



POST FALLS HIGHWAY DISTRICT
MEETING AGENDA
5629 E SELTICE WAY
POST FALLS, ID 83854
November 21, 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.

BOARD MEETING - 6:00 PM

1. CALL TO ORDER
2. CONFLICTS OR CHANGES – ACTION ITEM
3. CONSENT AGENDA – ACTION ITEM
 - a. November 2018 Vouchers
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. PUBLIC HEARING-CONTINUATION

Viewers Report 299, Change in Mellick Road – **ACTION ITEM**
6. CURRENT BUSINESS
 - a. LRHIP Documentation Summary, Transportation Master Plan – **ACTION ITEM**
 - b. Local Road Mileage Report – **ACTION ITEM**
 - c. KN 13874 W Riverview (Skalan Creek) Completion of R/W – **ACTION ITEM**
 - d. Prairie/Chase Roundabout Final Pay Request & Release of Retainage – **ACTION ITEM**
 - e. Federal Aid Application, Meyers and Hayden Update – **ACTION ITEM**
 - f. KN 19288 Beck Rd Pay Request #10 – **ACTION ITEM**
 - g. KN 18716 Spokane Street River Bridge Pay Request #1 – **ACTION ITEM**
 - h. KN 13874 W Riverview (Skalan Creek) Parcel 2 Contract – **ACTION ITEM**
 - i. KN 13874 W Riverview (Skalan Creek) Parcel 4 Contract – **ACTION ITEM**
 - j. KN 13874 State Local Agreement, Construction – **ACTION ITEM**
7. CORRESPONDENCE
 - a. KN 13874, W Riverview (Skalan Creek) – Conditional Right of Way Certificate
8. LEGAL
9. ROAD SUPERVISOR
 - a. Updates/concerns
10. ENGINEER
 - a. Updates/concerns
11. OFFICE
 - a. Updates/concerns
12. COMMISSIONERS

13. EXECUTIVE SESSION

Pursuant to the provisions of Idaho Code 74-206, Subsection 1(c) The purpose of the executive session is to discuss an acquisition of an interest in real property. A roll call vote is required.

14. ADJOURNMENT

POST FALLS HIGHWAY DISTRICT
NOVEMBER 2018 MINUTES

Regular Meeting – November 7, 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 and Todd Tondee; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; GIS Clerk Korrei Kruger; District Engineer Darius Ruen, and attorney Susan Weeks. Commissioner Humphreys was excused. Guests present were Frank Hill, Brian Crumb, and Zac Eifler.

CONFLICTS OR CHANGES

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

CONSENT AGENDA

The only item is October 2018 Minutes. Commissioner Tondee **moved** to approve the consent agenda as presented. Chairman Werner seconded. **Motion carried** by majority vote. [11/7/18 Brd Mtg]

PUBLIC COMMENTS

No public comments requested.

PUBLIC HEARING

Validate Viewers Report 299, Change in Mellick Road

Chairman Werner opened the Public Hearing at 6:02 pm and asked the Road Supervisor for a report. Mr. Brownsberger began stating the application was received to validate Viewers Report 299, Change in Mellick Road from Palouse Organics, owner Frank Hill. The request was put on the September 5, 2018 agenda and the Board set the Public Hearing for November 7, 2018. Exhibits were provided to the Board and displayed for the attendees showing the properties that VR 299 encompasses; Mr. Brownsberger noted a search has been performed by staff and no abandonment record could be found. He noted an email dated June 18, 2004 in which Tom Lowden stated an abandonment had been done by a previous Board but he did not supply proof and there was nothing found in the records. Mr. Brownsberger continued to explain the history of the viewers report of not only V.R. 299 but also V.R. 217, Mellick Road, and the dates they were ordered and/or approved by the Kootenai County Commissioners in the early 1900's. He added that the District does not maintain either road as described in the viewers reports (except for a short distance at the beginning of Mellick Road) but did do a small amount of work this fall on Idaho Department of Lands property for an easement purchased by the District. He noted that portions of both right-of-ways are being used for travel and Palouse Organics is asking for validation to provide access to Fritz-Heath subdivision as stated in the application. Mr. Brownsberger noted the public hearing notice has been advertised according to Idaho Code with three phone calls received asking for more information and each was invited to attend the meeting or submit comment. One email was received opposed to the validation. On October 16, Mr. Brownsberger and the District's engineer, Darius Ruen, did a site visit and walked a portion of the road reporting the first 845-feet of the existing road from Mellick Road is either lying in or adjacent to V.R. 299; it was also determined that portions of the existing road on V.R. 299 had been removed to construct the existing road, referring to pictures showing the remnants of the existing road and added a width is not established in the original viewer's report. Mr. Brownsberger continued with the possible actions for the Board to make, 1.) Validate, 2.) Do not validate, or 3.) Table for further deliberation or table to re-open and accept further evidence. He completed the staff report with his recommendation which is to validate V.R. 299 as a public right-of-way with a width of 50-feet; the first approximated 845-feet of the existing road should be validated as part of the public right-of-way; the remaining 1,304-feet of V.R. 299 should be validated as it lies on its original alignment for reasons listed as 1.) It is in the public's best interest; 2.) It's clear the first approximated 845-feet has been relocated from the original alignment to the current alignment by reconstructing the road with the remaining 1,304-feet still on the original alignment and has not been reconstructed; and 3.) The Board of Kootenai County Commissioners approved V.R. 217 and 299 in 1907 and 1910 respectively, and that there is a reasonable assumption it was intended to be a 50-foot width to match the already approved roads

