



POST FALLS HIGHWAY DISTRICT  
MEETING AGENDA  
5629 E SELTICE WAY  
POST FALLS, ID 83854  
**July 18, 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 – ACTION ITEM**
2. **CONFLICTS OR ADDITIONS – ACTION ITEM**
3. **CONSENT AGENDA – ACTION ITEM**
  - a. June 2018 Treasurer's Report
  - b. June 2018 Minutes
  - c. July 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. **CURRENT BUSINESS**
  - a. W Riverview (Skalan Creek) Invoices 25, 26, and 27, **ACTION ITEM**
  - b. Riverview Guardrail Installation Invoice 1 & 3, **ACTION ITEM**
  - c. Freddi Subdivision Road Development Agrmt, Notice of Lien and Plat, **ACTION ITEM**
  - d. Prairie Chase Roundabout Pay Request, **ACTION ITEM**
  - e. Huetter Road Pay Request, **ACTION ITEM**
  - f. Lost Creek Sign & Landscaping Encroachment Permit, **ACTION ITEM**
  - g. Millview Lane, **ACTION ITEM**
6. **CORRESPONDENCE**
  - a. Post Falls Urban Renewal De-annexation
  - b. Kootenai County Public Hearing, ZON08-0005, Goetz
7. **LEGAL**
  - a. Updates/concerns
8. **ROAD SUPERVISOR**
  - a. Review of Greensferry Bay Boat Launch signage
  - b. Purchase request, Deicer Pickup, **ACTION ITEM**
  - c. Updates/concerns
9. **ENGINEER**
  - a. Updates/concerns
10. **OFFICE**
  - a. Updates/concerns
11. **COMMISSIONERS**

12. EXECUTIVE SESSION

- a. Pursuant to the provisions of Idaho Code 74-206, Subsection 1(b) and (i), an Executive Session is requested to discuss a personnel matter and pending or likely litigation. A roll call vote is required.
- b. Close Executive Session and any Motions. **ACTION ITEM**

13. ADJOURNMENT  
**ACTION ITEM**

POST FALLS HIGHWAY DISTRICT  
JULY 2018 MINUTES

Regular Meeting – July 4, 2018, 6:00 pm, E 5629 Seltice Way – Cancelled due to holiday.

Regular Meeting – July 18, 2018, 6:00 pm, E 5629 Seltice Way

Chairman Werner called the meeting to order at 6:00 P.M. Present were Chairman Terry Werner, Vice-Chairman Todd Tondee, Commissioner Lynn Humphreys, Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson; District Engineer Darius Ruen and attorney Susan Weeks. Korrei Kruger was present as a guest.

CONFLICTS OR ADDITIONS

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

CONSENT AGENDA

Commissioner Humphreys **moved** to approve the June 2018 Minutes as presented on the Consent Agenda. Commissioner Tondee seconded. **Motion carried** unanimously. [7/18/18 Brd Mtg]

PUBLIC COMMENTS

No guests were present.

CURRENT BUSINESS

W Riverview (Skalan Creek) Invoices #25, #26, and #27

Invoices from Paragon Consulting seeking payment of \$16, 575.28. Commissioner Humphreys **moved** to approve Invoices #25, #26 and #27 for W. Riverview (Skalan Creek) totaling \$16,575.28. Commissioner Tondee seconded. **Motion carried** unanimously. [7/18/18 Brd Mtg]

Riverview Guardrail Installation Invoice #1 & #3

Invoices from Paragon Consulting seeking payment of \$2,868.86. Commissioner Humphreys **moved** to approve Invoices #1 and #3 for Riverview Guardrail installation in the amount of \$2,868.86. Commissioner Tondee seconded. **Motion carried** unanimously. [7/18/18 Brd Mtg]

