

POST FALLS HIGHWAY DISTRICT  
OCTOBER 2019 MINUTES

Regular Meeting – October 2, 2019, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:00 P.M. Present were Commissioners Todd Tondee and Terry Werner, Assistant Road Supervisor Dave Yerian, District Clerk Shirley Walson; Administrative Assistant Korrei Kruger, and Ruen Yeager Engineer Laura Winter. Commissioner Humphreys was excused due to illness. Guests were Ashley LaBau and Teuvo Orjala. Mr. Yerian 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. Chairman Tondee seconded. **Motion carried** by majority vote. *[10/2/2019 Brd Mtg]*

CONSENT AGENDA

Items on the Consent Agenda are the September 2019 Minutes and a Right-of-Way Acquisition Contract with Hauser Plant, LLC for the Prairie and Pleasant View project. Commissioner Werner **moved** to approve the consent agenda as presented. Chairman Tondee seconded. **Motion carried** by majority vote. *[10/2/2019 Brd Mtg]*

PUBLIC COMMENTS

No request made.

OLD BUSINESS

Old Business items are the Prairie and Pleasant View BPA Agreement Approval and the Bedrock Road Development Agreement approval. District Clerk Shirley Walson reported she spoke with Angie Comstock from JUB and she has not heard back from BPA; Ms. Walson also reported the Bedrock agreement had not been received. Commissioner Werner **moved** to table both items under old business and bring them back to the next meeting. Chairman Tondee seconded. **Motion carried** by majority vote. *[10/2/2019 Brd Mtg]*

CURRENT BUSINESS

Bodine Approach Variance, David LaBau

Commissioner Werner stated this was discussed at the last meeting and the Board had no issues, therefore he **moved** to approve the driveway approach permit. Chairman Tondee seconded. **Motion carried** by majority vote. *[10/2/2019 Brd Mtg]*

Upriver Drive Mural, Teuvo Orjala

Teuvo Orjala is proposing a mural on the support wall on Upriver just past the intersection from US95. He has been working with the Citizen Council of Arts, the City of Coeur d'Alene, and others to see if this can become a reality. Concerns from the District and the Assistant Road Supervisor were voiced including graffiti problems, maintenance responsibility, the ability for District equipment to work alongside the wall, snow storage, mag and sand damage, and installation safety. Board consensus was they weren't particularly opposed but were not quite in favor either due to maintenance. Chairman Tondee informed him all of the District's concerns would have to be addressed in the plans and agreement and that the maintenance costs do not affect the taxpayers. He also asked that the residents in the area be involved in the design if this proceeds. Mr. Orjala stated he is committed and will keep moving forward with the idea of this project. *[10/2/2019 Brd Mtg]*

Lease Agreement with Ground Force

Having reviewed the agreement, Commissioner Werner **moved** to approve the lease agreement on the pit area with Ground Force. Chairman Tondee seconded. **Motion carried** by majority vote. *[10/2/2019 Brd Mtg]*

#### Acceptance of Policies and Procedures Manual, 2019

After discussion for the verbiage on FMLA verbiage, retirement payout of sick leave, and possible PTO conversion, the Board opted to review further.

Sick leave, based the amount of years you worked there, went into your VEBA account.

#### Crew Leader Job Description

Commissioner Werner **moved** to approve the Crew Foreman job description as presented.

Chairman Tondee seconded. **Motion carried** by majority vote. [10/2/2019 Brd Mtg]

#### ROAD SUPERVISOR

No items to discuss.

#### ENGINEER

ITD Property Survey – Laura Winter reports the surveying and staking is being worked on this week. [10/2/2019 Brd Mtg]

South Stateline – Survey is also being completed for the tree clearing next year. This information will be compared to the highway plat. [10/2/2019 Brd Mtg]

Prairie and Greensferry – Excavation is complete, ballasts are in, and foundations were poured for the mast arms. Ms. Winter felt closing the intersection helped moving the project forward in a timely manner. Discussion followed regarding the trenching and coordination with the different contractors. [10/2/2019 Brd Mtg]

MS4 Permit – Ms. Winter reports Misha Vakoc from EPA will be in the area October 15-17 and would like to set up a meeting in the event the District had questions for her. Discussion followed regarding the schedule to receive the permit is now the 2020 calendar year rather than the fiscal year. The Board left it to Ms. Winter to schedule Ms. Vakoc at the next Board meeting after they meet with Fish and Game. [10/2/2019 Brd Mtg]

W Riverview (Skalan Creek) Project – Trees have been removed on this project. The crew replaced a mailbox that was damaged by a truck that ran over it. [10/2/2019 Brd Mtg]

#### OFFICE

District Clerk Shirley Walson reported she has been working on preparation for the audit; Korrei Kruger has been leading document management to go somewhat paperless, and she notified the Board of a Post Falls Public Hearing. [10/2/2019 Brd Mtg]

#### COMMISSIONERS

Commissioner Werner will be in Boise on October 9, 2019.

