

POST FALLS HIGHWAY DISTRICT
AUGUST 2019 MINUTES

Regular Meeting – August 7, 2019, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee 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; Assistant Clerk Paul Roukema, and Ruen Yeager Engineer Laura Winter. Guests were Kevin Best, Pat Shine, and Rich Dickman from Gallagher; Jay Hassel and Kevin Smith of JUB Engineers; and Nathan Cleaver of Keller and Associates. 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. [8/7/2019 Brd Mtg]

CONSENT AGENDA

Items on the consent agenda are:

- July 2019 Minutes
- KN 18716, Spokane St River Bridge Invoice #7, \$5,660.55 to HDR Engineering
- KN 18716, Spokane St River Bridge Invoice #8, \$4,635.50 to HDR Engineering
- KN 18716, Spokane St River Bridge Invoice #9, \$2,265.41 to HDR Engineering
- KN 19288, Beck Road, Invoice #17, \$6,724.89 to Ruen Yeager and Assoc.
- KN 19288, Beck Road, Invoice #18, \$4,965.89 to Ruen Yeager and Assoc.
- Tytan Acres Letter for Collection of Road Development Agreement Fees
- Steve and Lori Addition Release of Lien
- June 2019 Corrected Treasurer's Report
- KN19288, Beck Road, Invoice #19, \$7,216.86 to Ruen Yeager and Assoc.

Commissioner Werner **moved** to approve the Consent Agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/7/2019 Brd Mtg]

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 or Action Items should be held for that agenda item.

CURRENT BUSINESS

Gallagher, Insurance Discussion

Kevin Best from Gallagher presented the rates and changes for the upcoming fiscal year beginning October 1. The District received nearly a 4% decrease in the rates this year, however the out of pocket increased from \$3,000 to \$4,000 with an increase of 10% to 20% copay after deduction costs. After discussion regarding going out for quotes and the impacts of that process, Commissioner Werner **moved** to authorize the Chairman to sign the renewal agreement with Gallagher for Regence. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/7/2019 Brd Mtg]

Prairie Avenue Access, Parkwood Properties

Road Supervisor Kelly Brownsberger explained this is a Notice of Limited Approach and Special Permit Conditions for the northeast corner property of Prairie and Huetter. An exhibit shows the proposed access on Prairie Avenue with a change to the original review is a distance from the intersection has changed a distance of 29-feet to 975-feet from the center of roadway with Mr. Brownsberger stating he does not feel that changes the functionality of the approach. Jay Hassel, JUB Engineers, representing the applicant, was present to answer questions and explained the minor change landscaping buffering requirements and to ensure it would be added to his client's property and not be placed in the right-of-way. Commissioner Werner added this plan generally meets with the Board's directions as discussed at a previous meeting. Commissioner Werner



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.

AUGUST 7, 2019
SPECIAL CALL MEETING – 5:00 PM

Road Supervisor Hiring Details – **ACTION ITEM**
Draft Budget Review for Presentation

AUGUST 7, 2019
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. July 2019 Minutes
 - b. KN 18716, Spokane St River Bridge Inv #7, \$5,660.55 to HDR Engineering
 - c. KN 18716, Spokane St River Bridge Inv #8, \$4,635.50 to HDR Engineering
 - d. KN 18716, Spokane St River Bridge Inv #9, \$2,265.41 to HDR Engineering
 - e. KN 19288, Beck Road, Inv #17, \$6,724.89 to Ruen Yeager and Assoc.
 - f. KN 19288, Beck Road, Inv #18, \$4,965.89 to Ruen Yeager and Assoc.
 - g. Tytan Acres Letter for Collection of Road Development Agreement Fees
 - h. Steve and Lori Addition Release of Lien
 - i. June 2019 Corrected Treasurer's Report
6. PUBLIC COMMENTS

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7. CURRENT BUSINESS
 - a. Gallagher, Insurance Discussion – **ACTION ITEM**
 - b. Prairie Avenue Access, Parkwood Properties – **ACTION ITEM**
 - c. Prairie and Idaho Alternatives, Decision – **ACTION ITEM**
 - d. KN 19749 Riverview Guardrail, Brett property Acquisition – **ACTION ITEM**
 - e. Order of Abandonment and Vacation, Lakeview Gardens Misc. Roads – **ACTION ITEM**
 - f. Hargrave Approach – **ACTION ITEM**
 - g. Windmill Storage Review Letter – **ACTION ITEM**
 - h. Prairie and Pleasant View Int., BPA Land Use Agreement – **ACTION ITEM**
 - i. FY19/20 Proposed Budget Publication – **ACTION ITEM**
 - j. Access Management Ordinance, Discussion/Approval to Proceed – **ACTION ITEM**
8. CORRESPONDENCE
 - a. Kootenai Electric Early Discounted Capital Credit Program
 - b. Idaho Transportation Department Board Meeting

9. LEGAL
10. ROAD SUPERVISOR
 - a. Quarterly Subdivision Review
11. ENGINEER
 - a. Prairie Overlay Pay Estimate – **ACTION ITEM**
 - b. Updates/concerns
12. OFFICE
 - a. Convention Attendees
 - b. Updates/concerns
13. COMMISSIONERS
14. ADJOURNMENT



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.

