



POST FALLS HIGHWAY DISTRICT
MEETING AGENDA
5629 E SELTICE WAY
POST FALLS, ID 83854
August 1, 2018

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.

SPECIAL BOARD MEETING – EXECUTIVE SESSION 5:45 PM

EXECUTIVE SESSION

Pursuant to the provisions of Idaho Code 74-206, Subsection 1(b), an Executive Session is requested to discuss a personnel matter. A roll call vote is required.

Close Executive Session and any Motions. **ACTION ITEM**

BOARD MEETING - 6:00 PM

1. CALL TO ORDER
2. CONFLICTS OR ADDITIONS – ACTION ITEM
3. CONSENT AGENDA – ACTION ITEM
 - a. July 2018 Minutes
4. 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.
5. CURRENT BUSINESS
 - a. Lost Creek Sign & Landscaping Encroachment Permit, **ACTION ITEM**
 - b. Reschedule Millview Lane Open House – **ACTION ITEM**
 - c. Advertise 2018/2019 Proposed Budget, **ACTION ITEM**
 - d. Speed Limit, Big Horn Subdivision, **ACTION ITEM**
6. CORRESPONDENCE
7. LEGAL
 - a. Updates/concerns
8. ROAD SUPERVISOR
 - a. Updates/concerns
9. ENGINEER
 - a. Updates/concerns
10. OFFICE
 - a. Updates/concerns
11. COMMISSIONERS
12. ADJOURNMENT



POST FALLS HIGHWAY DISTRICT
MEETING AGENDA
5629 E SELTICE WAY
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August 15, 2018

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SPECIAL BOARD MEETING – EXECUTIVE SESSION 5:45 PM

EXECUTIVE SESSION

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Close Executive Session and any Motions. **ACTION ITEM**

BOARD MEETING - 6:00 PM

1. CALL TO ORDER

2. CONFLICTS OR CHANGES – ACTION ITEM

3. CONSENT AGENDA – ACTION ITEM

- a. July 2018 Treasurers Report
- b. August 2018 Vouchers

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5. PUBLIC HEARING

- a. 2018-2019 Budget Approval – **ACTION ITEM**

6. CURRENT BUSINESS

- a. Huetter Payment Request – **ACTION ITEM**
- b. Seltice Way Revitalization Payment – **ACTION ITEM**
- c. Big Horn Industrial Park Phase 2, Road Acceptance – **ACTION ITEM**
- d. Cruiser's Application – **ACTION ITEM**

7. CORRESPONDENCE

- a. KC Hearing Examiner – ZON18-0005
- b. KC Hearing Examiner – ZON 18-0008 & ZON18-0009

8. Reserved for Legal

9. ROAD SUPERVISOR

- a. Quarterly Subdivision Reviews
- b. Updates/concerns

10. ENGINEER

- a. Ground Force Land Exchange, **ACTION ITEM**

b. Updates/concerns

11. OFFICE

a. Insurance

b. Updates/concerns

12. COMMISSIONERS

13. ADJOURNMENT

POST FALLS HIGHWAY DISTRICT
AUGUST 2018 MINUTES

Regular Meeting – August 1, 2018, 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; Laura Winter of RYA joined at 6:10 pm.

CONFLICTS OR ADDITIONS

Commissioners had no conflicts of interest. No additions to the agenda were requested, however Chairman Werner noted Item 5.c., “Advertise 2018/2019 Proposed Budget” is for the purpose of setting the public hearing.”

CONSENT AGENDA

July 2018 Minutes was the only item on the Consent Agenda. Commissioner Humphreys **moved** to accept the Consent Agenda as presented. Commissioner Tondee seconded. **Motion carried** unanimously. [8/1/18 Brd Mtg]

PUBLIC COMMENTS

No guests were present.

