

POST FALLS HIGHWAY DISTRICT  
AUGUST 2021 MINUTES

Regular Meeting – August 4, 2021, 6:00 pm, E. 5629 Seltice Way

Chairman Tyler called the meeting to order at 6:00 P.M. Present were Commissioners Jeff Tyler, Lynn Humphreys and David Russell; Director Michael Lenz, District Clerk Shirley Walson; Treasurer Beth Rheinschmidt; and Administration Assistant Shannon Schranck. Also present were attorney Susan Weeks and engineer Laura Winter. Commissioner Humphreys led the Pledge of Allegiance.

CONFLICTS OR CHANGES

There were no conflicts,

APPROVAL OF AGENDA

. Director Michael Lenz asked to remove Item 9b, the Beck and Prairie Easement; change 9a to Resolution 2021-06; and to change the Executive Session to Subsection 1(c) and add 1(f), removing 1(e). Commissioner Humphreys **moved** to approve the agenda with the changes as noted by the Director. Commissioner Russell seconded. **Motion carried** unanimously. [8/4/2021 Brd Mtg]

CONSENT AGENDA

The Consent Agenda included the July 2021 Minutes; Vouchers to Date; Payment on Key Number 22875 for, Lancaster & Huetter in the amount of \$2,500 payable to Lakes Highway District; and Wall's Tracts Mylars for signature. Chairman Tyler asked to remove a statement that he asked to purchase property for parking near the Greensferry boat launch as he does not recall making. Commissioner Humphreys **moved** to approve the agenda with changes requested by Chairman Tyler, Commissioner Russell seconded. **Motion carried** unanimously. [8/4/2021 Brd Mtg]

PUBLIC COMMENTS

No requests made.

PUBLIC HEARING

Amended Budget for Fiscal Year 2020-2021

Chairman Tyler opened the public hearing with District Clerk explaining the amendment needs for the current fiscal year's budget. With no public asking to comment, Chairman Tyler closed the public hearing and asked for Board discussion. With none, Commissioner Russell **moved** to accept the amended budget. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/4/2021 Brd Mtg]

OLD BUSINESS

Greensferry Boat Launch Parking

At the previous meeting, accident reports were discussed for this area. Seven accidents were reported in the last ten years, three were backing on or off of Riverview into different approaches and the rest were accidents involving speeding, reckless, and inattentive driving. Commissioner Humphreys **moved** to table this item until such time the Director set up a workshop. Commissioner Russell seconded. **Motion carried** unanimously. [8/4/2021 Brd Mtg]

CURRENT BUSINESS

Resolution 2021-06, Foregone Tax

District Clerk Walson explained this resolution is formal notice the District wishes to keep unused ad valorem tax for the upcoming fiscal year as a foregone amount and will be available for use at a later time if desired. The amount is \$91,221. Commissioner Humphreys **moved** for the District to adopt Resolution 2021-06 to keep the foregone tax in order to use it in the future if needed for an emergency. Commissioner Russell seconded. **Motion carried** unanimously. [8/4/2021 Brd Mtg]

Audit Engagement Letter, Scott P. Hoover

District Clerk Walson stated Scott Hoover has been used for many years and his history; his cost has gone up \$150 for this year to \$5,500. Commissioner Humphreys **moved** to hire Scott Hoover to do the audit for fiscal year 2020-2021. Commissioner Russell seconded. **Motion carried** unanimously. [8/4/2021 Brd Mtg]

LEGAL

LEGAL

All items for Legal are held for Executive Session.

ENGINEERING

Beck Road – Engineer Laura Winter of Ruen Yeager & Associates stated they are continuing Beck Road's design on the driveway extensions and turnouts; also obtaining traffic counts to see if a decel/excel lane at Bedrock is needed. [8/4/2021 Brd Mtg]

MS4 Monitoring – This process has been completed and Ms. Winter asked for any returned flyers sent to the public that the District may receive. [8/4/2021 Brd Mtg]

DIRECTOR

Project Update Sheet

Seltice bus shelter – Director Lenz noted he met with JUB and where the swale is located, it will need to be moved back in order to take care of drainage.