Chairman Tondee will be out of the area from October 8 to October 13, 2019.

With no further business, Chairman Tondee adjourned the meeting at 7:21PM.

#### Regular Meeting – October 16, 2019, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:17 P.M. apologizing for the late start as the previous meeting ran late. Present were Commissioners Todd Tondee and Terry Werner, Road Supervisor Kelly Brownsberger, Assistant Road Supervisor Dave Yerian, District Clerk Shirley Walson; Administrative Assistant Korrei Kruger, attorney Susan Weeks and Ruen Yeager Engineer Laura Winter. Commissioner Humphreys was excused; Kevin Smith of JUB was a guest. 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. Chairman Tondee seconded. **Motion carried** by majority vote. [10/16/2019 Brd Mtg]

## CONSENT AGENDA

Items on the Consent Agenda are the September 2019 Treasurer's Report; a Right-of-Way Acquisition Contract with Kootenai County for the Prairie and Pleasant View project, and payment for KN 19288, Beck Road, invoice 20 in the amount of \$4,372.85 payable to Ruen Yeager and Associates. Commissioner Werner **moved** to approve the consent agenda as presented. Chairman Tondee seconded. **Motion carried** by majority vote. [10/16/2019 Brd Mtg]

## PUBLIC COMMENTS

No request made.

## OLD BUSINESS

Old Business items are the Prairie and Pleasant View BLR Agreement Approval and the Bedrock Road Development Agreement approval. Road Supervisor Kelly Brownsberger reported Angie Comstock from JUB said all calls going to BPA are going unanswered. The Bedrock agreement had been reviewed with changes made by legal staff. Commissioner Werner **moved** to send the Bedrock Road Development Agreement to BLR Materials for their signature and bring back for Board signature. Chairman Tondee seconded. **Motion carried** by majority vote. [10/2/2019 Brd Mtg]

## CURRENT BUSINESS

### Prairie and Greensferry Partial Pay Request

Engineer Laura Winter explained Interstate Concrete submitted a partial pay request through October 3 at the request of the engineer. This will allow a portion to come out of the budget year that closes September 30. Work covers clearing and grubbing, pavement markings, obliteration, excavation, removal of obstruction and the cost of the traffic signal system. She also reports they are on schedule, however weather will push out paving for another week. Commissioner Werner **moved** to pay Partial Payment Estimate #1 in the amount of \$208,500.40. Chairman Tondee seconded. **Motion carried** by majority vote. [10/16/2019 Brd Mtg]

### Policies and Procedures Manual

Road Supervisor Kelly Brownsberger explained the manual has some items in it that are new due to the new fiscal year and would like to proceed with approving the manual prior to deciding on sick/vacation/PTO time as changes can be made at any time. New changes are the addition of year around on-call wage, increased VEBA, and verbiage in FMLA. The Board asked staff to obtain a quote from Skye Mercer to assist them in a decision of how they would like to proceed with sick and vacation. Discussion followed. Commissioner Werner **moved** to approve the manual as presented. Chairman Tondee seconded. **Motion carried** by majority vote. [10/16/2019 Brd Mtg]

### Mag Quote, Roadwise

Mr. Brownsberger reports Roadwise submitted a piggyback quote off of ITD for winter mag. It is an increase of \$3.62 per ton or 1.9 cents per gallon over last year's cost. Discussion followed regarding maintenance exchanges, annexation by the City of Rathdrum. Commissioner Werner **moved** to piggyback off the state contract with Roadwise Inc. for mag chloride for this winter. Chairman Tondee seconded. **Motion carried** by majority vote. [10/16/2019 Brd Mtg]

## CORRESPONDENCE

### Kootenai Electric Cooperative Rate Increase

Approximately a \$10 monthly increase; so noted. [10/16/2019 Brd Mtg]

### Prairie and Pleasant View BNSF Agreement

The approved agreement has been received with changes made as requested. [10/16/2019 Brd Mtg]