**AUGUST 21, 2019
WORKSHOP – 5:00 PM**

BLR Development, Traffic Impact Study Requirements, Bedrock Road
Road Supervisor's Retirement Replacement, Sky Mercer
Draft Adoption of Fees Review

**AUGUST 21, 2019
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. July 2019 Treasurer's Report
 - b. August 2019 Vouchers
 - c. KN 18716, Spokane Street River Bridge Inv #10, \$2,585.59, payable to HDR

6. PUBLIC COMMENTS

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PUBLIC HEARING

FY 2019-2020 Budget – **ACTION ITEM**

7. CURRENT BUSINESS

- a. Barrett Road Acceptance – **ACTION ITEM**
- b. Prairie, Idaho Funding Shortage – **ACTION ITEM**
- c. Gondo Takings, Resolution 2019-06 – **ACTION ITEM**
- d. Road Development Agreement, Eppers – **ACTION ITEM**
- e. Special Event Application – Cruisers – **ACTION ITEM**
- f. Edgewood 1st Addition Review Letters, City of Hauser – **ACTION ITEM**
- g. Access Management Ordinance, Set Workshop for Review – **ACTION ITEM**
- h. Prairie and Pleasant View BPA Agreement Approval – **ACTION ITEM**
- i. Prairie and Pleasant View BNSF Agreement Approval - **ACTION ITEM**
- j. Skalan Creek Culvert Repair Option – **ACTION ITEM**

8. RESERVED FOR CORRESPONDENCE

9. LEGAL

10. ROAD SUPERVISOR

- a. Greensferry Boat launch Update
- 11. ENGINEER
 - a. Prairie Overlay Pay Estimate – **ACTION ITEM**
 - b. Updates/concerns
- 12. OFFICE
 - a. Updates/concerns
- 13. COMMISSIONERS
- 14. ADJOURNMENT

moved to authorize the Chairman to sign the Notice of Limited Approach and Special Conditions with Parkwood Properties for the Prairie Avenue and Huetter project. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/7/2019 Brd Mtg]

Prairie and Idaho Alternatives, Decision

Nathan Cleaver, Keller and Associates, provided information gathered from the public meeting from the previous night. Mr. Cleaver stated 52 residents or businesses were notified of the meeting; eight visitors came to the meeting which included District staff and associates. The questionnaires stated key issues were safety and cost, pedestrian combinations, red light runners, with only three answering this question; ultimately the roundabout was the preferred option. Beautification, slope, width, and utilities were discussed. Keller Associates recommends the roundabout adding this configuration will accommodate traffic for 20-years based on their projections. Commissioner Werner **moved** forward to move forward with the roundabout proposal for the Prairie and Idaho Intersection Safety Project. Commissioner Humphreys seconded.

Motion carried unanimously. [8/7/2019 Brd Mtg]

KN 19749 Riverview Guardrail, Brett property Acquisition

This is the final parcel acquisition for the Riverview Guardrail project. Commissioner Werner **moved** to authorize the Chairman to sign the contract for the Brett property acquisition for the Riverview Guardrail project. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/7/2019 Brd Mtg]

Order of Abandonment and Vacation, Lakeview Gardens Misc. Roads

Commissioner Humphreys **moved** to authorize the Board to sign the Order of Abandonment and vacation of the roads inside of Lakeside Gardens. Commissioner Werner seconded. **Motion carried** unanimously. [8/7/2019 Brd Mtg]

Hargrave Approach

Road Supervisor Brownsberger heard from the Eppers as to how they would like to proceed. Mr. Eppers wants to pursue building the road to the first lot so they can sell it and develop the next two lots for their use. They want to build the road to standards possibly including paving at this time and build the preceding 660 feet to fire district standards. Commissioner Werner clarified the first 50-feet from Corbin would be paved to prevent tracking from Hargrave to Corbin.

Commissioner Werner **moved** to direct staff to work with the Eppers to come up with a road development agreement for the Hargrave right-of-way. Commissioner Humphreys seconded.