Idaho/Prairie Intersection is going to bid with the intention of working with Rob Palus to ensure our construction dates line up with theirs; he has not heard back from the City.

Riverview Guardrail – Still waiting on the change order from the contractor for a cost to fix the washout that took place. Mr. Lenz stated his concerns of the bank eroding in several locations of the safety project in which the rail is sitting on the asphalt which may cause the rail to tip back. LHTAC has been working with the District to look into pinning it back in place. Discussion followed regarding the direction of the pins.

Crew Update – The crew completed the chip seal on Spokane Street north of the bridge and up the hill. They removed the tracks on Prairie just west of Meyer; the first shot was put on Millsap with the second shot planned in two weeks.

Other items –

Road into Beck Pit – The road will have mag-chloride applied as will the road into Hayden Pit which should help the chip piles stay clean.

OFFICE

Set Public Hearing for FY 2021-2022 Budget

Chairman Tyler asked to set the public hearing on August 18 and advertise as per Idaho Code stating the budget can be accepted as presented with a zero percent increase or changes can be made. He continued that he would like a 1% cut which would be approximately \$30,000 stating he is favor of prioritizing jobs, the high priority of safety, and also looking out for citizens continuing to read a Coeur d'Alene Press article citing all taxing districts have the ability to raise or lower taxes. Commissioner Russell agreed with the Chairman commending Director Lenz for finding savings in overtime and using contractors. Commissioner Russell **moved** to approve the budget as presented with the change that the ad valorem be reduced by 1%; that the District publish the budget as directed by code; and hold a public hearing August 18, 2021 at 6:00 pm for this purpose. Chairman Tyler seconded. The **motion passed** with a majority vote with Commissioner Humphreys opposing. District Clerk Walson thanked Director Lenz and Treasurer Beth Rheinschmidt for their work on this budget stating she looked forward to moving in to the new budget year. [8/4/2021 Brd Mtg]

## COMMISSIONERS

No comments.

## EXECUTIVE SESSION

Commissioner Russell moved to enter into Executive Session pursuant to the provisions of Idaho Code 74-206, Subsection 1(c) and 1(f), for the purpose to discuss acquisition or an interest in real property which is not owned by a public agency, and to discuss the legal ramifications for pending litigation with legal and asked for a roll call vote. Commissioner Humphreys seconded. Roll call: Commissioner Humphreys-aye; Chairman Tyler-aye; Commissioner Russell-aye. Motion carried; the Board entered Executive Session at 6:47 p.m.

At 7:26 p.m., the Board exited Executive Session. Commissioner Russell **moved** to authorize Director Lenz to negotiate for an easement within the parameters discussed in Executive Session. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/4/2021 Brd Mtg]

With no further business, the meeting was adjourned at 7:29 p.m.

## Regular Meeting – August 18, 2021, 6:00 pm, E. 5629 Seltice Way

Chairman Tyler called the meeting to order at 6:00 P.M. Present were Commissioners Jeff Tyler, Lynn Humphreys and David Russell; Director Michael Lenz, District Clerk Shirley Walson; and Treasurer Beth Rheinschmidt. Also present were attorney Susan Weeks, engineer Laura Winter, and guests Justin Veo and Bart North. Commissioner Russell 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.

## CONSENT AGENDA

Items on the Consent Agenda are the July 2021 Treasurers Report; vouchers to date, and payment #6 on Key Number 21991, the Intersection of Prairie and Idaho in the amount of \$3,855.73 payable to Keller & Associates. Commissioner Humphreys **moved** to approve the consent agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously. [8/18/2021 Brd Mtg]

## PUBLIC COMMENTS

No requests.