## LEGAL

Attorney Susan Weeks stated her items will be discussed in executive session. She notified the Board that the next meeting will have items to discuss that may take some time. [10/16/2019 Brd Mtg]

## ROAD SUPERVISOR

New Signage at Public Passive Rail Crossings – A letter was received from ITD regarding installation and maintenance of the railroad crossing signage under 2019 Idaho Legislation, 49-202. Stop signs will no longer be mandatory unless an engineering study determines a stop sign is more appropriate than the newly appointed yield sign. Mr. Brownsberger sent a response letter requesting stop signs at passive crossings offering to supply a 2003 engineered study. In a prior phone conversation with ITD's Railroad/Utility Manager, Barbara Waite, he reports he told this is a step back of 30 years. [10/16/2019 Brd Mtg]

Federal Funding – Dalton Garden's Fourth Street project is not going to be built at this time and there is a possibility the District will be able to obtain the funds to do Phase 3 of Prairie Avenue. ITD's SH41 project will update the signal. Glenn Miles of KMPO had asked for an estimate which Mr. Brownsberger provided, projected at \$4,389,000 and the District's cost would be the 7.34% match. Coordination of the City of Post Falls would be needed. With no objections from the Board, Mr. Brownsberger will continue to look in to this possibility. KMPO has discussed the funding going towards the Huetter corridor as well. [10/16/2019 Brd Mtg]

Prairie and Idaho Preliminary Review – Right-of-way can only be obtained to build a single-lane roundabout, not the additional right-of-way for a two-lane future roundabout. The truck apron, curbs and sidewalks and a few other items have increased the cost of the project. [10/16/2019 Brd Mtg]

City of Rathdrum URD – Mr. Brownsberger met with City of Rathdrum administrator Leon Duce and developer Phillip Worth regarding a proposed URD for 334 acres that lies primarily south of Lancaster on either side of Greensferry all the way down to Wyoming. The City has annexed the area of Greensferry and Lancaster down to Hayden, Hayden for one-half mile west of Greensferry, and Wyoming from Greensferry west for three-quarters of a mile. Discussion followed regarding a winter maintenance exchange and the District can go around most of the area if no exchange is made. [10/16/2019 Brd Mtg]

Accidents – Mr. Brownsberger informed the Board of a Washington truck pulling a pup tried to turn around at Beck Road and the Hern pit road, tearing out some fencing amounting to \$1,300 damage. It has been turned over to ICRMP. Earlier in the day, a vehicle rear ended a District truck that was at a red light on eastbound Seltice at SH41. It didn't hurt the District vehicle but the car was totaled; no one was injured. [10/16/2019 Brd Mtg]

Winter Hours – These will begin November 4, Monday through Friday, 6:00 am to 2:30 pm.

## ENGINEER

EPA MS4 Permit – Laura Winter met with Misha Vakoc and went over public comments on the draft permit. Ms. Vakoc pulled off quite a few requirements. Several references were worded that the District would take on responsibility of areas outside of our right-of-way, then added the District is no responsible for anything outside of our right-of-way. Ms. Vakoc still believes she can meet the January 1 approval date but still not received approval from Idaho Fish and Game. During on-site reviews, Ms. Vakoc asked sweepings be weighed from our MS4 roadways and non-MS4 roadways, then comparing the results as well as comparing to the weighted amount that was put on the road. Ms. Winter told her it was not practical. [10/16/2019 Brd Mtg]

## OFFICE

District Clerk Shirley Walson only reported she is preparing for audit, but stated Korrei Kruger would like to schedule a meeting with the Board to go over her IAHD convention presentation. Ms. Kruger stated she is doing a run through in part to get her verbal discussion in sync with her presentation and is looking for questions that may be asked. A date was set for November 12 at 9:00 am in the Board Room. [10/16/2019 Brd Mtg]

## COMMISSIONERS

No items.

#### EXECUTIVE SESSION

Commissioner Werner moved to enter into Executive Session at 7:35 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1(f) for the purpose of communication with legal counsel regarding the legal ramifications of and legal options for pending litigation and a roll call vote is requested. Commissioner Tondee seconded. **Motion carried** unanimously. Roll call vote: Chairman Tondee: aye; Commissioner Werner: aye; Commissioner Humphreys: absent.