in the vicinity. Upon the conclusion of the staff report, Commissioner Tondee asked questions trying to understand the old road's location versus the current road's location, and then asked to view KCEarth to gain perspective. Chairman Werner asked the applicant to address the Board. Frank Hill explained in 2006 Abbey and Crumb did the subdivision entrance inside Brian Crumb's land and that Mr. Crumb stated under oath he gave up that portion of land to create the road; it was done properly by a Kootenai County site disturbance permit; pointing to the lots he currently owns. Mr. Hill stated Alliance Title and First American Title insured title based on this viewer's report. He asked if he understands that the first 845-feet are staff's recommendation to validate and received an affirmative answer from the Road Supervisor. Mr. Hill then asked that Zach Eifler use his time remaining with Mr. Eifler stating it would be important to speak with the engineers that laid out the subdivision; he would like to get access to his property; and he stated Mr. Crumb took part in installing the gate, adding Inland Northwest Consultants were hired to engineer and build the road, and that he himself did much of the surveying in 2006 and 2007. Mr. Hill asked to add more stating Post Falls Fire District *<Note: there is no Post Falls Fire District, mentioned multiple times; it is Kootenai Fire & Rescue>* to this day insists upon having a key to the gate. Commissioner Tondee again asked about the first 845-feet confirming it is on the laid out V.R. 299 and if the gate was moved further east, if it would be on private property and thereby allowed, receiving an affirmative answer. Brian Crumb was the next speaker stating he was part of the Abbey-Crumb subdivision; his parcel is not part of the Fritz Heath subdivision so the *Post Falls Fire District* approval has nothing to do with his parcel and invited the Board to view the information on the web. A misconception is that he put in the gate adding he did not, Mr. Abbey installed the gate; he got out of the Abbey-Crumb development and was to be compensated for the use of his property for access. He went on to explain previous and current location of the road; showing a piece that 'strictly belongs to he and his wife, not the State, not the Highway District and is strictly opposed to the validation. Chairman Werner questioned him about the old roadway with Mr. Crumb showing on the projector screen the location that is his property explaining he owns it, pays taxes, no one else owns it. Upon questioning from Chairman Werner why the road wasn't built on the old road section Mr. Crumb stated it was too steep. He continued the plat documents located within Kootenai County records do not have his signature, the fire district did not use his property to annex Fritz Heath Tracts into the fire district, and INC did not use his property on their application to build this road. Commissioner Tondee again asked about the remnants of the old road to gain an understanding of Mr. Crumb's thoughts; and asked Mr. Crumb if he understood one right-of-way would be traded for the other location with Mr. Crumb stating he didn't want the property because it is destroyed. Mr. Crumb stated he would be happy to have his attorney sit down with the District's attorney to go over everything at which point the District's attorney, Susan Weeks, addressed the Board that any evidence must be presented at this meeting. Zac Eifler asked to speak and Chairman Werner stated he already spoke; Mr. Eifler argued he spoke for Mr. Hill not himself. Once allowed, he addressed the gate installation and agreed it was installed by Abbey but Mr. Crumb repaired it at one point. He asked the Board to review Kootenai County records and continued about fire access and that it is needed to issue building permits. He addressing a bank repossession of a separate land owner, one of whom was not present, both Mr. Crumb and Mr. Eifler asked to submit documents with Ms. Weeks again stating any exhibits must be submitted prior to the public hearing being closed for public testimony and must be in writing. Chairman Werner asked the District Engineer, Darius Ruen to comment. Mr. Ruen talked about the site visit with Mr. Ruen pointing out the location that was walked. Ms. Weeks suggested to the Board they allow a ten minute recess for the audience members to submit their exhibits which were granted at 6:49 pm. At 6:55 pm, Chairman Werner brought the meeting back to order and discussed with Commissioner Tondee that due to the amount of submittals, he suggested the Board continue the public hearing in order to provide enough time to review the documents. There was some interchange between the attorney and the Board about handing presenting exhibits in a timely manner since they were allowing electronic submittals. Mr. Crumb handed the Chairman documents and marked as Exhibit A. Exhibits from Mr. Hill and Mr. Eifler sent electronic submittals marked Exhibit B and C. Ms. Weeks asked the Board if it was their wish to allow the emails that had been sent and suggested they set a time limit to submit by email. Commissioner Tondee **moved** to accept those emails accepted prior to 7:25 pm and to accept Mr. Crumb's public records request to receive his originals back with a copy being left with the District and to continue Board deliberations on