## PUBLIC HEARING

### Fiscal Year 2021-2022 Budget

Chairman Tyler opened the public hearing asking Treasurer Beth Rheinschmidt to summarize refer to Attachment 'A'. With no public comments, the public portion was closed and opened Board discussion. Commissioner Humphreys asked for clarification of the amended foregone resolution and that it included the 1% reduction for future use if needed. District Clerk Shirley Walson affirmed that was the case. Commissioner Russell **moved** to approve the budget before the Board. Commissioner Humphreys seconded. **Motion carried** unanimously. Chairman Tyler then read a prepared statement asking it to be put in the record, refer to Attachment 'B'. [8/18/2021 Brd Mtg]

## OLD BUSINESS

### Run With the Sun Event, Justin Veo

Discussion began with the review of a new traffic detour. The detour road is not yet complete and since it is not, Commissioner Humphreys thought it best to use the previous Nashville North detour this year and have the traffic control plan changed to show the correct sign spacing. Mr. Veo, the organizer, had no issue with using Nashville North and has approval from the owner.

Commissioner Russell concurred with Commissioner Humphreys and **moved** to approve the Run with the Sun event to be held on September 11, 2021 with the Nashville North detour once it has been approved by Director Lenz to ensure the traffic control plan has been modified to his approval. Commissioner Humphreys seconded. **Motion carried** unanimously. [8/18/2021 Brd Mtg]

#### CURRENT BUSINESS

##### Revised Resolution 2021-06, Foregone Tax

This resolution was approved at the previous meeting but with the decrease for ad valorem added, it was revised to add the additional \$30,930 from that 1% reduction. Commissioner Humphreys **moved** to adopt and approve the revised Resolution 2021—06 for the Fiscal Year 2021-2022 budget as presented by the Clerk. Commissioner Russell seconded. **Motion carried** unanimously. [8/18/2021 Brd Mtg]

##### Resolution 2021-07, Director Duties

Attorney Susan Weeks explained code for Director duties noting it does not define the rolls as well as the county code does. Other Kootenai County Highway Districts have adopted this resolution but two removed the signing of plats because the Board is required to make a motion to accept the roads so that portion was removed. Commissioner Russell asked if the Board did not see the plat, would they be putting the District at risk? Commissioner Humphreys also would like to see the Board sign the plats. Commissioner Humphreys **moved** to table this item until the next meeting when proper verbiage can be completed by the District Clerk and legal advisor as discussed which is to drop plat approval and leave the remaining verbiage. Commissioner Russell seconded but continued, asking about hiring employees. After some discussion, the Board would like to be included in each employee review of the top three candidates. Commissioner Humphreys amended his motion for the Board to interview the top three candidates in the hiring process for Item 1 of the Resolution. Commissioner seconded the amended motion. **Motion carried** unanimously. [8/18/2021 Brd Mtg]

#### LEGAL

Idaho Prairie Intersection – The attorney relayed the Board's proposal and it was refused and the counter offer; a summary judgement was filed.

#### ENGINEERING

Rock Crushing – Engineer Laura Winter reports we have not heard from them to date.

#### DIRECTOR

##### Project Update Sheet

Hauser Lake Safety Audit committee conducted their assessment the previous week. The team consisted of Kevin Kuther, LHTAC; Joel Grounds, Precision Engineering; Melissa Cleveland, City of Hayden; Josh Lake, Kootenai County Sheriff's Office, and Theresa Wheeler of ITD. The presentation will be put before the Board in October.

Huetter and Lancaster Joint Intersection Project – Lakes Highway District is in the process of selecting an engineer for the design portion.

Seltice Bus Shelter – Chairman Tyler asked about this project as he had a call from a constituent hoping to have it complete prior to winter. The Director added we are at the mercy of the County's design team.

Prairie and Idaho Roundabout – Chairman Tyler asked for an update with Director Lenz stating it is going out to bid once scheduled with the City of Post Falls' project. Work is to begin no earlier than March, 2022 and be complete no later than June, 2022.

