

POST FALLS HIGHWAY DISTRICT

OCTOBER 2023 MINUTES

Regular Board Meeting – October 4, 2023, 6:00 pm, 5629 E. Seltice Way, Post Falls, ID 83854

- 1) Chairman Tyler called the meeting to order at 6:00 pm
Present were:
Commissioners: Jeff Tyler, Glen Heape, David Russell
Director of Highways Michael Lenz, District Clerk Elaine Fox, Deputy Clerk Helen Furbee

Guests in attendance were:
Laura Winter, Engineer, Ruen Yeager and Associates (RYA)
Kevin Smith, Engineer, J-U-B Engineering (JUB)
Susan Weeks, Attorney, James, Vernon & Weeks PA (JVW)
- 2) PLEDGE OF ALLEGIANCE: Commissioner Heape led in the Pledge of Allegiance.
- 3) CONFLICTS OR CHANGES: **NONE**
- 4) APPROVAL OF AGENDA: Commissioner Russell motioned to approve the agenda as presented. Seconded by Commissioner Heape. **Motion carried.** [10/04/2023 Board Mtg]
- 5) CONSENT AGENDA:
 - a. **September 2023 Minutes** District Clerk Fox shared a minor revision to the meeting minutes as distributed last Thursday identifying the exact forgone amount being reserved via resolution. There was no change of the substance of the minutes.
 - b. **Vouchers to Date**
Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell seconded. **Motion carried.** [10/04/2023 Board Mtg]
- 6) PUBLIC COMMENTS:
Chairman Tyler opened the public comment period then asked if there was anyone present or online for comments. As there was no one online or present for comments, public comments period was closed at 6:06 pm.
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS:
 - a. **Amended Forgone Resolution No. 2023-01**: District Clerk Fox explained that new Idaho State Tax Commission (ISTC) standards require an amended resolution stating only the actual amount of the forgone being reserved be identified in the Resolution. The forgone amount of \$75,962 (as previously stated) remains unchanged. This wording edit was requested by the ISTC. Commissioner Russell motioned that they pass and sign amended Resolution No. 2023-01 which identifies the forgone tax amount as \$75,962. Seconded by Commissioner Heape. **Motion carried.** [10/04/2023 Board Mtg]
 - b. **November 1 Board Meeting**: Director Lenz referenced the upcoming November 1 board meeting and stated that this meeting would be during the annual Idaho Association of Highway Districts' (IAHD) convention in Boise. Due to conference attendance by Director, District Clerk, and two Commissioners, a quorum will not be present. He notes that this is the usual case for the board meeting when it falls on the week of convention. Commissioner Heape made a motion to cancel the November 1, 2023 board meeting. Seconded by Commissioner Russell. **Motion carried.** [10/04/2023 Board Mtg]
- 9) CORRESPONDENCE: **NONE**

- 10) LEGAL: Attorney Susan Weeks (JVW) stated that it was a normal month overall and they were reviewing and working on road agreements with developers. Commissioner Tyler asked about the legislation proposal they were working on. She said that they will have drafts soon but that that should be reserved for executive session.
- 11) ENGINEERING: Laura Winter (RYA) and Kevin Smith (JUB) each stated that they had no updates tonight.
- 12) DIRECTOR UPDATES: Director Lenz stated that the crew are crack sealing and screening sand. Drainage and fall maintenance work continues. Photos of the culvert on Foothills Drive off Riverview were presented followed by photos of the radius paving at Hayden and McGuire Avenue. The new mini-excavator will arrive this week. Bedrock Road is set to be paved on October 18. He is getting quotes on a backup generator and Ham radio setup. He is getting bids on updating the fuel card system to something more modern and requiring pins. The new Bodine yard facility on Pleasant View has the footings and stem walls pored. Trenches are being dug for gas and electrical lines. Interviews for the mechanic position start tomorrow. He is working on costs for the temporary signal slated for Poleline and Huetter but they need the shoulder and power pole work done first. He has also been working with the Big Sky development group on the Ascent trail roadway.
- 13) OFFICE UPDATES: District Clerk Fox stated that Urban Renewal District (URD) refunds from the East Post Falls and Central Urban Renewal Districts close-outs were received totaling \$50,558.
- 14) COMMISSIONERS: Commissioner Russell stated that he was recently on Poleline at Huetter and is looking forward to that intersection getting a light.
- 15) CLOSE OF REGULAR MEETING: With no further business, Chairman Tyler closed the regular meeting at 6:30 pm.
- 16) EXECUTIVE SESSION: Commissioner Russell **moved** to enter into Executive Session. Pursuant to the provisions of Idaho Code 74-206, Subsection 1 (f) an executive session is being requested for the purpose to communicate with legal counsel for the public agency to discuss the legal ramifications for pending litigation. Commissioner Heape **seconded and requested a roll call vote**. Roll call vote: Commissioner Heape: aye; Chairman Tyler: aye; Commissioner Russell: aye. The Board entered into Executive Session at 6:30 pm. The Board exited Executive Session at 7:14 pm. No actions were taken.
- 17) ADJOURNMENT: The meeting was adjourned at 7:15 pm.