Motion carried unanimously. [8/7/2019 Brd Mtg]

Windmill Storage Review Letter

Mr. Brownsberger presented a comment letter to the county regarding a proposed storage facility on Daisy Lane along with a trip generation report from the developers. The proposed development will generate 76 trips during the afternoon peak hours with our engineering firm determining no improvements would be needed. Mr. Brownsberger added this as an action item to the agenda in the event the Board asked for changes to the letter. No action taken. [8/7/2019 Brd Mtg]

Prairie and Pleasant View Int., BPA Land Use Agreement

Road Supervisor Brownsberger pointed out the clause in the agreement stating the District has only 30 days to abandon the right-of-way under the initial agreement. Angela Comstock from JUB Engineers will contact BPA to make adjustments to the agreement. Commissioner Humphreys **moved** to table this item until the August 21 meeting. Commissioner Werner seconded. **Motion carried** unanimously. [8/7/2019 Brd Mtg]

FY19/20 Proposed Budget Publication

Commissioner Werner **moved** to publish the proposed budget as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/7/2019 Brd Mtg]

Access Management Ordinance, Discussion/Approval to Proceed

After previous review and discussion of Lakes Highway District's Access Management Ordinance, Commissioner Werner stated he felt it would be beneficial to the District and believes it would give an outline for the recent Hargrave discussions. Commissioner Werner **moved** to direct staff make the changes to this ordinance to make it a Post Falls Highway District ordinance and bring it back to the Board to consider. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/7/2019 Brd Mtg]

CORRESPONDENCE

Kootenai Electric Early Discounted Capital Credit Program – The District will receive \$267.73 as an Early Discounted Capital Credit as in previous years. [8/7/2019 Brd Mtg]

Idaho Transportation Department Board Meeting – August 21 and 22 is the District One Board Meeting. So noted. [8/7/2019 Brd Mtg]

LEGAL

Not present.

ROAD SUPERVISOR

Quarterly Subdivision Review – Road Supervisor Brownsberger presented the April, May, June quarterly review of subdivisions that have been responded to the county by staff. So noted. [8/7/2019 Brd Mtg]

Hayden Pit Water Rights – Mr. Brownsberger received notice from Warren Wilson, attorney for Post Falls, of potential water rights the District may have at the Hayden Pit location. He asked attorney Susan Weeks to review so we can file for the rights. [8/7/2019 Brd Mtg]

Seltice and Huetter Transit Shelter Update – The county approved relocation of the shelter to the west side of Huetter. The grant will not reimburse for previous construction until after grant approval so Mr. Brownsberger has not ordered materials or work at this time. KMPO will review the proposal at their upcoming meeting then on to ITD. [8/7/2019 Brd Mtg]

Prairie and Greensferry Update – The Turners parcel has closed and Fivefold will close soon, Gondos bank has yet to furnish the partial reconveyance. The construction meeting was held the previous week discussing utility moves along with other details. [8/7/2019 Brd Mtg]

Skalan Creek Update – This project has been moved out a couple of weeks to begin construction. Trees are scheduled to be removed August 16. The contractor is still getting costs for the pipe replacement. [8/7/2019 Brd Mtg]

Wash bay improvements – The architect has been slow in getting plans and we now have a design. The opening will move from 20-feet down to 18-feet and will be required to be insulated. Commissioner Werner asked how often the catch basin is pumped with Mr. Brownsberger replying 2-3 times per year at \$3-4K each time. [8/7/2019 Brd Mtg]

Deicer Truck – This item was approved in the current budget and was ordered last fall. It is just now ready in Boise. [8/7/2019 Brd Mtg]

ENGINEER

Prairie Overlay Pay Estimate – Laura Winter explained this item is not yet ready and asked it to be on the next agenda. [8/7/2019 Brd Mtg]

Floodplain – The Kootenai County Planning Board approved the proposed amendments; it is anticipated to be on the Kootenai County Board of Commissioners agenda September 11. [8/7/2019 Brd Mtg]

The MS4 dry weather outfall inspections have been completed and all was approved.

OFFICE

Convention Attendees – District Clerk Shirley Walson asked who will be attending the convention this year in order to make reservations. *[8/7/2019 Brd Mtg]*

Update – Korrei Kruger attended the IWorQ convention and came back with many ideas to further improve our electronic reporting and filing system in the District. *[8/7/2019 Brd Mtg]*

COMMISSIONERS

No items.

With no further business, Chairman Tondee adjourned the meeting at 7:16 pm.