CURRENT BUSINESS

Lost Creek Sign & Landscaping Encroachment Permit

This item was on last meeting’s agenda with Commissioner Tondee questioning the signature being an individual rather than signing for the homeowner’s association. Attorney Susan Weeks was present and provided proper signatory information. It has now been revised. Commissioner Humphreys **moved** to authorize the Chairman to sign the permit between Lost Creek Homeowners Association and Post Falls Highway District. Commissioner Tondee seconded. **Motion carried** unanimously. [8/1/18 Brd Mtg]

Reschedule Millview Lane Open House

As the Road Supervisor will not be present for the previously scheduled open house, Commissioner Tondee **moved** to reschedule the Millview Lane Open House for September 5th. Commissioner Humphreys seconded. **Motion carried** unanimously. Road Supervisor Brownsberger stated he thought it would be a good idea to notice the Fairmont Loop residents as well. The time was added to be held from 4 pm to 5:45 pm. [8/1/18 Brd Mtg]

Advertise 2018-2019 Proposed Budget

Commissioner Humphreys **moved** to advertise the 2018-2019 proposed budget and to hold the public hearing on August 15, 2018. Commissioner Tondee seconded. **Motion carried** unanimously. [8/1/18 Brd Mtg]

Speed Limit, Big Horn Subdivision

Mr. Brownsberger informed the Board a speed limit has not yet been set for the Big Horn subdivision between Hargrave and Grange and has had a request to do so. He would like to post it at 35 mph as is the normal for the District’s rural subdivisions. Commissioner Humphreys **moved** to set the speed limit at the Bighorn Subdivision at 35 mph. Commissioner Tondee seconded. **Motion carried** unanimously. [8/1/18 Brd Mtg]

ROAD SUPERVISOR

Ground Force/ITD/PFHD Land Trade – Mr. Brownsberger and Mr. Ruen joined up with Ground Force’s Luke Stavros to meet with Kootenai County Community Development’s Director David Callahan. The subject was to discuss a zone change on the proposed property exchange. Mr.

Callahan explain it should take approximately five months and we can apply for either mining or industrial, however the mining zone change would restrict the District somewhat. Clare Marley, RYA Planner, was also present and once she meets with the City of Post Falls, she will bring information to the Board. *[8/1/18 Brd Mtg]*

Prairie/Pleasant View Roundabout – Mr. Brownsberger met with JUB Engineers to have a conference call with LHTAC who has reviewed traffic modeling for this proposed project. They confirmed what the District already knew that RYA's design will not only work but be very effective for many years of service. Build-out of the area could change the level of service and the Pleasant View/SH53 interchange was factored in as well. *[8/1/18 Brd Mtg]*

Prairie/Chase Roundabout – Paving will begin August 2; the water issue has been solved for the northeast corner; a small rise was in one gutter but will be matched in the paving process. All is proceeding well however the users have been getting frustrated with the number of detours. *[8/1/18 Brd Mtg]*

Spokane Street Bridge Inspection – The consultant along with ITD will be performing under-bridge inspection August 2. One lane will be closed during this operation. *[8/1/18 Brd Mtg]*

MS4 Permit – Mr. Brownsberger handed out an interpretive sign regarding stormwater runoff; this process being part of the public outreach requirements from EPA. The sign will be located Centennial Trail along the Spokane River just north of US95. Engineer Laura Winter reports this will be paid by University of Idaho and the City of Coeur d'Alene will install the sign. *[8/1/18 Brd Mtg]*

Radio Frequency Problem – During striping operations the previous day, the crew was walking over the radio frequency of the airport. The operation supervisor spoke with the Road Supervisor and Mr. Brownsberger contacted the radio tech to resolve the matter. *[8/1/18 Brd Mtg]*

Operations – The Prairie Avenue rail crossing west of Meyer has been redone by the crew; the Board remarked it is much better. The crew has been chip sealing and the computer in the spreader has failed; hopefully it will be working by August 2. *[8/1/18 Brd Mtg]*

ENGINEER

Transportation Plan Update – Previously submitted comments from the Board were submitted for Ms. Winter to complete the final draft. Upon review prior to approval, the Board had a few more comments which Ms. Winter will incorporate. Discussion about the growth rate were again discussed with Ms. Winter suggesting when KMPO has new projections, the District could do a revision to the plan. *[8/1/18 Brd Mtg]*

SH53 Turn Lane – Mr. Ruen reports Wild Ridge developers have acquired the needed right-of-way for the turn lane on SH53 at Chase. It is scheduled for mid-August; they will then move up to Freddi and Winch. *[8/1/18 Brd Mtg]*

Huetter Payment – Poe Asphalt and Mr. Ruen are trying to get together to review the Huetter payment; it will be ready for the next meeting. *[8/1/18 Brd Mtg]*