Regular Board Meeting – October 18, 2023, 6:00 pm, 5629 E. Selfice Way, Post Falls, ID 83854

- 1) Chairman Tyler called the meeting to order at 6:00 pm
Present were:
Commissioners: Jeff Tyler, Glen Heape, David Russell
Director of Highways Michael Lenz, District Clerk Elaine Fox, Deputy Clerk Helen Furbee

Guests in attendance were:
Laura Winter, Ruen-Yeager & Associates (RYA)
Susan Weeks, Attorney, James, Vernon & Weeks PA (JVW)
Leslie Likes, 6847 N 15th St, Dalton Gardens, ID
- 2) PLEDGE OF ALLEGIANCE: Commissioner Russell led in the Pledge of Allegiance.
- 3) CONFLICTS OR CHANGES: **NONE**
- 4) APPROVAL OF AGENDA: Commissioner Russell **moved** to accept the agenda as presented. Commissioner Heape **seconded**. **Motion carried.** [10/18/2023 Board Mtg]

- 5) CONSENT AGENDA: Commissioner Russell asked about Vouchers to Date transactions for LaRiviere and the City of Post Falls. Director Lenz indicated that LaRiviere is the contractor for the new Bodine facility on Pleasant View and the City of Post Falls check was to release funds for a construction improvement agreement for Bluegrass now that the project has been completed. Commissioner Russell **moved** to accept the consent agenda as presented. Commissioner Heape **seconded**. **Motion carried.** [10/18/2023 Board Mtg]
- 6) PUBLIC COMMENTS:
 Leslie Likes (6847 N 15th St, Dalton Gardens) spoke and said he was representing the PFHD crew in thanking the commissioners for approving the recent pay increase for staff. He also stated that he is happy here and that he appreciates Darrel Stevens and Michael Lenz and that it is a nice place to work. Chairman Tyler closed the public comments period at 6:06 pm.
- 7) OLD BUSINESS:
a. Fay Place "No Parking" signs: Director Lenz explained that the homeowners on Fay Place in Hauser, Idaho are requesting "No Parking" signs be posted on this one lane, very narrow road. Signs were posted on Hauser Lake Road two years ago. Several questions were answered regarding adjacent parcels, right of way, road width, etc. and the area was displayed on the screen. Commissioner Russell commented that this is really a City of Hauser issue as these homes are within their city limits and these are their citizens. Attorney Weeks was asked about the legal obligation we have with the City of Hauser for maintenance. She replied that the District encompasses cities and if a city is without a functioning street department, the PFHD has to maintain public roads to the same standards as other areas of the County under our jurisdiction. She provided an explanation regarding enforcement as well. Commissioner Russell **motioned** to authorize staff to proceed with installing "No Parking" signs on Fay Place in Hauser, Idaho from the Hauser Lake Boat Launch to Rice Ave. Seconded by Commissioner Heape. **Motion carried.** [10/18/2023 Board Mtg]
b. Beck Road Property Use Agreements: Laura Winter (RYA) explained that these are all of the Property Use Agreements drafted for the thirty approaches on Beck Road where the pavement will be raised slightly. These approaches will be re-done by the District to connect to Beck Road at the appropriate slope. The fourth approach agreement for Idaho Industrial Properties was not received in time for tonight's meeting and is expected to be received shortly. Commissioner Heape **motioned** to authorize Chairman Tyler to sign the Property Use Agreements presented tonight and to authorize him to sign the outstanding fourth approach agreement upon receipt. Seconded by Commissioner Russell. **Motion carried.** [10/18/2023 Board Mtg]
- 8) CURRENT BUSINESS: **NONE**
- 9) CORRESPONDENCE: **NONE**
- 10) LEGAL: **NONE**
- 11) ENGINEERING: **NONE**
- 12) DIRECTOR UPDATES: Director Lenz stated that the crew has been hauling sand, working on the new Bodine facility location, and preparing for winter. The Bedrock Road paving project starts tomorrow. He has been working with the Coeur Terre developer and the City of Coeur d'Alene on the Huetter/Hanley/Poleline intersection and the paving of Hanley is still scheduled for an October 31 start, weather permitting. Almost 90% of the temporary light materials for the intersection have been secured with the remainder likely to be provided by Thorco. Director Lenz has contacted utility companies regarding the moving of utilities in the area ASAP. Prairie between SH41 and Meyer is scheduled to open on Monday. Then, Avista will be allowed to close Huetter for a few days to run a high-capacity electrical cable across the road. Framing started at the new Bodine shed facility. The Spokane Street Bridge bid opening was yesterday and it came in almost a half million dollars less than the engineers' estimate. The new mini-excavator is already at work at the Bodine site and we are pleased with it. The new F550 truck was ordered at a cost of \$70,628 and is due in 30+ weeks. The tank, plow, etc. will be added by the District and the plan is to have it ready for the 2024/25 plow season. A Ham radio system was quoted at \$1,368.33 which was lower than anticipated. He will meet with them to go over the quote and implementation.