Regular Meeting – August 21, 2019, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee 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; Administrative Assistant Korrei Kruger, and Ruen Yeager Engineer Laura Winter. Guests were Len Zickler, Dan Coonce and Megan Kautz of LHTAC, Justin Veo, and Angela Comstock of JUB. The District Clerk led in the Pledge of Allegiance.

CONFLICTS OR CHANGES

APPROVAL OF AGENDA

Commissioner Werner **moved** to approve the Agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. *[8/21/19 Board Mtg]*

CONSENT AGENDA

Items on the consent agenda include the July 2019 Treasurer's Report; August 2019 Vouchers in the amount of \$588,838.69; and payment for the federally funded project Key Number 18716, Spokane Street River Bridge Invoice 10 in the amount of \$2,585.59, payable to HDR Engineering. Commissioner Humphreys **moved** to approve the Consent Agenda as presented. Commissioner Werner seconded. **Motion carried** unanimously. *[8/21/19 Board Mtg]*

PUBLIC COMMENTS

There were not requests to comment.

PUBLIC HEARING – FY 2019-2020 BUDGET

Chairman Tondee opened the public hearing and District Clerk Shirley Walson provided information stating the District has a \$9,843,555 budget for the upcoming year. Of this amount, \$2,330,399 is from federal grant income and \$1,724,559 is from District savings and dedicated project accounts. Property taxes are proposed without a 3% increase for the fifth straight year at \$2,943,197 and will have an anticipated \$263,677 reduced from that to be transferred to cities within the District jurisdiction. Wages, due to the retirement of the current Road Supervisor, and federally funded projects were the two large changes in this year's budget. Chairman Tondee opened the Public Hearing to public comments with no one present who asked to speak, Chairman Tondee opened it to Board comments. Commissioner Werner stated he was okay with the budget as presented; Commissioner Humphreys agreed stating it had flexibility as usual adding no was present at the meeting for the public hearing on this subject. Chairman Tondee added he agreed with both commissioners and thanked staff for putting together the budget in an understandable format. Chairman Tondee closed the public hearing at 6:10 pm. Commissioner Humphreys **moved** to accept the budget for the FY 2019-2020 as presented. Commissioner Werner seconded. **Motion carried** unanimously. *[8/21/19 Board Mtg]*

CURRENT BUSINESS

Barrett Road Acceptance

Road Supervisor Kelly Brownsberger reports the engineer's statement and diary have been submitted adding he thought the City of Rathdrum and their contractor did a nice job. The drainage is working and a common driveway will have a culvert cleaned by the contractor; the road is ready to be accepted by the District. Commissioner Werner **moved** to accept Barrett Road into the District's system and begin maintenance. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/21/19 Board Mtg]

Prairie, Idaho Funding Shortage

LHTAC has been keeping the District informed of funding for this project which is anticipated to be short in the amount of \$1.3 million. Set for construction in 2021, they feel they may be able to provide that amount but in the event they cannot, the District will have to come up with the shortage. Mr. Brownsberger did authorize the design to continue so it would not hold up the project. The Board noted the roundabout was still cheaper than building a signal. Commissioner Werner **moved** to go forward with the Prairie/Idaho roundabout and the Highway District will accept responsibility for any dollars not available through federal funding. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/21/19 Board Mtg]

Gondo Takings, Resolution 2019-06

This parcel is in the southwest corner of Prairie and Greensferry. The Gondos have signed the contract and are ready to sign the closing documents but the title company has been unwilling to release a partial reconveyance on this small piece. Construction is ready to begin so a takings will be issued due to the lending company's holdup. Commissioner Werner **moved** to approve Resolution 2019-06. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/21/19 Board Mtg]

Hargrave Unopened Right-of-Way; Road Development Agreement with Eppers

Mr. Brownsberger the proposed agreement as provided by attorney Susan Weeks. He felt it had all the items the Board had discussed and the Board agreed. Commissioner Humphreys asked if the Eppers have reviewed the agreement with Mr. Brownsberger adding this was for the Board's review and approval to send it to the Eppers. Commissioner Werner **moved** for staff to forward the Road Development Agreement to Eppers for their review and approval. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/21/19 Board Mtg]

Special Event Application – Cruisers

Justin Veo of Cruisers was available for questions regarding the annual Run With the Sun event held at his bar on Ante Road and Seltice Way. Commissioner Humphreys discussed his staff leaving their posts last year when traffic needed directing through the detour route. Chairman Tondee asked if we use message boards to assist with Mr. Brownsberger stating we haven't in the past and he doesn't want to begin but we do provide signage. Commissioner Werner **moved** to approve the Run with the Sun Special Event Application for 2019. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/21/19 Board Mtg]