Freddi Subdivision Road Development Agreement, Notice of Lien and Plat

Road Supervisor Brownsberger explained this is a four lot subdivision in which the District required two fee-in-lieu-of road improvement payments of \$3,500 per lot. The developer requested a Road Development Agreement so they can pay when the lots sell. Commissioner Tondee asked for clarification that two lots receive payment. Commissioner Humphreys **moved** to approve the Chairman to sign the Road Development Agreement and Notice of Lien. Commissioner Tondee seconded. **Motion carried** unanimously. At the conclusion of the Motion, Road Supervisor Brownsberger provided mylars for signature. [7/18/18 Brd Mtg]

Prairie/Chase Roundabout Pay Request

Engineer Darius Ruen presented Pay Request #1 for work completed during June 2018 in the amount of \$235,069.24. Mr. Ruen explained East Greenacres Irrigation District had a few comments regarding their portion of the billing and added the project appears to be on track. Commissioner Humphreys **moved** to approve Invoice for the Prairie/Chase roundabout in the amount of \$235,069.24. Commissioner Tondee seconded. **Motion carried** unanimously. [7/18/18 Brd Mtg]

Huetter Road Pay Request

As the engineer has not received paperwork back from the contractor, he asked that the Huetter Road Payment Request be tabled. Commissioner Humphreys **moved** to table the Huetter Road Pay Request until such time all paperwork is in order. Commissioner Tondee seconded. **Motion**

**carried** unanimously. [7/18/18 Brd Mtg]

#### Lost Creek Sign & Landscaping Encroachment Permit

Road Supervisor, Brownsberger addressed the Encroachment Permit request from Lost Creek for a sign and landscaping within the median. Commissioner Humphreys questions if anything is different or out of the ordinary regarding the request with Mr. Brownsberger confirming it is much the same as their other signage. Commissioner Tondee brings to attention that item 3 on the agreement states that as an individual Chuck Hughes is the owner of the sign, whereas he is the acting president of Lost Creek. Attorney, Susan Weeks is questioned about the way item #3 is written. Revisions are requested to change Mr. Hughes to the subdivision's HOA. Commissioner Humphreys **moved** to table the approval of the Encroachment Permit until corrections can be made. Commissioner Tondee seconded. **Motion carried** unanimously. [7/18/18 Brd Mtg]

#### Millview Lane

Road Supervisor Brownsberger provided a plat for review to discuss direction of development plans for Millview Lane. Discussion was to continue with the curve around the rock to keep the speed down. Development plans should include notice to the property owners. Workshop scheduled on August 15, 2018. Engineer will prepare exhibits for Board approval and notice to property owners should go out. There is a property that the road does encroach. Project start date will be when Engineer can prepare exhibits and property owners can be provided material for education on development. Commissioner Humphreys **moved** to hold a workshop on August 15<sup>th</sup> for the Millview Lane development proposal at 4 p.m. Commissioner Tondee seconded. **Motion carried** unanimously. [7/18/18 Brd Mtg]

#### CORRESPONDENCE

Post Falls Urban Renewal De-annexation of 30 parcels. So noted. [7/18/18 Brd Mtg]

Kootenai County Public Hearing, ZON08-0005, Goetz modification. The District has submitted comments to the County. So noted. [7/18/18 Brd Mtg]

#### LEGAL

Attorney Susan Weeks contacted Dave Callahan and Pat Braden with County to discuss the movement of the Flood Development Agreement. It has not been placed on the County BOCC agenda yet. [7/18/18 Brd Mtg]

Update on Barrett Road. Sent contract out to City of Rathdrum, they returned it with a few changes; it has been updated and returned for additional review. Ms. Weeks anticipates it will be completed very soon. [7/18/18 Brd Mtg]

Railroad Crossing Maintenance – The Road Supervisor Brownsberger will do more research regarding the issue of what the District can maintain at the crossings and this will be discussed at a later date. [7/18/18 Brd Mtg]

Communication has gone stale with attorney Christopher Meyer for the Lacrosse Street Abandonment located as of part of old Mullan Road in Riverstone. Road Supervisor Brownsberger will contact City of Coeur d'Alene directly to discuss; the legal portion is done at this time. [7/18/18 Brd Mtg]