- 13) OFFICE UPDATES: District Clerk Fox noted that the Regence Blue Shield 10/01/2023 open enrollment changes have been processed. Local Highway Technical Assistance Council (LHTAC) training courses are being scheduled for the crew. Discussion was held regarding the upcoming IAHD convention. Commissioner Heape will sign paychecks on the morning of November 6 at the office.
- 14) COMMISSIONERS: Commissioner Russell was contacted by a constituent asking about what would be the possibility of having the plows equipped with a gate so that driveways would not be blocked with snow. Director Lenz explained that to do that would be a large expense and retrofit for new blades, would require more plows and more staff as plowing with a gate is considerably slower and requires different equipment. After discussion it was agreed that at the current time it wasn't feasible to pursue.
- 15) CLOSE OF REGULAR MEETING: With no other business, Chairman Tyler adjourned the regular meeting at 6:48 pm.
- 16) EXECUTIVE SESSION: Commissioner Russell **moved** to enter into Executive Session. Pursuant to the provisions of Idaho Code 74-206, Subsection 1(f) an executive session is being requested for the purpose to communicate with legal counsel for the public agency to discuss the legal ramifications of pending litigation. Commissioner Heape **seconded and requested a roll call vote**. Roll call vote: Commissioner Heape: aye; Chairman Tyler: aye; Commissioner Russell: aye. The Board entered into Executive Session at 6:48 pm. The Board exited Executive Session at 7:19 pm. No actions were taken.
- 17) ADJOURNMENT: The meeting was adjourned at 7:20 pm.

OCTOBER 2023 VOUCHERS

Oct 23	Num	Name	Amount
	47804	DARREL STEVENS	-2,028.72
	47805	DAVID TUCKER VOID NEW CHECK 47827	0.00
	47806	DAVID RUSSELL	-505.12
	47807	EDWARD F. MAEL	-1,753.25
	47808	ERIC PRESTEGAARD	-1,813.33
	47809	GLEN HEAPE	-685.12
	47810	HELEN A FURBEE	-1,675.98
	47811	JAMES B WINES	-1,854.19
	47812	JASON B COFFMAN	-2,008.25
	47813	JEFFERY N FERGUSON	-1,772.08
	47814	JEFFREY TYLER	-677.04
	47815	JONIE ANDERSON	-1,159.59
	47816	LARRY P HOWELL, JR	-1,225.06
	47817	LESLIE R LIKES	-1,927.06
	47818	LUCAS A BICANDI	-1,974.53
	47819	MICHAEL C LENZ	-2,841.37
	47820	MICHAEL J KETCHUM	-1,874.34
	47821	MIRIAM E FOX	-2,025.04
	47822	RANDY L NEAL	-1,807.04
	47823	TRAVIS A HALL	-1,899.95
	47824	TUEKOTA TATE-VANDEVER	-1,874.33
	47825	NEW YORK LIFE	-20.00
	47826	CREDIT UNION	-725.00
	47827	DAVID A TUCKER	-1,966.19