November 21, 2018 at 6:00 pm. Chairman Werner seconded. **Motion carried** by majority vote. Chairman Werner added no more testimony will be received. [11/7/18 Brd Mtg]

CURRENT BUSINESS

Pleasant View and Prairie Roundabout, Payments 3 & 4

Two payments were submitted to the District from LHTAC for JUB Engineers. Pay Request #3 was in the amount of \$17,425.59 and Pay Request #4 was in the amount of \$21,744.02 for a total of \$39,169.61. Commissioner Tondee **moved** to approve payment for the Pleasant View and Prairie Intersection Improvement, numbers 3 & 4, totaling \$39,169.61. Chairman Werner seconded. **Motion carried** by majority vote. [11/7/18 Brd Mtg]

Associated Highway District Standards Approval

Mr. Brownsberger went over changes as provided to the Board. Commissioner Tondee **moved** to approve the 2018 Associated Highway District Standards Manual. Chairman Werner seconded. **Motion carried** by majority vote. [11/7/18 Brd Mtg]

Millview Lane Response

The Board received the responses at a previous meeting for review for question from the September 5th open house. A compilation of questions with answers has been prepared to send to the attendees of that meeting. Commissioner Tondee **moved** to approve and send the information as presented. Chairman Werner seconded. **Motion carried** by majority vote. [11/7/18 Brd Mtg]

Rock Exchange, Hearn Pit

Coeur d'Alene Paving dba CdA Redi-Mix and the District have prepared an agreement to trade 3,400 tons of rejected rock for 1,500 tons of 3/4" B mix gravel itemized to be the same financial value. Commissioner Tondee **moved** to approve the exchange. Chairman Werner seconded. **Motion carried** by majority vote. [11/7/18 Brd Mtg]

Use of Right-of-Way Agreement, Wilde-Idaho

A Right-of-Way Use Agreement was submitted to install a children's school bus shelter in the right of way at 13024 N. Rhett Road and located in the school bus turnaround. Mr. Brownsberger explained children are standing in the intersection and this will assist in keeping them out of the road. The permit spells out conditions, removal and termination; it also requires a \$500,000 insurance bond. Commissioner Tondee **moved** to approve the use of right of way for Wilde Idaho LLC and authorize the Chairman's signature. Chairman Werner seconded. **Motion carried** by majority vote. [11/7/18 Brd Mtg]

KN 13874, W Riverview-Pleasant View Baptist Church proceed to deed

Ron Harvey of RAH Consulting has obtained approval for right-of-way acquisition from the Pleasant View Baptist Church. Staff will begin proceedings for the closing with First American Title Company. Commissioner Tondee **moved** to approve \$4,650 for the sale of the right-of-way contract for Skalan Creek. Chairman Werner seconded. **Motion carried** by majority vote. [11/7/18 Brd Mtg]

CORRESPONDENCE

Open House – I90 and SH41 Intersection – So noted. [11/7/18 Brd Mtg]

New URD, City of Coeur d'Alene – The Second Amendment to the River District Redevelopment Plan was submitted. The cover letter also advised of a public hearing scheduled for Tuesday, November 20, 2018. So noted. [11/7/18 Brd Mtg]

New URD, City of Post Falls – The City sent notification the Post Falls Technology Urban Renewal District was passed by Ordinance No. 1349 on October 16, 2018. The plan was also submitted. So noted. [11/7/18 Brd Mtg]

Idaho Petroleum Clean Water Declaration – The insurance policy schedule was received. So

noted. [11/7/18 Brd Mtg]

Riverview Drive Extension Letter, Wes Hanson – Mr. Hanson submitted a letter dated October 30, 2017 and the Board reviewed it at the December 6, 2017 Board Meeting. Mr. Hanson has submitted a second letter dated October 29, 2018 stating he was unhappy he did not receive a response and stated his concerns. A letter was prepared by staff and reviewed by the Board offering an apology that the letter appeared to only be informing the Board of his concerns and further answered questions. The Millview Lane information letter will be sent to him as well. [11/7/18 Brd Mtg]

LEGAL

No items from the attorney.