Plat Reviews, Kootenai County – The Kootenai County Association of Highway Districts continue work with Ms. Weeks regarding the review of plats. The current Board of County Commissioners is directing Community Development Director David Callahan to discontinue the review of minor subdivisions. Ms. Weeks stated no other county in Idaho is doing this. Idaho Statute requires counties to consider traffic whenever doing ordinances and it seems they are not following that aspect. The Districts will continue to discuss. [7/18/18 Brd Mtg]

Survey permissions – Ms. Weeks informed the Board and Engineer that Idaho trespassing laws have changed effective July 1, 2018. A surveyor may not enter a private property without permission or they will be trespassing. Anticipated problems may result in the need to have court order to do public purpose surveys. [7/18/18 Brd Mtg]

Attorney Weeks would like the board to know that she has been requested to speak at November's Highway District Convention and would like to know if anyone has any topics for her. [7/18/18 Brd Mtg]

## ROAD SUPERVISOR

### Review of Greensferry Bay Boat Launch Signage

Road Supervisor Brownsberger provided an update that a new sign was posted for "No River Access". He doesn't believe there is a parking issue at this time other than adjoining homeowner's parking at the location. Users of the boat launch have been parking on Riverview. [7/18/18 Brd Mtg]

### Purchase request, Deicer Pickup

A deicer pickup is included in the equipment replacement schedule for the upcoming budget year. Mr. Brownsberger learned from the manufacture they are 18 to 21 weeks out and requested to place the order now; a letter of intent to purchase is required. Commissioner Humphreys **moved** to allow the Road Supervisor to proceed to order the deicer pickup. Commissioner Tondee seconded. **Motion carried** unanimously. [7/18/18 Brd Mtg]

### Updates/concerns

Greensferry and Prairie Signal – The engineer has been working on development of a traffic light at Greensferry and Prairie and provided a layout of the proposal. Right of way will be required for sidewalks and poles. A 2019 project date is proposed and the Road Supervisor noted that although this is one of the high accident locations, the accidents have not been the more serious Type A accidents and therefore does not qualify for federal funding. Commissioner Werner asked if this intersection is within the KMPO boundaries thinking we may be eligible for grants. A criterion is not met for these grants and was told it is not. Commissioner Tondee questions the possibility of a roundabout but Mr. Brownsberger stated that would not be consistent with the City of Post Falls' corridor design. [7/18/18 Brd Mtg]

Hayden Pit Access - ITD continues to work with the District to satisfy District needs, adjoining property owners, and state/federal requirements. Since it serves more than one parcel, it has to be built to as a public road. An aerial pictorial was reviewed; further discussion is forthcoming regarding the Meyer Road access. [7/18/18 Brd Mtg]

Cedar Creek Subdivision- Another inspected has been completed with both positive and negative results; the contractor will continue to meet standards. [7/18/18 Brd Mtg]

New Phone system – The new phones were installed with DC Communications discussing with an additional work order requested. Mr. Coonces reported to the Road Supervisor that the line which runs from the main office to the shop is exposed and not properly covered and could very well be a lightening magnet. There was no protection on the current line which is required. A fusible link is needed to protect the system and the people using the phone. [7/18/18 Brd Mtg]

Crew Update – A chip seal project on Prairie Avenue from US95 to Atlas Road is complete for the most part. Work was in conjunction with Lakes Highway District and went considerably smooth considering the high flow of traffic. No complaints were received at the office. Also scheduled with UPRR on the crossing on Prairie just west of Meyer; message boards have been out all week for the closure with projected completion 7/19/2018. The railroad will not replace any ties and that appears to be the problem. Paving between the rails will allow the District to do repairs and maintenance in the future without waiting. [7/18/18 Brd Mtg]

Surplus Property Sale Results – Funds in the amount of \$9,297.50 were paid by Reinland Auction the recent sale of surplus property. Mr. Brownsberger noted the pickups brought in more than expected. [7/18/18 Brd Mtg]