Edgewood 1st Addition Review Letters, City of Hauser

Mr. Brownsberger explained this is a nine-lot subdivision proposed in the City of Hauser which we normally state we have no comment. However, there is a flood issue already and this project's water will run out on the District's maintained road. With this being the case, Hauser asked the developer to meet with the District and build to our standards and will take care of the stormwater on-site. Commissioner Humphreys **moved** to authorize the Road Supervisor to sign and submit the requirements set by the District. Commissioner Werner seconded. **Motion carried** unanimously. [8/21/19 Board Mtg]

Access Management Ordinance, Set Workshop for Review

The Board wishes to proceed with the review of an access management ordinance and scheduled to discuss it in executive session on September 4 at 5:00 pm. [8/21/19 Board Mtg]

Prairie and Pleasant View BPA Agreement Approval

Mr. Brownsberger reminded the Board this was tabled at the last meeting to address the 30-day removal clause in the agreement adding it will not be 365 days. Chairman Tondee voiced his concern about building a road and then being kicked off however unlikely that may be. Commissioner Humphreys **moved** to table this until such time the District's attorney can advise. The **motion died** for lack of a second. Discussion continued with engineer Angela Comstock of JUB Engineers showing the intersection is already in BPA's right-of-way. Discussion followed if similar agreements were made with BPA before. Dan Coonce from LHTAC stated he suspects there would be no problem and Ms. Comstock added the District is asking for approval for lights and to change the height of the poles; BPA is very aware the District's road is already in their right of way. Commissioner Werner **moved** to approve the land use agreement with BPA. The **motion died** for lack of a second. Commissioner Humphreys **moved** to take time for the District to obtain direction from the attorney and decide at the next meeting. Chairman Tondee seconded. **Motion carried** by the majority with Commissioner Werner opposing. [8/21/19 Board Mtg]

Prairie and Pleasant View BNSF Agreement Approval

Mr. Brownsberger explained the agreement will allow work to be done on the right-of-way of BNSF. He explained the date change from 180 days to 365 days to allow the work to be completed. Also, ICRMP suggested the District have the railroad provide the insurance at the cost of \$1,598. Chairman Tondee had concerns about signing the contract with the 180 days still listed with Mr. Brownsberger stating it will be changed prior to BNSF's approval. Commissioner Werner **moved** to authorize the Chairman to sign the BNSF agreement for the Prairie and Pleasant View Roundabout. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/21/19 Board Mtg]

Skalan Creek Culvert Repair Option

Laura Winter of Ruen Yeager and Associates explained possible options for the culvert replacement in the Skalan Creek project. Option One is to insert a slip line and grout the area between the new and old culvert. This will allow Riverview to remain open and it meets District standards however it reduces the capacity from a 100-year flood to a 50-year flood; a new review by the Corp of Engineers will be necessary; and it delays the project for a year. Option Two would be a full replacement of the culvert and will be necessary to close Riverview for two weeks. Costs were considered as well as timing due to high/low water times. The Road Supervisor reminded them that a tree needs to be removed this fall or spring work cannot be scheduled. Commissioner Werner **moved** to select Option One with the installation of the slip line in the Skalan Creek project. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/21/19 Board Mtg]

ROAD SUPERVISOR

Greensferry Boat Launch – A neighboring property owner only has access to his property from the parking lot of the boat launch bringing complaints to the county's Parks and Waterways. Director Nick Snyder asked if his access can be changed to come off of Riverview. Mr. Brownsberger stated that although Riverview is a major collector and already has approaches at 60-80 feet apart, would the Board be willing to allow this as the owner's only access. The Board had no issue. [8/21/19 Board Mtg]

ITD Seltice Property – Road Supervisor Brownsberger reports ITD is ready to move on the acquisition of the 'nuisance' property on Seltice. The District was directed to provide a legal description. [8/21/19 Board Mtg]

Access Issues - Tamalarch Lane – A resident has complained of a neighbor accessing Tamalarch when no approaches were to be issued to this road. The county allowed the neighbor to have an address and the resident is asking the District to enforce the no access provision of the subdivision. Mr. Brownsberger informed him we would not get involved in a neighborhood squabble but he would inform the Board. We can either remove the approach or require the road be brought up to standards if the neighbor wishes to continue the use.

Trend Road – Chad Johnson spoke with the Road Supervisor about obtaining a common

approach to access a back property. Mr. Brownsberger has concerns hearing the property will be divided plus the owner of the property in question also owns multiple parcels behind the one in which they are asking for an approach. So noted.