ROAD SUPERVISOR

LHRIP Grant for Sign Replacement – November 20 is the deadline for LHRIP applications and Road Supervisor Brownsberger is asking for a sign grant to replace the stop signs and yield signs. The average life is twelve years, and although some have been replaced 129 stop signs; 5 yield signs, 30 railroad crossing signs, and 253 road name signs are targeted for replacement at a cost of \$18,670. As the application is not yet complete, he needs approval from the Board since it is due prior to the next meeting. Commissioner Tondee **moved** to authorize the Chairman to sign the grant once it is completed. Chairman Werner seconded. **Motion carried** by majority vote. [11/7/18 Brd Mtg]

Pleasant View and Prairie Intersection Project – Mr. Brownsberger spoke with LHTAC's Kevin Kutcher asking to add lanes but as it may push the budget, Mr. Kutcher asked if the District could take responsibility for the additional right-of-way costs. Mr. Brownsberger felt we won't go over budget. [11/7/18 Brd Mtg]

Barrett Road – Under construction, this project is moving rapidly. Mr. Brownsberger supplied agreements for the Board's review adding he and the engineer will review it at the end of the week. Pictures are on City of Rathdrum's website. [11/7/18 Brd Mtg]

Spokane Street Bridge – Mr. Brownsberger had a conference call with HDR Engineers and LHTAC regarding the deck drain, bearings and cathodic protection. The drain will not be an issue, however the bearings are more of a problem; the replacement will be very expensive so a similar bearing pad was discussed that is thinner and can be slip into the bridge in the event the original pad fails. Regarding cathodic protection, a deep well system will not work due to the soil type, so going back into the river but using different anodes than is currently in use. More information is coming on the latter type. [11/7/18 Brd Mtg]

NPDES Permit – The draft for this permit has been received and the public comment period has begun. The report has had small changes and Chairman Werner received an affirmative answer when asking if it still had sewage spill cleanup as the responsibility of the District. [11/7/18 Brd Mtg]

Crew Update – They have been doing work on the Pleasant View and SH53 property, which will now be known as the Bodine Pit, getting winter ready at that site. Culvert inventory is being conducted and winter equipment is ready. [11/7/18 Brd Mtg]

Railroad Work – UPRR is going to redo the Pleasant View Crossing on November 13 and 14; the road will be shut north of Seltice Way. [11/7/18 Brd Mtg]

ENGINEER

Riverview Guardrail Package – The PS&E package was submitted a week ago. [11/7/18 Brd Mtg]

Prairie and Chase Roundabout – Mr. Ruen reports hydroseeding will be completed; the final pay request is being worked out which will be used to obtain their tax release. A release of retainage

should be on the next agenda. [11/7/18 Brd Mtg]

Winch and Freddi Roads – Paving has been done so this job is complete. [11/7/18 Brd Mtg]

Prairie and Greensferry Intersection Improvement - Acquisitions for three parcels need his staff to complete the legal descriptions. Two southern parcels less than 275-feet; the northeast corner will need more. [11/7/18 Brd Mtg]

OFFICE

District Clerk Walson reports the pre-auditor has been in this week; the convention is the following week, and the next week has the main auditor scheduled. [11/7/18 Brd Mtg]

COMMISSIONERS

No items for discussion.

ADJOURNMENT

Mr. Crumb asked if he could ask questions and was told the public hearing is closed. With no further business, Chairman Werner made the motion to adjourn the meeting at 7:29 PM.

Regular Meeting – November 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, Commissioner Tondee, and Commissioner Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; GIS Clerk Korrei Kruger; District Engineer Darius Ruen, and attorney Susan Weeks. Guests present were Brian Crumb, Richard Abbey, and Zac Eifler.

CONFLICTS OR CHANGES TO THE AGENDA

Commissioners had no conflicts of interest. Commissioner Humphreys reported he will abstain from the public hearing deliberations as he was not present at the meeting when public testimony was received.

CONSENT AGENDA

The only item is the November 2018 Vouchers. Commissioner Humphreys **moved** to approve the consent agenda as presented. Chairman Tondee seconded. **Motion carried** unanimously. [11/21/18 Brd Mtg]

PUBLIC HEARING-CONTINUATION - Viewers Report 299, Change in Mellick Road

Chairman Werner stated the public testimony portion of the meeting was closed at the November 7 Board Meeting and email exhibits were allowed to be submitted up to 7:25 pm on that date as well. He continued that the Highway District Board of Commissioners were to decide if Viewer's Report #299 is valid; it is not the Board's responsibility to decide if and easement was granted, so none of the discussion will pertain to easements, only Viewer's Report #299. Commissioner Tondee began Board discussions stating that after going through both staff exhibits and email submittals from the November 7 meeting, he found the email exhibits really did not pertain to the public right-of-way. He continued that VR #299 runs very close to where the road was built. Chairman Werner added according to the staff report, VR #299 is being used by the traveling public for access; he feels VR #299 is valid and that it lies very close if not within where the viewers report is located showing the intent was there to build the road following VR #299. Commissioner Tondee asked for clarification that the District does not maintain this road, the road has never been abandoned, the road is being used for the traveling public, that it is in the public's best interest, the right-of-way traveled and used does generally conform to the location of VR 299 and received an affirmative answers. Location of the viewers report was again discussed for Commissioner Tondee to confirm he understood the location. In the matter of validation of Viewer's Report #299, Commissioner Tondee **moved** to adopt the Findings of Fact, Conclusions of Law and Order on Petition for Validation presented; under Section II. Findings of Facts, Number 7, *The Post Falls Highway District does not maintain Road No. 299*; Number 8, *Evidence was not presented that public right-of-way as traveled and used does not generally conform to the*