Crew training - Conducted on 7/16/2018, District Clerk Walson presented information on Title VI requirements, benefits with how to access their webpages, T-2 classes, direct deposit, and the District's fitness opportunity. Included in the training was a State Insurance Fund representative providing safety and reporting information as well as the District's auditors to discuss the new tax laws and how it may affect their withholdings. [7/18/18 Brd Mtg]

#### ENGINEER

Prairie/Chase Roundabout Update - The schedule has been extended out to the end of August. Contractor provided information on waterline testing delays and conflict with Avista. Ruen & Yeager do not agree with the nine-day extension request but feel that they will complete the project close to the contracted date of August 10, 2018. Chase is getting close to being paved. [7/18/18 Brd Mtg]

Latest version of the Transportation plan is still being worked on and as soon as it is ready he will deliver copies to the office for pickup. Anticipate to be ready the next couple of days. [7/18/18 Brd Mtg]

#### OFFICE

Budget Update - District Clerk Walson reports the budget is coming along and will send out options for a preliminary budget workshop. [7/18/18 Brd Mtg]

Annual Convention - Registration is open so the Clerk will send out dates and asked the Board members to inform who will be attending. [7/18/18 Brd Mtg]

#### COMMISSIONERS

Commissioner Tondee requested an update on Seltice Way. Road Supervisor K. Brownsberger states the anticipated completion date is end of August, 2018. Commissioner Werner wants to know if they will be fixing the eddies in the roundabout. Mr. Brownsberger believes they will do so. [7/18/18 Brd Mtg]

#### EXECUTIVE SESSION

Commissioner Humphreys moved to enter into Executive Session at 7:09 pm pursuant to the provisions of Idaho Code §74-206(1)(b) and (f) for the purpose discussing personnel and likely litigation and requested a roll call vote. Commissioner Tondee seconded. Roll call:

Commissioner Humphreys: aye

Chairman Werner: aye

Vice Chairman Tondee: aye

Commissioner Humphreys made the motion to come out of the executive session at 7:29 PM. Commissioner Tondee seconded. Motion carried unanimously.

The Regular Meeting reconvened at 7:29 PM. With no further business, the meeting was adjourned.

SPECIAL MEETING: July 12, 2018– 3:00 P.M. Commissioners Terry Werner, Todd Tondee and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk Shirley Walson, and Engineer Darius Ruen were present. Guests included Ron Neilson and Luke Stavros of Ground Force. The purpose of the meeting is to discuss a land trade between Idaho Transportation Department, Ground Force, and Post Falls Highway District.

Continued discussion on the land trade for property ITD owns next to Ground Force on the north side of Seltice Way. Concerns were discussed with the Board stating the zone change as number one priority before the District agrees to take on the property. As this process can take easily one year, the District is willing to make some concessions with Ground Force to use a portion of the current pit to the west of their property. Also discussed was cost that would be required of the District to develop the property; amount of property, amount of product that can be mined; and timeframes of complete removal of District structures. Chairman Werner felt the proper steps would be to begin assembling an agreement; meet with the City of Post Falls to determine exact requirements and meet with Kootenai County Community Development to determine zoning requirements.

The workshop concluded at 3:45 pm.

SPECIAL MEETING: July 30, 2018– 3:00 P.M. Commissioners Terry Werner, Todd Tondee and Lynn Humphreys; Road Supervisor Kelly Brownsberger, District Clerk and Shirley Walson were present to discuss the review of the preliminary budget for FY 2018-2019.

District Clerk Walson went over federal projects, revenues sources stating for the fourth year, the District is taking a zero percent increase in ad valorem tax however due to new construction and annexation (urban renewal closure), the District was able to show an increase of \$107,397. Due to the amount of increased federal projects and District projects, the budget is proposed at \$9,082,060. Road Supervisor Brownsberger went through expenditures. Discussion also included Transfers to Cities and projects.

The workshop concluded at 5:40 pm.

JULY INVOICES:

ORIGINAL SIGNED AND DATED 8/1/2018

Submitted by:  
Shirley Walson, District Clerk