Millsap Loop & Carpenter Loop – Director Lenz introduced this item stating Bart North is present to discuss that his client plans a minor subdivision and is wondering if the District would swap the triangular parcel across the Millsap Loop where it intersects with Carpenter Loop. The client is

asking to swap this parcel for fees that would be required with the parcel splits. Much discussion followed including grade, value, type of transfer, i.e. trade or gifting? Bart North added a neighbor is interested in purchasing it for \$85,000 but they are interested in the District waiving FILO fees and are not asking for money from the District; he also noted there is potential of twelve (12) lots once all the minor subdivisions are completed. Commissioner Russell asked if this piece would benefit the District. Commissioner Humphreys felt there was no use due to grade and suggested Mr. North put together a proposal and if it is a fair proposal and if not fair, the Board will inform him of that. Commissioner Russell also asked for Mr. North to show what the benefit will be to the District. Ms. Weeks asked that it be discussed in Executive Session and also stated Mr. North's client may want to consider the tax deduction or a donation; a competitive market value can be used as an appraisal. [8/18/2021 Brd Mtg]

#### District Updates –

Equipment – Two message board trailers and the truck mounted message board have both been received as well as the new director's pickup. The pickup is a replacement for the previous new truck that qualified under the lemon laws; Director Lenz noted General Motors worked very well with us to make that happen. [8/18/2021 Brd Mtg]

Crew – The second shot has been completed on Millsap; the third shot on Stateline; and Riverview from Spokane Street to Rainbow was today. Director Lenz explained that if the Spokane Street Bridge project is advanced next year, it won't be tied up as well as the Riverview chip seal. [8/18/2021 Brd Mtg]

Encroachment Issues – We are seeing more and more problems most recently fence installations and sprinklers. It's taking a lot of time and education. After some discussion, a motion was made to prepare an information flyer. As it was not on the agenda as an Action Item, it will be put on the next agenda so the motion can be properly made. [8/18/2021 Brd Mtg]

Collision Reports – Director Lenz asked the Board if they were interested in collision reports. After hearing the list presented, he was directed to do a quarterly report and only those that were major. [8/18/2021 Brd Mtg]

#### OFFICE

District Clerk Shirley Walson explained ongoing IRS payment problems resulting from adjustments beginning December 2019 and how IRS processes payments. She has been in contact with them working on the different quarters and hopes it will once again be clean very soon. [8/18/2021 Brd Mtg]

#### COMMISSIONERS

Commissioner Russell commented that he received information on Citylink's ridership and it is declining. Chairman Tyler will ask Glenn Miles about the numbers.

Commissioner Tyler provided an update of the KMPO meeting he attended. He informed the Board of his thoughts presented KMPO which include the redirection of some traffic from SH-41 up Lancaster to SH-53 hoping to remove traffic from Rathdrum; also to connect Poleline to Hanley to help traffic flow helping east/west traffic; and to put a couple more lanes on Hauser. Commissioner Humphreys asked the Chairman how he plans to fund these projects with Chairman Tyler thinking we can move funds around and work with Glenn Miles, we should be able to come up with funds. Discussion followed regarding cost and committed projects, and the District's CIP. Chairman Tyler also asked KMPO if there is a way they can help fund the \$474,000 shortfall payment the District paid on the Prairie/Idaho roundabout; informed the KMPO Board the tracks have been removed from Prairie at Meyer; and finally discussed connecting Nagle to Greensferry and spoke with a Rathdrum representative who said they have been trying to do just that but they don't own all of the right-of-way. Chairman Tyler concluded that Glenn Miles was in support of all of his suggestions. Commissioner Russell circled back to the diversion of traffic on Lancaster asking if the road could sustain the additional traffic. Director Lenz added it would

depend on the type of traffic. Chairman Tyler added he suggested connecting Mullan across and is looking to ease the flow of traffic across the prairie. [8/18/2021 Brd Mtg]

ADJOURNMENT

With no further discussion, the meeting was adjourned at 7:56 pm.

AUGUST Vouchers:


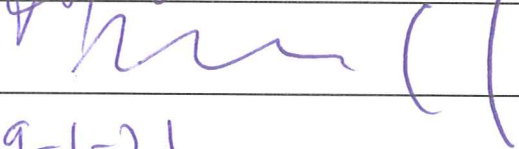
	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Aug 21			
	44530	ABOVE AND BEYOND JANITORIAL INC	\$ 500.00
	44531	ACE HARDWARE	\$ 128.22
	44532	ADS DIESEL PRODUCTS	\$ 234.06
	44533	ADVANCED COMPRESSOR & HOSE, INC.	\$ 242.13
	44534	ALSCO	\$ 396.02
	44535	AUTOCENTER CDA LLC	\$ 264.09
	44536	CITY OF POST FALLS.	\$ 189.23
	44537	COLEMAN OIL COMPANY	\$ 1,732.22
	44538	COUNTRY CLEANERS	\$ 120.00
	44539	CULLIGAN	\$ 19.05
	44540	DELTA DENTAL	\$ 1,252.24
	44541	FASTENAL	\$ 7.15
	44542	GORDON TRUCK CENTERS, INC	\$ 1,932.65
	44543	GRAINGER	\$ 82.58
	44544	IAHD	\$ 2,825.00
	44545	IDAHO ASPHALT	\$ 2,239.65
	44546	INTERMOUNTAIN SIGN & SAFETY	\$ 230.00
	44547	INTERSTATE CONCRETE	\$ 68,801.70
	44548	JMT PETROLEUM	\$ 3,714.99
	44549	KCUC	\$ 20.00
	44550	LAKES HIGHWAY DIST	\$ 2,500.00
	44551	LES SCHWAB	\$ 26.25
	44552	MIKE WHITE FORD OF CDA	\$ 214.85
	44553	MOTION AUTO SUPPLY	\$ 47.00
	44554	NAPA	\$ 197.76
	44555	NCPERS	\$ 352.00
	44556	NORCO	\$ 35.25
	44557	VOID - REPLACED WITH CK #44570 AMOUNT ERROR	\$ -
	44558	R. D. OLSON MFG., INC.	\$ 156.98
	44559	PACWEST MACHINERY LLC	\$ 1,228.91
	44560	RUSH DELIVERY	\$ 26.70
	44561	RWC GROUP	\$ 1,197.80
	44562	SIX ROBBLEES	\$ 139.34

44563	SPECTRUM BUSINESS	\$	129.99
44564	TECHNICHEM	\$	731.73
44565	VERIZON WIRELESS	\$	275.53
44566	VSP dba VISION SERVICE PLAN	\$	274.96
44567	WESTERN STATES EQUIPMENT - CAT	\$	8,244.21
44568	WESTERN TRAILER SALES CO	\$	172.02
44569	ZIPLY FIBER	\$	285.55
44570	NORTH 40 OUTFITTERS	\$	179.98
44571	BETH L RHEINSCHMIDT	\$	1,451.09
44572	BRIAN D CRUMB	\$	1,603.04
44573	DANIEL G PETERSON	\$	1,701.88
44574	DARREL L HUMPHREYS	\$	637.04
44575	DARREL STEVENS	\$	1,794.68
44576	DAVID RUSSELL	\$	681.52
44577	EDWARD F. MAEL	\$	1,608.33
44578	ERIC PRESTEGAARD	\$	1,673.59
44579	JAMES B WINES	\$	1,700.41
44580	JEFFREY TYLER	\$	677.04
44581	LARRY P HOWELL, JR	\$	1,050.17
44582	LESLIE R LIKES	\$	1,749.19
44583	MARK F ROBERTS	\$	1,588.17
44584	MICHAEL C LENZ	\$	2,695.06
44585	MICHAEL J KETCHUM	\$	1,656.45
44586	RANDY L NEAL	\$	1,621.22
44587	SHANNON M SCHRANCK	\$	1,069.04
44588	SHIRLEY J. WALSON	\$	1,774.83
44589	TAYLOR WOOD	\$	1,599.45
44590	TRAVIS A HALL	\$	1,730.06
44591	TRAVIS S MITLEY	\$	1,391.28
44592	TUEKOTA TATE-VANDEVER	\$	1,801.94
44593	NEW YORK LIFE	\$	20.00
44594	CREDIT UNION	\$	775.00
44595	TRAFFIC SAFETY SUPPLY COMPANY	\$	43,400.00
44596	ULTRA-LAWN	\$	200.00
44597	BETH L RHEINSCHMIDT	\$	1,454.08
44598	BRIAN D CRUMB	\$	1,665.90
44599	DANIEL G PETERSON	\$	1,633.80
44600	DARREL STEVENS	\$	1,820.78
44601	EDWARD F. MAEL	\$	1,611.33
44602	ERIC PRESTEGAARD	\$	1,718.74
44603	JAMES B WINES	\$	1,942.87
44604	LARRY P HOWELL, JR	\$	1,132.47
44605	LESLIE R LIKES	\$	1,920.05

