSINESS

Spokane Street Bridge Report

Nick McDowell of HDR Engineering presented a *Type, Size, and Location Report*, approved by ITD for the Spokane Street River Bridge Rehabilitation project. Mr. McDowell explained two types of deck rehab; the first at \$590K includes removal and replacement of the concrete at a 20-year life cycle dependent upon the amount of mag treatments; the second is an epoxy overlay at \$140K with a life span of 10-15 years and prevents mag penetration. To extend the life of the steel piling sub-structure, three types of corrosion mitigation strategies were proposed. Costs were \$336,250, \$260K or \$145, all with different anode installations and all with a 30-year design life. After some discussion, the Board was in favor of the least expensive deck rehab and the mid-cost corrosion mitigation and project cost was also discussed. Chairman Werner **moved** to accept the report and move forward with the two options totaling \$546,489 for the epoxy coating and the middle cathodic protection (deep well) application working with LHTAC towards finalizing the design. Commissioner Tondee seconded. **Motion carried** by majority vote. [3/7/18 Brd Mtg]

Beck Road, Invoice #2

LHTAC submitted invoice #2 on behalf of Ruen Yeager and Associates after their review. Chairman Werner **moved** to approve Beck Road's Invoice #2 in the amount of \$32,288.60. Commissioner Tondee seconded. **Motion carried** by majority vote. [3/7/18 Brd Mtg]

Spokane Street Bridge, Invoice #7

LHTAC submitted invoice #7 on behalf of HDR Engineering after their review. Chairman Werner **moved** to approve Beck Road's Invoice #7 in the amount of \$9,776.11. Commissioner Tondee seconded. **Motion carried** by majority vote. [3/7/18 Brd Mtg]

Right-of-Way Deed, Breezy Way

A 2001 quitclaim deed included two parcels on Breezy Way. One of the parcels is still on the tax roll creating a bill for the aquifer. The right-of-way deed will remove the parcel from the tax roll. District Clerk Walson explained the draft in their packet included both parcels but only the one at the turnaround needs to be changed. Chairman Werner **moved** to approve the right-of-way deed for Exhibit A as presented. Commissioner Tondee seconded. **Motion carried** by majority vote. [3/7/18 Brd Mtg]

CORRESPONDENCE

Prairie-Chase Roundabout Agreement – The fully executed document has been received back from LHTAC. So noted. *[3/7/18 Brd Mtg]*

ROAD SUPERVISOR

Equipment Schedule Review – Road Supervisor Brownsberger explained the document showing what is in the Equipment Fund, the amount budgeted, and anticipated purchases adding that several items budgeted last year were not received until late in FY2017 and were paid out of the current year's line item. With the carryover of those unexpended funds and anticipated expenses this year, it will wash with an amended budget. *[3/7/18 Brd Mtg]*

Pleasant View / Prairie Roundabout – Mr. Brownsberger met with JUB to go over the scope of work. JUB suggested a mock up roundabout drawn on ground and invite local trucking companies. Mr. Brownsberger reminded them that invitations went out to local trucking companies for the open house and only one trucker showed up, therefore this is an unnecessary expense. So noted. *[3/7/18 Brd Mtg]*

W Riverview Skalan Creek Project – Welch Comer believes they have an alternative regarding grade at the Powers approach and can lower the grade on Riverview by approximately one foot which will remove the right-of-way take on the parcel across the road. Mr. Brownsberger will meet with Welch Comer the following day to review. *[3/7/18 Brd Mtg]*

Weight Restrictions – These were re-posted 3/7/18.

Insurance Salvage Value, P-3 – The adjuster notified the Road Supervisor he had mistakenly placed a \$750 value on the totaled P-3 and it was actually \$3,700. Spaulding Wrecking and Auto Parts from Spokane purchased the truck from the insurance company at that price. *[3/7/18 Brd Mtg]*

Employee Changes – Mr. Brownsberger informed the Board crew member Joshua Lupton handed in his resignation on March 5, 2018 effective the same day. An applicant was interviewed last month for the other position filled, was contacted and is interested in the job. He will be run through Integrated Personnel for a review period. *[3/7/18 Brd Mtg]*

Vacation – Mr. Brownsberger informed the Board he will be gone the week of March 26 for vacation but will be at the March 27 bid opening. *[3/7/18 Brd Mtg]*