S. Stateline Road – Owner is asking to update temporary logging approach to paved, gated, private road. It has not yet been approved. The Board remarked that an access management agreement would take care of some of these problems. [8/21/19 Board Mtg]

Prairie and Pleasant View Right of Way Acquisitions – Crystal Creek has returned their contract; the other two have yet to be returned. [8/21/19 Board Mtg]

Crew – Fog and chip seals have been completed, asphalt paving is next. [8/21/19 Board Mtg]

ENGINEER

Prairie Overlay Pay Estimate – Engineer Laura Winter reports this project is 100% complete and was \$25,000 under the estimate at a total of \$260,333.70. The pay request has a 5% retainage withheld to ensure taxes are paid and recommends payment in the amount of \$247,602.02. Commissioner Werner **moved** to accept and authorize the Chairman to sign Pay Request #1 for the Prairie Overlay project. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/21/19 Board Mtg]

OFFICE

No items.

COMMISSIONERS

Commissioner Werner informed the Board and staff he will be unavailable August 23 through August 29.

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

Workshop - August 5, 2019, 5:00 pm, E. 5629 Seltice Way

Chairman Tondee opened the meeting to order at 5:00 P.M. Also present were Commissioners Terry Werner and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; and Ruen Yeager Engineers Darius Ruen and Laura Winter. Guests present were Anthony and Carmi Eppers and Joe Dobson.

UNOPENED RIGHT OF WAY DISCUSSION

Upon opening the meeting, Chairman Tondee explained there will be no decisions made in the workshop and summarized that after meeting with the Eppers on July 24, the Board still is at a roadblock of allowing anything less than District standards to open a public right-of-way. The right-of-way can be used to walk on (no changes) but must be built to standards when changes occur such as moving dirt and clearing brush. He also noted the Eppers parcel is unusual in that their parcel is in the middle of an area with no opened right-of-way but is public right-of-way. Asking for Board input, Commissioner Werner asked what the Eppers expectations were in purchasing this parcel that had no physical access on the ground. Mrs. Eppers explained they were told by the title company it had public access so they were not landlocked and thought they could build a private driveway. Mr. Eppers added they spoke with the two neighbors and had been granted private approaches. Mr. Dobson identified himself as the realtor who sold the property adding Mr. Eppers is in the business of building roads and that he spoke with Road Supervisor Kelly Brownsberger and was told it would have to be built to District standards. The Board answered that the approach on Hargrave just off of Corbin Road was approved in the early 1980's and was therefore under a different policy than the Highway Districts now have. Even though the house is only ten years old, the single-family residential approach did not require upgrading for the new house as the use was not changing. Chairman Tondee continued the District's position is that under current policy the entire distance (from Corbin to the end of the Eppers' property) must be built to standards for two reasons; one is that the District will not

formally accept a road into their maintenance program if it is not built to standards; secondly at some point down the line, property owners will ask the District to maintain the road. Discussion turned to the number of parcels the Eppers own and what the Board would allow, part of which would be to enter into a road developers agreement to improve the lots as they sell or develop. The District will require the first 660-feet from Corbin traveling west, be built to fire district standards because they do not own the parcels on the north or south side. Prior to any road work, a survey must be completed and engineered plans approved for construction. The Eppers stated they will discuss their options and let the Board know by the August 21 Board meeting if they wish to proceed. [8/5/2019 Special Call Mtg]

Special Call Meeting - August 7, 2019, 5:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 5:00 P.M. Present were Commissioners Terry Werner, Todd Tondee, and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; Administrative Assistant Paula Roukema, and Skye Mercer.

Road Supervisor Hiring Details

Organization Chart was discussed after Ms. Mercer's adjustments. The description of the Road Supervisor and the Director of Roads were discussed. Ms. Mercer provided two drafts with the Board choosing Option 2. The Board does not want to enter into a contract since this is an at-will position. Ms. Mercer confirmed the salary discussed, the title name, Director of Highways. Ms. Mercer will prepare the draft job advertisement and org chart for the Board's review on August 21. She explained advertising

Draft Budget Review for Presentation

District Clerk Shirley Walson reviewed the proposed FY19/20 budget with the Board pointing out there is no increase for ad valorem taxes this year other than new construction making this the fifth year the District has not taken a tax increase. Transfers to local cities remained nearly the same as last year; benefits were explained with health insurance providing a decrease this year. A couple of adjustments need correcting to line item details. [The meeting was suspended at 6:00 pm to enter into general session; at 7:16 pm the meeting resumed.] Benefits were discussed to possibly pay medical premiums for the spouses but was not met with support. After full review, the meeting adjourned at 8:05 pm. [8/7/2019 Brd Mtg]

District Workshop - August 21, 2019, 5:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 5:00 P.M. Present were Commissioners Terry Werner, Todd Tondee, and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; Administrative Assistant Korrei Kruger, and Skye Mercer via was present via telecommunication as allowed by Idaho Code 67-2342(5).