Prairie/Greensferry Project – Topo work is being concluded; the signal designer is on standby to begin work on the wiring design. *[8/1/18 Brd Mtg]*

OFFICE

Budget Updates – After the July 30 preliminary review, District Clerk Walson has made a few typos and updates. The final amounts have not changed. *[8/1/18 Brd Mtg]*

New Office Staff Position – Ms. Walson reports Korrei Kruger is attacking the iWorQ program and is doing excellent work as was anticipated. *[8/1/18 Brd Mtg]*

COMMISSIONERS

Commissioner Tondee stated a good job had been done on the budget. *[8/1/18 Brd Mtg]*

Commissioner Humphreys asked the Board if they felt the 18/19 or 17/18 budget amount should be shown in the Transportation Plan. Commissioner Tondee feels the plan will be complete prior to the beginning of the new fiscal year and therefore, it is not the actual budget. The Board felt it could be done later with an update. *[8/1/18 Brd Mtg]*

With no further business, Chairman Werner adjourned the meeting at 6:32 PM.

Regular Meeting – August 15, 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; Assistant Road Supervisor Dave Yerian, District Clerk Shirley Walson; and District Engineer Darius Ruen. Justin Veo was present for Cruisers.

CONFLICTS OR CHANGES

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

CONSENT AGENDA

The two items on the Consent Agenda are the July 2018 Treasurers Report and the August 2018 Vouchers. Commissioner Humphreys **moved** to approve the Consent Agenda as presented. Commissioner Tondee seconded. **Motion carried** unanimously. *[8/15/18 Brd Mtg]*

PUBLIC COMMENTS

There were no public comments.

PUBLIC HEARING

2018-2019 Budget Approval

Chairman Werner opened the Public Hearing and asked District Clerk Walson to present the budget. Ms. Walson stated corrections were made that came out of the budget workshop. She noted that although the 2018/2019 budget is over nine million, the operating budget is \$4,495,665 once the federal projects and future needs were removed. Previous operating budgets have been in the 4.5 to 5 million dollar ranges however this budget looks large. Commissioner Humphreys stated he reviewed the budget, we had a good workshop, it's prepared properly, and he is ready to move forward; Commissioner Tondee agreed. Commissioner Humphreys **moved** to approve the Fiscal Year 18/19 budget as presented. Commissioner Tondee seconded. **Motion carried** unanimously. *[8/15/18 Brd Mtg]*

CURRENT BUSINESS

Huetter Payment Request

Engineer Darius Ruen presented Pay Request #2 stating there was an overrun in this project due to the electronics not working correctly to get the 2% crown on the road resulting in an overrun of 372 tons which equates to approximately \$18,000. Ruen Yeager's inspector insisted on shutting the project down until the problem was corrected; the contractor's employee stated the company would 'eat it'. Road Supervisor Kelly Brownsberger, Engineer Darius Ruen, and Poe Asphalt representative Brian Poe met verbally agreeing for payment of \$6,000 to be accepted by Poe because of equipment problem and the District would pay almost \$12,000, however the Board would make the final decision. Mr. Ruen noted the asphalt is in road and also noted additional approaches were done which had been missed in the plans as well as some markings. Mr. Ruen informed the Board he felt this was a fair settlement noting retainage will be paid once tax forms are received. Commissioner Humphreys asked if he was to understand the total amount of the bill was \$18,000+ and we negotiated because they didn't have equipment on site that worked properly and we got billed an additional \$12,000; adding that he didn't feel that was fair. Commissioner Tondee stated he was struggling as well especially with the engineer's inspector telling them to stop and the contractor's employee stated they would eat it. They were notified the machine wasn't working and they continued, stating they would eat it. He understands we have a finished job and more asphalt is down but if they would have crowned it properly, that would not have been necessary so it's an error on their side, he's not sure the District should have to pay 2/3 with them only paying 1/3. Commissioner Humphreys **moved** to deny the request for

additional payment for a mistake that their company made and not burden the taxpayers with it. Commissioner Tondee seconded. **Motion carried** unanimously. [8/15/18 Brd Mtg]