The Board entered back into General Session at 7:49 pm. For the Mellick Road Rehearing, Commissioner Werner **moved** to authorize the Chairman to sign the settlement agreement with the Brian and Frankie Crumb once it is returned with their signatures. Chairman Tondee seconded. **Motion carried** by majority vote. [10/16/2019 Brd Mtg]

With no further business, Chairman Tondee adjourned the meeting at 7:50 pm.

#### Special Meeting – October 2, 2019, 5:00 pm, E. 5629 Seltice Way

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

Chairman Tondee called the meeting to order at 5:00 pm.

#### EXECUTIVE SESSION

Commissioner Werner moved to enter into Executive Session pursuant to the provisions of Idaho Code 74-206, Subsection 1(a) for the purpose of discussing applicants for the Director of Highways position and a roll call vote is requested. Commissioner Tondee seconded. Roll call vote: Chairman Werner: aye; Commissioner Tondee: aye; Humphreys: absent. **Motion carried** by seconded. Motion carried by majority vote. [10/16/2019 Brd Mtg]

The Board entered back in to regular session at 5:53 pm and with no motions resulting out of executive session, Chairman Tondee adjourned the Special Meeting at 5:53 pm.

#### Special Meeting – October 16, 2019, 5:00 pm, E. 5629 Seltice Way

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

Chairman Tondee called the meeting to order at 5:00 pm.

#### EXECUTIVE SESSION

Commissioner Werner moved to enter into Executive Session pursuant to the provisions of Idaho Code 74-206, Subsection 1(a) for the purpose of discussing applicants for the Director of Highways position and a roll call vote is requested. Commissioner Tondee seconded. Roll call vote: Chairman Werner: aye; Commissioner Tondee: aye; Humphreys: absent. **Motion carried** by seconded. Motion carried by majority vote. [10/16/2019 Brd Mtg]

The Board entered back in to regular session at 6:17 pm and with no motions resulting out of executive session, Chairman Tondee adjourned the Special Meeting at 6:17 pm.

OCTOBER Vouchers:

Oct 1 - 30,  
19

<u>Num</u>	<u>Name</u>	<u>Amount</u>
41717	ABOVE AND BEYOND JANITORIAL INC	1,757.20
41718	ACE HARDWARE	49.41
41719	ALSCO	580.66
41720	BADGER BUILDING CENTER	235.64
41721	CO-OP CENEX	64.73
41722	CONSOLIDATED SUPPLY CO.	2,252.31
41723	COSTCO	60.00
41724	CULLIGAN	11.90
41725	CUMMINS	43.32
41726	FASTENAL	68.20
41727	FEDERATED AUTO PARTS	165.60
41728	FRONTIER	270.79
41729	INTEGRATED PERSONNEL, INC	1,697.19
41730	INTERMOUNTAIN SIGN & SAFETY	5,095.00
41731	JAMES, VERNON & WEEKS, P.A.	1,260.00
41732	JMT PETROLEUM	3,709.40
41733	KC AUTO	399.47
41734	KENWORTH SALES - SPOKANE	168.98
41735	KMPO	2,147.12
41736	KOOTENAI COUNTY SOLID WASTE	160.80
41737	LES SCHWAB	1,604.78
41738	MASTER HALCO	17,704.46
41739	NCPERS	336.00
41740	PACIFIC STEEL	418.02
41741	PAULA ROUKEMA	9.55
41742	ROBIDEAUX	86.16
41743	SIX ROBBLEES	141.88
41744	SIX STATES	26.11
41745	SPECTRUM BUSINESS	129.99
41746	SUNBELT RENTALS	203.20
41747	TRANS PRO	61.15
41748	TRUENORTH STEEL	7,157.30
41749	VERIZON WIRELESS	128.34
41750	written/paid 9/25/2019, Interstate Concrete	n/a
41751	TODD TONDEE	75.00
41752	BRIAN D CRUMB	1,716.82
41753	CHARLES D YERIAN	2,010.88
41754	DANIEL G PETERSON	1,633.03
41755	DARREL STEVENS	1,698.98
41756	EDWARD F. MAEL	1,702.19