BLR Development, Traffic Impact Study Requirements, Bedrock Road

Len Zickler of AHBL explained a planned development for light industrial with an anticipated contractor storage type of interest since there is no visibility from the road. He understands the threshold for improvements due to trip generation and asked the Board that when the threshold is hit, they would be willing to do improvements. Discussion followed including current traffic from surrounding businesses, future development, and the number of traffic studies that may be required. Ultimately, the Board was willing to enter into a road development agreement that contains language to allow improvements at time of need due to the development's buildout. [8/21/19 Wkshp]

Road Supervisor's Retirement Replacement, Sky Mercer

Final acceptance of the job description, organizational chart and draft press release were discussed. Circulation of the advertisement was assigned to the District Clerk. Ms. Mercer reminded the Board the first round submittals will include only a cover letter and resume. Chosen candidates will then be asked to submit an application prior to arranging interviews. The timeline is on track. [8/21/19 Wkshp]

Draft Adoption of Fees Review

Lakes Highway District passed on a draft fee schedule as discussed by the Associated Highway Districts of Kootenai County and the road supervisors. This proposal includes costs that more accurately reflect road improvement costs for the fee-in-lieu-of fees, however the Board felt they are very conservative. Fire district standards were discussed and the required width of road improvement that will be required. The Board asked for clarification on how costs were reached but felt the deposit costs were acceptable. [8/21/19 Wkshp]

AUGUST Vouchers:

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Aug 1 - 28, 19			
	41446	BRIAN D CRUMB	2,398.45
	41447	CHARLES D YERIAN	2,394.51
	41448	DANIEL G PETERSON	2,130.80
	41449	DARREL STEVENS	1,747.32
	41450	EDWARD F. MAEL	1,919.63
	41451	ERIC PRESTEGAARD	1,565.28
	41452	JAMES B WINES	2,337.56
	41453	KELVIN D BROWNSBERGER	1,869.76
	41454	KORREI M KRUGER	1,880.58
	41455	LARRY P HOWELL, JR	1,594.60
	41456	LESLIE R LIKES	2,048.77
	41457	LYNN HUMPHREYS	554.11
	41458	MARK F ROBERTS	1,892.35
	41459	MICHAEL J KETCHUM	2,135.25
	41460	PAULA L ROUKEMA	882.89
	41461	RANDY L NEAL	2,168.52
	41462	RONALD G HAUCK	4,123.57
	41463	SHIRLEY J. WALSON	1,633.71
	41464	TAYLOR WOOD	435.02
	41465	TERRY WERNER	608.45
	41466	TRAVIS A HALL	2,253.63
	41467	TRAVIS S MITLEY	1,843.51
	41468	WILLIAM T TONDEE	642.09
	41469	AFLAC	149.80
	41470	NYL INS.	20.00
	41471	CREDIT UNION	1,298.94
	41472	DELTA DENTAL	1,525.73
	41473	NCPERS	336.00
	41474	VSP dba VISION SERVICE PLAN	224.04
	41475	KORREI KRUGER	554.43
	41476	PAULA ROUKEMA	65.84
	41477	WASHINGTON TRUST BANK	1,005.50
	41478	HDR ENGINEERING INC	5,660.55

41479	HDR ENGINEERING INC	4,635.50
41480	HDR ENGINEERING INC	2,265.41
41481	RUEN-YEAGER & ASSOC, INC	6,724.89
41482	RUEN-YEAGER & ASSOC, INC	4,965.89
41483	RUEN-YEAGER & ASSOC, INC	7,216.86
41484	ABOVE AND BEYOND JANITORIAL INC	500.00
41485	ACE HARDWARE	90.56
41486	ADS DIESEL PRODUCTS	163.31
41487	CDA GARBAGE	161.75
41488	CDA PRESS	73.74
41489	CITY OF POST FALLS.	246.54
41490	CLEAR BLUE INC	200.00
41491	COLEMAN OIL COMPANY	1,234.62
41492	COUNTRY LOCK & KEY INC.	22.80
41493	ENVIROTECH SERVICES INC	11,641.54
41494	FRONTIER	270.79
41495	H & E EQUIPMENT SERVICES, LLC	395.85
41496	INTEGRATED PERSONNEL, INC	3,723.58
41497	JAMES, VERNON & WEEKS, P.A.	1,466.75
41498	LAWSON PRODUCTS	266.34
41499	ML ARCHITECT	1,080.00
41500	PANHANDLE SPRAY SERVICE	12,324.73
41501	PEAK HEALTH & WELLNESS	95.40
41502	RAH-CONSULTING LLC	1,500.00
41503	SPECTRUM BUSINESS	119.99
41504	UTILITY TRAILER SALES OF BOISE	36,755.00
41505	VERIZON WIRELESS	119.90
41506	WTB - CREDIT CARD DIV.	403.74
41507	FEDERATED AUTO PARTS	704.72
41508	NAPA	790.57
41509	ALSCO	716.52
41510	TERRA UNDERGROUND	6,000.00
41511	BRIAN D CRUMB	2,177.07
41512	CHARLES D YERIAN	2,300.38
41513	DANIEL G PETERSON	1,982.95
41514	DARREL STEVENS	1,855.57
41515	EDWARD F. MAEL	1,734.18
41516	ERIC PRESTEGAARD	1,357.51
41517	JAMES B WINES	2,123.94
41518	KELVIN D BROWNSBERGER	1,991.74
41519	KORREI M KRUGER	1,711.29
41520	LARRY P HOWELL, JR	1,337.48
41521	LESLIE R LIKES	1,912.48