location of the public right-of-way described in Plat of Survey No. 299; Number 9, Evidence was not presented that the public has ceased traveling on Road No. 299, evidence was presented to the contrary; Number 10, Evidence was not presented that the right-of-way was previously abandoned, and that the District adopt Section III. Conclusions of Law, Number 1, The validation of Road No. 299 is in the public interest; Number 2, The right-of-way as traveled and used does generally conform to the location of the public right-of-way described in Plat of Survey No. 299; Number 3, Given the slopes, cuts and fills supporting the existing travel surface of the traveled portion of the right-of-way, the width necessary to support the existing travel service is 50 feet wide; under Section IV. Validation Order, After consideration of the evidence presented at the public hearing, the Board of Commissioners hereby validate Road No. 299 as a public right-of-way 50 feet in width and have the commissioners sign the order with the choices made. After questioning if the staff report can be attached, Commissioner Tondee amended his motion to add the staff report to the order. Chairman Werner seconded. **Motion carried** by majority vote with Commissioner Humphreys abstaining. [11/21/18 Brd Mtg]

CURRENT BUSINESS

LRHIP Documentation Summary, Transportation Master Plan

The Project Documentation Summary is required for the LRHIP funding of the District's Transportation Master Plan to show the District has expended the funds provided. Commissioner Tondee asked about the \$50,210 cost and the box is checked NO for the single contract over \$50,000. The Board asked that the box be checked YES and bring back a new report for the Chairman's signature. Commissioner Tondee **moved** to approve the Project Documentation Summary and that the Chairman sign said document once the document is corrected. Commissioner Humphreys seconded. **Motion carried** unanimously. [11/21/18 Brd Mtg]

Local Road Mileage Report

Road Supervisor Brownsberger has completed the 2018 Road Mileage Report stating the mileage has increased by 0.854 miles with additions from N. Tansy Road, Big Horn Road and Hargrave Road; surface changes were 4.151 miles. No mileage has been lost yet to city annexation. Commissioner Humphreys **moved** to approve and that the Chairman sign the 2018 Local Road Mileage Report. Commissioner Tondee seconded. **Motion carried** unanimously. [11/21/18 Brd Mtg]

KN 13874 W Riverview (Skalan Creek) Completion of R/W

ITD requires a *Completion of Right-of-Way Activities* form to issue the certificate allowing the State/Local Agreement to be issued for construction. Chairman Werner had already signed to meet LHTAC's timeline and was put on the agenda for ratification of his signature. The report states not all parcels have yet been acquired. Commissioner Tondee **moved** to ratify the Chairman's signature the certificate. Commissioner Humphreys seconded. **Motion carried** unanimously. [11/21/18 Brd Mtg]

Prairie/Chase Roundabout Final Pay Request & Release of Retainage

Engineer Darius Ruen explained the final pay request including retainage is presented. Change Order #2 is also included for luminaires that was incorrect in the engineers estimate due to a shortened conduit length, a cost of \$1,355.40. Mr. Ruen's recommendation, if the change order is approved, to pay the final payment including the remaining retainage and the change order. Commissioner Humphreys **moved** to approve change order #2 in the amount of \$1,355.40. Commissioner Tondee seconded. **Motion carried** unanimously. Commissioner Humphreys **moved** to pay the final pay request and release of retainage on the Prairie Chase Project in the amount of \$74,065.14 which includes the previously approved Change Order #2. Commissioner Tondee seconded. **Motion carried** unanimously. Chairman Werner asked the Road Supervisor if there were any funds left over to be reimbursed to LHTAC. Mr. Brownsberger did not have an update but District Clerk Walson added \$49,000+ was left prior to this payment so we will be in the red for a small amount. [11/21/18 Brd Mtg]

Federal Aid Application, Meyers and Hayden Update

The District has previously applied for funding on this project but did not quite get approved. Mr.