Seltice Way Revitalization Payment

Commissioner Humphreys **moved** to proceed to make payment of \$26,315.55 for Pay Request 11 for the Seltice Way Revitalization project. Commissioner Tondee seconded. **Motion carried** unanimously. Chairman Werner asked the District Clerk to check on the balance of the project that will be the District's portion. [8/15/18 Brd Mtg]

Big Horn Industrial Park Phase 2, Road Acceptance

Engineer Darius Ruen reported he and the Road Supervisor have completed the final inspection with a couple of minor issues that Mr. Brownsberger has worked out with the developer. Mr. Ruen has a package but has not yet reviewed it. Commissioner Humphreys **moved** to table the acceptance of Big Horn Road until such time the engineer can review the report. Commissioner Tondee seconded. **Motion carried** unanimously. [8/15/18 Brd Mtg]

Cruiser's Application – Run With The Sun Charity Event

Justin Veo, owner of Cruisers, was present to discuss this application. He spoke of the event held earlier that he felt was their best event as far as execution. This event had previously been a multi-day event and noted this event will only be one day with limited hours which will have less impact on the road closure. Commissioner Humphreys asked if the hours are longer and if Nashville North has agreed to accept the detour traffic. He continued that Cruisers is the only business where the District allows to have a road closure for an event and the purpose of the road is to move the motoring public even though he understands Cruisers has limited parking and room. Before moving on, Mr. Veo asked to answer the questions originally made in Commissioner Humphreys statement, answering the closure hours are the same as the previous event and he does have permission and keys to the gate for access of the detour. Commissioner Tondee stated he liked the one-day closure rather than a multi-day event; he also understands Commissioner Humphreys' concerns. Chairman Werner concurred stating Mr. Humphreys also runs a business in the area but also Mr. Veo has continued to do what the District has asked with improvements each year. Commissioner Tondee **moved** to approve the event, but asked Mr. Veo to take heart with the Board's comments and possibly work towards limiting or removing the impact to the road. Chairman Werner seconded. **Motion carried** by majority vote with Commissioners Werner and Tondee voting 'aye', and Commissioner Humphreys voting 'nay'. [8/15/18 Brd Mtg]

CORRESPONDENCE

KC Hearing Examiner, ZON18-0005 - The District's comment letter was attached, so noted. [8/15/18 Brd Mtg]

KC Hearing Examiner, ZON 18-0008 & ZON18-0009 - The District's comment letter was attached, so noted. [8/15/18 Brd Mtg]

ROAD SUPERVISOR

Quarterly Subdivision Reviews – Assistant Road Supervisor Dave Yerian reported that Mr. Brownsberger asked he present the list to the Board. So noted. [8/15/18 Brd Mtg]

Millview Lane Open House Flyer – Scheduled for September 5, a 'door hanger' notification was presented for the Board's review. Mr. Yerian reported the Road Supervisor does not intend to post the private roads off of Fairmont Loop, Lakeview Heights, or Riverwood but does intend to post the private portion of Millview and Stewart Court. He asked if the Board would review and note any changes for the door hangers. Commissioner Tondee wondered if enough people were being notified with the Chairman asking Mr. Yerian to double check with the Road Supervisor. [8/15/18 Brd Mtg]

Crew Update – Mr. Yerian reported the chip sealing is complete for the season and fog seals will begin the following week. Approximately 15 miles have been chip sealed. Commissioner

Humphreys noted the District has tried to complete 20 to 25 miles annually and asked why more had not been completed. Mr. Yerian stated as the District is no longer sweeping at 3:00 am, the sweeping needs to catch up to the chip sealing and it also has cost less in overtime. [8/15/18 Brd Mtg]

ENGINEER

Transportation Plan – Final changes were submitted to the Board. Mr. Ruen asked if the Board will want to take action at the next meeting. [8/15/18 Brd Mtg]

Prairie and Chase Roundabout – The property owner on the northeast corner has had several concerns that Ruen Yeager and the contractor continue to work towards a satisfactory completion. Mr. Ruen thanked the Board for allowing the crew to build a retaining wall to protect a utility fiber optic box as Frontier did not have a tall enough box at the time to replace the existing box. Two Avista poles still need to be replaced but Avista needs to obtain shorter poles first. A final punch list will be done with the Road Supervisor. Mr. Ruen added the church on the southeast corner has been extremely cooperative to allow parking while this project took place. He also added that the topsoil specifications were not satisfactory to one property owner and Mr. Ruen agreed that the specs allowed too big of rock for mowing; this will be reviewed in the future. [8/15/18 Brd Mtg]