ENGINEER

Prairie/Chase Roundabout Bid Documents – The final touches are being put on bid documents and will be published March 10 and 14. Chairman Werner **moved** to authorize the Vice-Chairman to sign the Notice of Bid so it can be published. Commissioner Tondee seconded. **Motion carried** by majority vote. *[3/7/18 Brd Mtg]*

Liesenfeld – Mr. Ruen provided a drawing showing the driveway as per the agreement. So noted. *[3/7/18 Brd Mtg]*

Riverview Guardrail Design – Mr. Ruen stated they are making the final push to complete the guardrail design. *[3/7/18 Brd Mtg]*

Greensferry Bridge – Staff is working with FEMA trying to obtain a model of cross sections of Spokane River that will be valuable information. *[3/7/18 Brd Mtg]*

Huetter Road, Mullan to Prairie – Contract documents are being prepared in order to go to bid for the overlay. Turn lanes will be built at a later time when right-of-way is obtained. *[3/7/18 Brd Mtg]*

OFFICE

Profit and Loss Treasurer's Report – Ms. Walson presented an updated profit and loss statement. [3/7/18 Brd Mtg]

COMMISSIONERS

No comments reported.

With no further business, Commissioner Tondee made the motion to adjourn the meeting at 6:38 PM. Seconded by Chairman Werner, the meeting adjourned.

Regular Meeting – March 21, 2018, 6:00 pm, E. 5629 Seltice Way

Chairman Werner 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.

CONSENT AGENDA

Items on the Consent Agenda are the February 2018 Treasurer's Report; and the March 2018 Vouchers. Commissioner Humphreys **moved** to approve the Consent Agenda as presented. Commissioner Tondee seconded. **Motion carried** unanimously. [3/21/2018 Brd Mtg]

PUBLIC COMMENTS

No one requested to comment.

CURRENT BUSINESS

Advertise Surplus Equipment Public Hearing

Two pickups and miscellaneous parts and tools are scheduled to be sent to the auction as surplus. As one vehicle has a value above \$5,000, a public hearing is scheduled to hear comments. Commissioner Humphreys **moved** to set a public hearing for April 4, 2018 to have public input on surplus equipment that is for sale over \$5,000. Commissioner Tondee seconded. **Motion carried** unanimously. [3/21/2018 Brd Mtg]

Huetter Road, Mullan to Prairie CRABS Overlay, Bid Approval

Engineer Darius Ruen reported he changed the verbiage to make it clear there are two sections in the project, one will be a CRABS and one an overlay. Mr. Ruen recommends using the updated advertisement to publish March 24 and 31 with a bid opening on April 10. Commissioner Humphreys **moved** to use the updated advertisement for bid for the Huetter Overlay project with a bid opening on April 10. Commissioner Tondee seconded. **Motion carried** unanimously. [3/21/2018 Brd Mtg]

Lawrence Estates, Release of Lien

District Clerk Shirley Walson reported the required \$7,000 has been paid. The Notice of Lien is ready to be signed and has a note that the Road Development Agreement remains in effect due to road improvements that remain to be done. Commissioner Tondee **moved** to approve the Notice of Lien for the Lawrence Estates and authorizes the Chairman's signature on the document. Commissioner Humphreys seconded. **Motion carried** unanimously. [3/21/2018 Brd Mtg]

Rasmussen Inc. Easement

The signed final easement has been received and is ready to be recorded once accepted. Commissioner Humphreys **moved** to authorize the Chairman to sign the easement on Riverview. Commissioner Tondee seconded. **Motion carried** unanimously. [3/21/2018 Brd Mtg]

Jeff Lackey, Approach request at 20715 W Riverview

Mr. Lackey spoke with the Road Supervisor earlier in the week about obtaining a third approach

on his property. Mr. Brownsberger informed him it would not meet spacing requirements of 330-feet. Commissioner Humphreys, stating this parcel already contains two approaches that do not meet standards, **moved** to deny the request as it does not meet District standards. Commissioner Tondee seconded. **Motion carried** unanimously. *Note: Mr. Lackey was not present at the time of discussion. He showed up at 6:15 pm and the Chairman informed him of the Board's action and Mr. Lackey left. [3/21/2018 Brd Mtg]*

CORRESPONDENCE

No correspondence was presented.