44606	MARK F ROBERTS	\$	1,654.03
44607	MICHAEL C LENZ	\$	2,719.18
44608	MICHAEL J KETCHUM	\$	1,889.39
44609	RANDY L NEAL	\$	1,852.10
44610	SHANNON M SCHRANCK	\$	1,045.23
44611	SHIRLEY J. WALSON	\$	1,822.74
44612	TAYLOR WOOD	\$	1,605.44
44613	TRAVIS A HALL	\$	1,834.84
44614	TRAVIS S MITLEY	\$	1,489.24
44615	TUEKOTA TATE-VANDEVER	\$	1,784.73
44616	AFLAC	\$	355.22
44617	CREDIT UNION	\$	775.00
44618	AMERICAN ON-SITE SERVICES	\$	206.70
44619	AVISTA UTILITIES - WWP	\$	2,793.43
44620	CDA GARBAGE	\$	161.75
44621	CDA PRESS	\$	220.06
44622	DMV	\$	3.50
44623	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	\$	191.03
44624	HRA VEBA TRUST	\$	3,300.00
44625	IDAHO ASPHALT	\$	33,612.98
44626	INTERMOUNTAIN SIGN & SAFETY	\$	432.00
44627	JAMES, VERNON & WEEKS, P.A.	\$	8,297.70
44628	JMT PETROLEUM	\$	4,955.65
44629	KEC	\$	750.50
44630	KELLER ASSOCIATES	\$	3,855.73
44631	ML ARCHITECT	\$	1,109.99
44632	NORTHWEST TRAFFIC CONTROL LLC	\$	1,447.20
44633	REGENCE BLUE SHIELD	\$	17,878.08
44634	RELIABLE AUTO GLASS	\$	898.00
44635	RUEN-YEAGER & ASSOC, INC	\$	28,237.07
44636	SPOKANE HOUSE OF HOSE	\$	720.61
44637	WTB - CREDIT CARD DIV.	\$	562.09
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$	11,018.45
ACH	WASHINGTON TRUST BANK	\$	11,306.64
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$	11,197.04
ACH	WASHINGTON TRUST BANK	\$	11,409.40
ACH	STATE TAX COMMISSION	\$	2,841.00
TRNSF	To Insurance	\$	215.47
TRNSF	Ad Vlrm From June 2021, July Turnover	\$	700,000.00
			<u>\$ 1,070,347.50</u>

Aug  
21



APPROVED   
ATTEST   
DATE 9-1-21

Submitted by:  
Shirley Walson, District Clerk

For the upcoming fiscal year beginning 10/1/2021 and ending on 9/30/2022 the Post Falls Highway District is anticipating receipts in the amount of \$7,942,833 and anticipated expenditures in the amount of \$7,942,833.

For the seventh consecutive year the District has taken a 0% ad valorem increase. Also this year, new legislation only allowed 90% of new construction to be claimed. Finally, the Board voted to reduce the ad valorem by 1%.

The overall budget saw an 8.73% reduction due to the number of federally funded projects.

## PFHD Budget Statement August 18th 2021

As a newly elected Post Falls Highway District Commissioner, I believe one of the duties of this office is to be cognizant of the tax concerns of our Constituents. In the last couple months we passed large fee increases on to local development to give relief to our property taxpayers. Our District has also received substantial new growth revenue from the new residents moving here, yet our road miles are similar to last year. Coupled with the good work of our Director and Staff of finding savings in our day to day operations *and* that 2/3rds of our budget comes from revenue *other than* property taxes the Commissioners of Post Falls Highway District are adopting an new property tax **Cut** of 1% for next years budget.

I believe we at the Post Falls Highway District, working as a team, will be able to continue to provide and strive to exceed the good service you are accustomed to with a focus on safety to our local driving public and constituents. As always feel free to contact our office with any concerns you may have within our District.

Jeff Tyler

Commissioner Chairman