Brownsberger would like to apply for the STP Rural funding again; the application is due January 7. Commissioner Humphreys **moved** to go forward to make application for an intersection improvement at Meyer and Hayden. Commissioner Tondee seconded. **Motion carried** unanimously. [11/21/18 Brd Mtg]

KN 19288 Beck Rd Pay Request #10

LHTAC submitted Ruen Yeager's progress report #10 in the amount of \$3,085.93. Commissioner Tondee **moved** to approve pay request #10 to Ruen Yeager in the amount of \$3,085.93. Commissioner Humphreys seconded. **Motion carried** unanimously. [11/21/18 Brd Mtg]

KN 18716 Spokane Street River Bridge Pay Request #1

LHTAC submitted HDR Engineering's progress report #1 in the amount of \$7,497.25 for the Spokane Street River Bridge Project. Chairman Werner reports the previous payments were for Type Size Location (TSL) findings, the payments beginning with #1 are now for design. Commissioner Humphreys **moved** to approve pay request #1 to HDR Engineering on the Spokane Street Bridge project in the amount of \$7,497.25. Commissioner Tondee seconded. **Motion carried** unanimously. [11/21/18 Brd Mtg]

KN 13874 W Riverview (Skalan Creek) Parcel 2 Contract

RAH Consulting Inc. completed the Jon and Ann Dawn Family Trust acquisition for Parcel #2. This is a parcel in fee and they settle to the appraised value. The irrigation was missed so \$1,200 was added to relocate the control box by the owner. Attorney Susan Weeks asked that the Dawns resign as trustees. Commissioner Humphreys **moved** to approve the right-of-way contract with the Jon and Ann Dawn Family Trust, Parcel #2 in the amount of \$4,579 for the W Riverview (Skalan Creek) project. Commissioner Tondee seconded. **Motion carried** unanimously. Commissioner Humphreys added that when the deed is signed, successor trustees may be needed to sign which Ms. Weeks explained the trust should spell out who can sign. [11/21/18 Brd Mtg]

KN 13874 W Riverview (Skalan Creek) Parcel 4 Contract

RAH Consulting Inc. completed Raymond Calton acquisition for Parcel #4 for a permanent easement and a temporary easement and Mr. Calton settled for the appraised value of \$912. Mr. Brownsberger explained Mr. Calton added a couple of notes. Engineer Matt Gillis and Mr. Brownsberger met with Mr. Calton on October 16, 2018 regarding tree removal and mailbox was discussed but not noted. Chairman Werner asked attorney Susan Weeks if the Board should initial the changes and she said both parties should initial. Commissioner Tondee questioned the written tree discussion and the explanation by the Road Supervisor. After discussion, the Board asked for clarification and Ms. Weeks asked the verbiage be cleaned up and the approved road plans be attached to the contract. [11/21/18 Brd Mtg]

KN 13874 State Local Agreement, Construction

Idaho Transportation Department submitted a State/Local Agreement for the construction of Project A013 (874), W Riverview Drive (Skalan Creek) Widening. Mr. Brownsberger reports a designee must be added and explained change order rules explaining in the past, the Board has allowed him to approve change orders up to \$10,000; anything over that amount comes to the Board for approval. Also, the District payment is required to be submitted to ITD in the amount of \$60,526. Commissioner Tondee asked clarification on the total amount, match amount, and change order requests. With questions addressed, Commissioner Humphreys **moved** to sign the state/local agreement for the Skalan Creek project, designate Road Supervisor Kelly Brownsberger to be the contact person and authorize him to approve any change orders up to \$10,000, over that amount come to the Board. Commissioner Tondee seconded. **Motion carried** unanimously. [11/21/18 Brd Mtg]

CORRESPONDENCE

KN 13874, W Riverview (Skalan Creek) – ITD's Conditional Right of Way Certificate was issued allowing the State/Local Agreement to be issued, see above. The letter can be changed if all parcels have not been settled by the end of the year. So noted. [11/21/18 Brd Mtg]

LEGAL

No items for discussion.

ROAD SUPERVISOR

Child Pedestrian Grant – A typical section and the route has been received from Eric Olson. This will provide access for children to safely travel between Riverside Harbor and Ponderosa School. Mr. Brownsberger reports the cul-de-sac will be redesigned, then provided an explanation to Commissioner Tondee why this location was chosen as he felt another location was used more than the chosen location. Mr. Brownsberger continued funding is favored in those locations where there has been a fatality. [11/21/18 Brd Mtg]

KXLY PSA's – Mr. Brownsberger reminded the Board he has been appointed the Association coordinator for the public service announcements. The schedule of ads was presented to the Board stating this winter's cost will be \$8,030 and will split equally with all four highway districts. [11/21/18 Brd Mtg]

Snowplow Plan – The City is making changes and will now plow Seltice which was part of the District's tradeoff for small subdivisions. The crew has worked out routes to get to their areas without using Seltice; the City will continue to plow some subdivisions for the most part south of McGuire area. [11/21/18 Brd Mtg]

Barrett Road – The Road Supervisor and Engineer passed sub-grade inspection the previous week; they are about two-thirds completed with the sub-grade. Some ballast material is on the road and the Road Supervisor informed the City of his concern regarding runoff water. [11/21/18 Brd Mtg]