41522	MARK F ROBERTS	1,720.32
41523	MICHAEL J KETCHUM	2,192.96
41524	PAULA L ROUKEMA	916.15
41525	RANDY L NEAL	1,874.79
41526	SHIRLEY J. WALSON	1,676.61
41527	TAYLOR WOOD	1,280.59
41528	TRAVIS A HALL	1,959.77
41529	TRAVIS S MITLEY	1,670.64
41530	STATE TAX COMMISSION	3,817.00
41531	CREDIT UNION	1,298.94
41532	HDR ENGINEERING INC	2,585.59
41533	ADVANCED COMPRESSOR & HOSE, INC.	1,443.93
41534	AVISTA UTILITIES - WWP	1,974.38
41535	CDA INN	500.00
41536	CENTRAL PRE-MIX	170.10
41537	DRIVELINES, INC.	53.92
41538	H & H BUSINESS SYSTEMS INC	228.82
41539	H & H EXPRESS	55.54
41540	INTEGRATED PERSONNEL, INC	2,641.98
41541	INTERMOUNTAIN SIGN & SAFETY	80.00
41542	INTERSTATE CONCRETE	727.48
41543	IWORQ SYSTEMS	3,400.00
41544	JAMES, VERNON & WEEKS, P.A.	1,653.75
41545	JMT PETROLEUM	6,918.29
41546	KEC	629.24
41547	KOOTENAI COUNTY SOLID WASTE	140.70
41548	LACAL EQUIPMENT INC	127.16
41549	LES SCHWAB	196.73
41550	MIKE WHITE FORD OF CDA	62.18
41551	MOUSER ELECTRONICS	10.21
41552	NORCO	55.47
41553	PACWEST MACHINERY LLC	6,639.78
41554	PAPE MACHINERY	246.91
41555	RUEN-YEAGER & ASSOC, INC	27,168.72
41556	SIX ROBBLEES	263.80
41557	SOLID ROCK GATE SUPPLY	2,460.00
41558	SPOKANE HOSE	38.72
41559	TAMS TRAVELING TOILETS	248.00
41560	ULTRA-LAWN	57.12
41561	WESTERN STATES EQUIPMENT	635.93
41562	HRA VEBA TRUST	2,520.00
41563	INTERSTATE CONCRETE	247,602.02
41564	BNSF	1,598.00

41565	REGENCE BLUE SHIELD	18,243.94
41566	RAH-CONSULTING LLC	4,500.00
41567	VSP dba VISION SERVICE PLAN	178.76
41568	BERENDSEN FLUID POWER	75.46
41569	ROADWISE, INC.	4,566.90
41570	PETTY CASH REIMBURSEMENT	25.77
ACH	WASHINGTON TRUST BANK PUBLIC EMPLOYEES RETIREMENT SYSTEM	15,109.60
ACH	WASHINGTON TRUST BANK PUBLIC EMPLOYEES RETIREMENT SYSTEM	12,892.89
ACH	WASHINGTON TRUST BANK PUBLIC EMPLOYEES RETIREMENT SYSTEM	12,192.06
ACH	WASHINGTON TRUST BANK PUBLIC EMPLOYEES RETIREMENT SYSTEM	10,964.52
TRANS	TO INSURANCE ACCT	224.28
TRANS	TO SAVINGS ACCT	200,000.00
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Aug 1 - 28, 19		789,779.49
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ORIGINAL SIGNED AND DATED 9/4/2019

Submitted by:
Shirley Walson, District Clerk