ROAD SUPERVISOR

Cedar Creek Estates Review Letter – Mr. Brownsberger explained issues with road plans have been worked out; there will be separation with the culvert and the water line and noted a mailbox 'house' is in the middle of the road; as this is a privately maintained road, the District has no say, but at any time the District is asked to take over maintenance, the mailbox house would have to be removed. He added this was made clear in the response letter. Finally, a complete set of plans was requested. Commissioner Humphreys asked the engineer if he had corrected Item #1 in the letter to show 36-inches of separation rather than 36-feet. Mr. Ruen stated he would ensure that is done. Commissioner Tondee asked for clarification of the mailbox structure. *[3/21/2018 Brd Mtg]*

Updates/concerns

Work List – The Road Supervisor presented a work list for 2018 including chip seals, crack seals, overlays, and miscellaneous jobs and maintenance duties. *[3/21/2018 Brd Mtg]*

Pleasant View at SH53 – A site plan was presented to the Board for this 17-acre parcel traded for the Prairie Pit. Three acres will be stripped and the top soil will be piled in an area which will first be mined for pit run. A security fence will be added next year. The roadway into the site will be paved just off the road at this time to prevent off-site tracking, possibly fully paved in later years. Commissioner Humphreys asked about drainage from Hauser Lake which has caused flooding in previous years. *[3/21/2018 Brd Mtg]*

Lakes Highway District Workshop – Mr. Brownsberger attended a workshop earlier in the day at Lakes Highway District (LHD) with road supervisors from other Kootenai County Highway Districts, attorney Susan Weeks and also representatives from Avista and Frontier. The purpose was to discuss utility coordination. A developer and his attorney have requested LHD require utilities be moved rather than that request coming from the developer due to the fact that the utilities were installed in a location that is described in a Viewer's Report; this would also remove the cost from the developer. The Districts do not want to be involved in roads that have not been accepted in to our systems and expects to see a draft policy clarifying this at the next Association of Highway Districts of Kootenai County in May. Mr. Brownsberger will not be available for this meeting and wants to ensure Board members are present. *[3/21/2018 Brd Mtg]*

Highway District Standards Manual – An updated draft is moving between the Districts for some added changes. *[3/21/2018 Brd Mtg]*

Crew Update – An employee started this week and is currently hired through Industrial as he completes his review period. Weight restrictions have been removed from the prairie; the west end of West Riverview will follow and other locations will be reviewed. Summer hours go in to effect April 2. *[3/21/2018 Brd Mtg]*

Prairie and Chase Roundabout – LHTAC has informed the District funding for this project will be in the mail next week. *[3/21/2018 Brd Mtg]*

ENGINEER

Updates/concerns

Prairie and Chase Roundabout – A pre-bid meeting will be held the following morning, March 22 at 9:00 in the District office. [3/21/2018 Brd Mtg]

Guardrail Project – This project is near completion. Mr. Brownsberger, attorney Susan Weeks, engineer Darius Ruen and his surveyor will meet to review the viewer's report the end of the week. [3/21/2018 Brd Mtg]

Transportation Master Plan – The final draft will be ready for the second meeting in April. Once the Board submits comments, the final report can be completed. [3/21/2018 Brd Mtg]

Barrett Road – A new set of plans has been received and will be on the agenda for the April 4 meeting. [3/21/2018 Brd Mtg]

OFFICE

No comments. Commissioner Humphreys asked about the conference phone; the clerk ensured him she is working on solving the recent problems. [3/21/2018 Brd Mtg]

COMMISSIONERS

No comments.

ADJOURNMENT

With no further business Chairman Werner adjourned the meeting.

SPECIAL MEETING: March 19, 2018–9: 30 A.M. Special Meeting – Executive Session
Chairman Werner called the meeting to order at 9:30 A.M. Present were Commissioners Terry Werner, Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Engineer Darius Ruen; attorney Susan Weeks; guests Drew Dittman, Jim Magnuson and John Magnuson; and District Clerk Shirley Walson to take roll and record the opening of the meeting. Commissioner Tondee was absent.

Commissioner Humphreys **moved** to enter into executive session under Idaho Code 706 1(f). The purpose of the executive session is to discuss pending litigation and a roll call vote is requested. Chairman Werner seconded. Roll call vote: Commissioner Humphreys: aye; Chairman Werner: aye.

Commissioner Humphreys **moved** to enter back into regular session at 9:52 am; Chairman Werner seconded. **Motion carried** by majority vote. With no further business, Chairman Werner adjourned the meeting. [3/19/2018 Special Mtg]

ORIGINAL SIGNED AND DATED 4/4/2018

Submitted by:
Shirley Walson, District Clerk