Flood Ordinance Update – Mr. Ruen will contact attorney Susan Weeks to ensure the ordinance is moving forward with Kootenai County. [8/15/18 Brd Mtg]

Ground Force Land Exchange – Meetings have been held with Kootenai County and the City of Post Falls but understands a separate meeting will be set to discuss this item. Chairman Werner added that due to new information, he would like to schedule an Executive Session the following week and asked the Clerk to determine what dates work with everyone. [8/15/18 Brd Mtg]

OFFICE

Regence/Blue Shield Insurance Renewal – District Clerk Walson reports the upcoming year shows an increase of 3.7% and asked if the Board would like her to schedule a representative from Gallagher to come before the Board to answer any questions. Chairman Werner asked if there were any changes with Ms. Walson reporting the out of pocket was a \$2,500 max and will be \$3,000. The Board asked it only be brought back to the Board at the next meeting for a decision. [8/15/18 Brd Mtg]

Correspondence Receipts, Kootenai County – Ms. Walson asked the Board members if they would like to receive email correspondence from the Kootenai County Clerks Office that is sent to the District Clerk. She reported Chairman Werner, Kelly Brownsberger and Mary Spray are receiving them; there was no other interest. [8/15/18 Brd Mtg]

Air Conditioner Repair – Ms. Walson explained the District has been told before that the a/c unit attached with the older furnace will not last much longer. It is failing and is set to be replaced the following week at an approximate cost of \$3,000. [8/15/18 Brd Mtg]

Budget Levy Rates – In looking a levy rates.000566; Worley .00121 and the other two are .00063 and 688 so we are quite a bit lower with no ad valorem increase for four years. [8/15/18 Brd Mtg]

COMMISSIONERS

Commissioner Humphreys stated that westbound on Prairie Avenue at the Chase roundabout, the 15 MPH speed sign for the roundabout is posted only about 100 feet from the 35 MPH speed sign and felt it was confusing. Mr. Yerian informed the Board he has already asked the sign foreman to review the spacing. [8/15/18 Brd Mtg]

As there was no further business, the Chairman adjourned the meeting at 6:48 pm.

Special Meeting – August 15, 2018, 5:45 pm, E. 5629 Seltice Way

Chairman Werner called the meeting to order at 5:45 P.M. Present were Commissioners Terry Werner and Lynn Humphreys; Assistant Road Supervisor Dave Yerian, District Clerk Shirley Walson; Eric Prestegaard.

EXECUTIVE SESSION

Commissioner Humphreys moved to enter into Executive Session at 5:45 pm pursuant to the provisions of Idaho Code §74-206(1)(b) for the purpose discussing a personnel issue and requested a roll call vote. Chairman Werner seconded. Roll call:

Commissioner Humphreys: aye

Chairman Werner: aye

Vice Chairman Tondee: absent

District Clerk Walson was excused from the meeting.

Commissioner Humphreys made the motion to come out of the executive session at 5:53 PM. Chairman Werner seconded. Motion carried by majority vote.

Special Meeting – August 22, 2018, 5:00 pm, E. 5629 Seltice Way

Chairman Werner called the meeting to order at 5:00 P.M. Present were Chairman Werner, Commissioner Tondee and Commissioner Humphreys; and Road Supervisor Kelly Brownsberger.

EXECUTIVE SESSION

Commissioner Tondee moved to enter into Executive Session at 5:01 pm pursuant to the provisions of Idaho Code §74-206(1)(b) for the purpose discussing land acquisition and requested a roll call vote. Commissioner Humphreys seconded. Roll call:

Commissioner Humphreys: aye

Chairman Werner: aye

Vice Chairman Tondee: aye

Commissioner Tondee made the motion to come out of the executive session at 5:53 PM. Chairman Humphreys seconded. Motion carried by majority vote.

With no further business, the meeting was adjourned at 5:37 pm.

ORIGINAL SIGNED AND DATED 9/5/2018

Submitted by:

Shirley Walson, District Clerk