Lost Creek - The Road Supervisor and Engineer passed ballast inspection the previous week; on Chokeycherry. There will be some base on it and then it will be shut down for the winter. Engineer Darius Ruen added he received the compaction tests and will have them reviewed. [11/21/18 Brd Mtg]

Pleasant View and Prairie Intersection – BNSF sent an email stating as long as the traffic study shows the cueing will be mitigated at the location they were concerned about, they won't take any exceptions with the permit. [11/21/18 Brd Mtg]

Crew Update – All but one truck is ready for winter; work is being done on Prairie Avenue to clean the curb cuts and drains. [11/21/18 Brd Mtg]

ENGINEER

Sign Grant Program – Staff has been working on the application and submitted it to LHTAC early in the week. [11/21/18 Brd Mtg]

OFFICE

District Clerk Shirley Walson thanked the Board for allowing staff to attend the convention. [11/21/18 Brd Mtg]

A Profit/Loss Report was presented to the Board and the Clerk pointed out expenditures to date. [11/21/18 Brd Mtg]

COMMISSIONERS

Chairman Werner reported he thought the convention was very good this year. He also explained the director of IAHD is working on a Capital for the Day event for highway districts. This is done for other entities and groups. He also reports he will not be available to attend and asked the other Board members to think about attending. The dates are in early February. [11/21/18 Brd Mtg]

EXECUTIVE SESSION

Commissioner Humphreys **moved** into Executive Session pursuant to the provisions of Idaho Code 74-206, Subsection 1(c) to discuss an acquisition of an interest in real property. Commissioner Tondee seconded. Roll call vote: Commissioner Humphreys- aye; Chairman

Werner – aye; Commissioner Tondee – aye. The Board entered Executive Session at 7:07 pm. At 7:34 p.m., the Board returned to general session. [11/21/18 Brd Mtg]

ADJOURNMENT

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

NOVEMBER Vouchers:

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Nov 1 - 27, 18			
	40240	BRIAN D CRUMB	1,840.93
	40241	CHARLES D YERIAN	2,242.41
	40242	DANIEL G PETERSON	1,673.06
	40243	EDWARD F. MAEL	1,925.22
	40244	ERIC PRESTEGAARD	1,531.76
	40245	GLENDA N. JOHNSON	619.20
	40246	JAMES B WINES	2,042.56
	40247	KELVIN D BROWNSBERGER	1,922.46
	40248	KORREI M KRUGER	1,534.74
	40249	LARRY P HOWELL, JR	1,442.62
	40250	LESLIE R LIKES	2,000.61
	40251	LINDA STINEBAUGH	486.62
	40252	LYNN HUMPHREYS	553.91
	40253	MARK F ROBERTS	1,845.27
	40254	MARY L. SPRAY	1,886.59
	40255	MICHAEL J KETCHUM	1,681.68
	40256	RANDY L NEAL	1,947.55
	40257	RONALD G HAUCK	1,996.89
	40258	SHIRLEY J. WALSON	1,677.41
	40259	TERRY WERNER	689.80
	40260	TRAVIS A HALL	1,916.55
	40261	TRAVIS S MITLEY	1,801.61
	40262	WILLIAM T TONDEE	559.48
	40263	AFLAC	149.80
	40264	NYL INS.	20.00
	40265	CREDIT UNION	1,273.94
	40266	765TECH INC	647.00
	40267	ACE HARDWARE	158.13
	40268	ADVANCED PEST CONTROL	50.00
	40269	AHD	500.00
	40270	FRONTIER	255.70
	40271	INTEGRATED PERSONNEL, INC	2,849.08
	40272	LYNN HUMPHREYS.	54.50
	40273	NCPERS	336.00
	40274	SUNBELT RENTALS	131.82
	40275	VSP dba VISION SERVICE PLAN	237.19