41757	ERIC PRESTEGAARD	1,404.84
41758	JAMES B WINES	1,803.53
41759	VOID, REISSUED PAYCHECK, #41774	0.00
41760	KORREI M KRUGER	1,711.30
41761	LARRY P HOWELL, JR	1,120.99
41762	LESLIE R LIKES	1,867.18
41763	LYNN HUMPHREYS	554.11
41764	MARK F ROBERTS	1,671.99
41765	MICHAEL J KETCHUM	1,722.56
41766	PAULA L ROUKEMA	794.77
41767	RANDY L NEAL	1,724.09
41768	SHIRLEY J. WALSON	1,686.72
41769	TAYLOR WOOD	1,169.25
41770	TERRY WERNER	608.45
41771	TRAVIS A HALL	1,743.26
41772	TRAVIS S MITLEY	1,406.31
41773	WILLIAM T TONDEE	642.08
41774	KELVIN D BROWNSBERGER	1,888.78
41775	765TECH INC	209.00
41776	DELTA DENTAL	1,483.03
41777	CITY OF POST FALLS.	211.24
41778	AFLAC	134.53
41779	NYL INS.	20.00
41780	CREDIT UNION	1,298.94
41781	WASHINGTON TRUST BANK	20,521.50
41782	A DRUG FREE ALLIANCE	75.00
41783	ADVANCED COMPRESSOR & HOSE, INC.	1,003.35
41784	ADVANCED PEST CONTROL	50.00
41785	BLUEJAY INDUSTRIAL INC	64.60
41786	CDA GARBAGE	161.75
41787	CDA PAVING	8,474.57
41788	COLEMAN OIL COMPANY	1,014.94
41789	NAPA	319.86
41790	NORTHSTAR CLEAN CONCEPTS	144.13
41791	PEAK HEALTH & WELLNESS	95.40
41792	RAH-CONSULTING LLC	1,500.00
41793	ROBIDEAUX	100.38
41794	RUSH DELIVERY	20.00
41795	TACOMA SCREW PRODUCTS, INC	36.54
41796	VOID, REISSUED CHECK, #41839	0.00
41797	UNIVERSITY OF IDAHO for SEEP	800.00
41798	WESTERN STATES EQUIPMENT - CAT	305.30
41799	WTB - CREDIT CARD DIV.	1,062.15

41800	ALSCO	380.58
41801	ARROW CONSTRUCTION SUPPLY	975.00
41802	CDA PRESS	475.00
41803	AVISTA UTILITIES - WWP	2,817.15
41804	CDA METALS	20.04
41805	CO-OP CENEX	39.99
41806	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	153.89
41807	KEC	698.59
41808	ML ARCHITECT	546.42
41809	RODDA	875.00
41810	PETROLEUM STORAGE	50.00
41811	RUEN-YEAGER & ASSOC, INC	27,501.80
41812	PACIFIC STEEL	60.00
41813	MIKE WHITE FORD OF CDA	99.72
41814	LAWSON PRODUCTS	318.37
41815	TPI EMBROIDERY	449.20
41816	INTEGRATED PERSONNEL, INC	1,912.30
41817	VOID-VENDOR REISSUED INV, PAY NOV	0.00
41818	BRIAN D CRUMB	1,760.57
41819	CHARLES D YERIAN	2,235.05
41820	DANIEL G PETERSON	1,678.21
41821	DARREL STEVENS	1,787.05
41822	EDWARD F. MAEL	1,814.02
41823	ERIC PRESTEGAARD	1,401.67
41824	JAMES B WINES	1,898.08
41825	KELVIN D BROWNSBERGER	1,900.73
41826	KORREI M KRUGER	1,744.69
41827	LARRY P HOWELL, JR	1,165.16
41828	LESLIE R LIKES	1,962.13
41829	MARK F ROBERTS	1,716.16
41830	MICHAEL J KETCHUM	1,831.63
41831	PAULA L ROUKEMA	795.96
41832	RANDY L NEAL	1,884.57
41833	SHIRLEY J. WALSON	1,729.48
41834	TAYLOR WOOD	1,169.25
41835	TRAVIS A HALL	1,788.44
41836	TRAVIS S MITLEY	1,406.32
41837	CREDIT UNION	1,298.94
41838	STATE TAX COMMISSION	2,822.00
41839	TERRY WERNER.	195.06
41840	HRA VEBA TRUST	3,780.00
41841	REGENCE BLUE SHIELD	17,533.12



	41842	RUEN-YEAGER & ASSOC, INC	4,372.85
	ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	10,375.07
	ACH	WASHINGTON TRUST BANK	11,000.42
	ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	10,599.07
	ACH	WASHINGTON TRUST BANK	11,219.40
<b>Oct 1 - 30, 19</b>			<u>261,906.13</u>

ORIGINAL SIGNED AND DATED 11/6/2019

Submitted by:  
Shirley Walson, District Clerk