40276	BROWN BEARING	219.15
40277	VOID-REISSUED CK #40290	0.00
40278	CITY OF POST FALLS.	187.29
40279	CLEAR BLUE INC	100.00
40280	COLEMAN OIL COMPANY	1,778.48
40281	ELJAY OIL COMPANY, INC.	120.12
40282	FEDERATED AUTO PARTS	124.78
40283	H & H EXPRESS	10.54
40284	INTEGRATED PERSONNEL, INC	4,417.16
40285	INTERSTATE CONCRETE	570.96
40286	NAPA	350.20
40287	PEAK HEALTH & WELLNESS	143.10
40288	SMITH, LARRY	125.00
40289	VERIZON WIRELESS	115.56
40290	CDA GARBAGE	75.00
40291	JUB	17,425.59
40292	JUB	21,744.02
40293	RAM RIVER ESTATES	127.19
40294	ADS DIESEL PRODUCTS	84.21
40295	ADVANCED COMPRESSOR & HOSE, INC.	1,695.24
40296	ALSCO	820.34
40297	APPLIED INDUSTRIAL TECHNOLOGIES	407.01
40298	ARROW CONSTRUCTION SUPPLY	621.59
40299	AVISTA UTILITIES - WWP	1,915.37
40300	BLUEJAY INDUSTRIAL INC	716.12
40301	BROADWAY INDUSTRIAL SUPPLY LLC	157.45
40302	CDA PAVING	657.16
40303	CDA PRESS	483.56
40304	CENTRAL PRE-MIX	41.00
40305	CONSOLIDATED SUPPLY CO.	1,304.24
40306	CONSTRUCTION EQUIPMENT COMPANY	1,007.21
40307	CULLIGAN	11.90
40308	FORCE AMERICA DISTRIBUTING	155.97
40309	GOODYEAR	3,829.78
40310	GORDON TRUCK CENTERS, INC	142.00
40311	GRANNIS	5,950.08
40312	H & H BUSINESS SYSTEMS INC	109.24
40313	IDAHO ASPHALT	307.80
40314	KEC	814.97
40315	LES SCHWAB	2,213.21
40316	MIKE WHITE FORD OF CDA	53.62
40317	MODERN MACHINERY	72.57
40318	NORCO	108.00
40319	PACIFIC STEEL	661.47

40320	PACWEST MACHINERY LLC	188.51
40321	RAH-CONSULTING LLC	2,000.00
40322	ROBBLEES	969.72
40323	RODDA	6,303.00
40324	SPOKANE HOSE	1.29
40325	TNT TRUCK PARTS	175.25
40326	TPI EMBROIDERY	594.67
40327	UNIVERSITY OF IDAHO for SEEP	300.00
40328	VOID-REISSUED CK #40379	0.00
40329	WESTERN STATES EQUIPMENT	702.93
40330	WTB - CREDIT CARD DIV.	1,280.11
40331	CDA METALS	527.79
40332	BRIAN D CRUMB	1,566.94
40333	CHARLES D YERIAN	2,035.45
40334	DANIEL G PETERSON	1,381.47
40335	EDWARD F. MAEL	1,785.99
40336	ERIC PRESTEGAARD	1,386.83
40337	GLENDA N. JOHNSON	325.02
40338	JAMES B WINES	1,846.33
40339	KELVIN D BROWNSBERGER	1,896.71
40340	VOID-CORRECT PAYCHECK & REPRINT	0.00
40341	LARRY P HOWELL, JR	1,402.34
40342	LESLIE R LIKES	1,691.77
40343	MARK F ROBERTS	1,532.78
40344	MARY L. SPRAY	1,584.59
40345	MICHAEL J KETCHUM	1,497.33
40346	RANDY L NEAL	1,612.15
40347	RONALD G HAUCK	1,641.68
40348	SHIRLEY J. WALSON	1,633.22
40349	TRAVIS A HALL	1,607.06
40350	TRAVIS S MITLEY	1,464.76
40351	KORREI M KRUGER	1,280.81
40352	STATE TAX COMMISSION	2,672.00
40353	CREDIT UNION	1,273.94
40354	DELTA DENTAL	1,483.54
40355	HRA VEBA TRUST	2,520.00
40356	REGENCE BLUE SHIELD	18,243.94
40357	ED MAEL	35.00
40358	CDA POWER TOOL	144.98
40359	DRIVELINES, INC.	42.33
40360	GREASE MONKEY-ROLLING STOCK	9.50
40361	LAWSON PRODUCTS	242.70
40362	LHTAC	675.00
40363	NORTHWEST MACHINE	178.41

40364	NOVUS	149.85
40365	POE ASPHALT PAVING, INC.	406.08
40366	ROADWISE, INC.	17,040.74
40367	RUEN-YEAGER & ASSOC, INC	13,456.82
40368	RUSH DELIVERY	40.00
40369	SAFETYLINE	152.13
40370	TECHNICHEM	109.57
40371	VOID-REISSUED CK #40379	0.00
40372	WESTERN TIRE CHAIN	1,561.00
40373	WHITE BLOCK	585.78
40374	FASTENAL	330.20
40375	HDR ENGINEERING INC	7,497.25
40376	ITD-BOISE	60,526.00
40377	RUEN-YEAGER & ASSOC, INC	3,085.93
40378	VOID	0.00
40379	VALLEY EQUIPMENT INC	1,912.73
40380	T LARIVIERE EQUIPMENT INC	74,055.14
ACH	WASHINGTON TRUST BANK	12,117.70
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,961.77
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	8,698.46
ACH	WASHINGTON TRUST BANK	9,675.48
	TRANSFER TO INSURANCE ACCT	154.97
		<u>405,712.78</u>

Nov 1 - 27,
18

ORIGINAL SIGNED AND DATED 12/5/2018

Submitted by:
Shirley Walson, District Clerk