47828	ABOVE AND BEYOND JANITORIAL INC	-850.00
47829	ACE HARDWARE	-263.10
47830	ADD ELECTRONICS	-2,518.00
47831	ADVANCED COMPRESSOR & HOSE, INC.	-269.05
47832	ALSCO	-495.16
47833	AMERICAN ON-SITE SERVICES	-248.20
47834	APPLIED INDUSTRIAL TECHNOLOGIES	-695.24
47835	AUTONATION INC	-243.64
47836	AVISTA CORPORATION	-10,108.08
47837	AVISTA CORPORATION	-46,466.00
47838	BLUEJAY INDUSTRIAL INC	-1,953.10
47839	COUNTRY CLEANERS	-126.00
47840	MOTION AUTO SUPPLY	-645.06
47841	BISCO	-299.17
47842	CDA POWER TOOL	-360.00
47843	CITY OF POST FALLS.	-202.46
47844	COLEMAN OIL COMPANY	-2,001.14
47845	COMMERCIAL TIRE	-10,110.84
47846	CULLIGAN	-23.85
47847	DAVID J. RUSSELL - REIMBURSEMENT	-125.44
47848	DELTA DENTAL	-1,295.47
47849	ELJAY OIL COMPANY, INC.	-1,683.55
47850	FASTENAL	-709.95
47851	GORDON TRUCK VOID NEW CHECK 47885	0.00
47852	IAHD	-1,600.00
47853	IDAHO MINING APPAREL & SUPPLY INC	-2,795.14
47854	IMPERIAL SUPPLIES LLC	-102.24
47855	INTERMOUNTAIN SIGN & SAFETY	-153.00
47856	INTERSTATE CONCRETE	-828.24
47857	JAMES, VERNON & WEEKS, P.A.	-17,526.99
47858	JUB	-27,579.96
47859	JUB	-24,621.46
47860	KMPO	-2,993.00
47861	LES SCHWAB	-12,941.63
47862	MICHAEL LENZ REIMBURSEMENT	-135.00
47863	MINUTEPRESS	-930.66
47864	MOTION AUTO SUPPLY	-6.85
47865	NAPA - POST FALLS	-332.98
47866	NCPERS	-336.00
47867	NORTH 40 OUTFITTERS	-139.99
47868	NORTHWEST MACHINE	-414.75
47869	NORTHWEST TIRE WORX LLC	-1,418.40
47870	PACIFIC STEEL	-65.15
47871	PAPE MACHINERY	-74,995.00
47872	PETROLEUM STORAGE	-50.00
47873	RUSH DELIVERY	-28.00
47874	SPECTRUM BUSINESS	-139.99
47875	SPOKANE HOUSE OF HOSE	-1,046.67

47876	SPRAY CENTER	-10,879.62
47877	VOID	0.00
47878	WESTERN STATES EQUIPMENT - CAT	-4,094.65
47879	WESTERN SYSTEMS	-2,170.00
47880	ZIPLY FIBER	-304.59
47881	VSP dba VISION SERVICE PLAN	-233.65
47882	BADGER BUILDING CENTER	-7.19
47883	JMT PETROLEUM	-4,913.99
47884	PACWEST MACHINERY LLC	-114.39
47885	GORDON TRUCK CENTERS, INC	-1,730.97
47886	DARREL STEVENS	-2,066.88
47887	DAVID A TUCKER	-2,034.82
47888	EDWARD F. MAEL	-1,840.86
47889	ERIC PRESTEGAARD	-1,889.96
47890	HELEN A FURBEE	-1,711.01
47891	JAMES B WINES	-1,941.81
47892	JASON B COFFMAN	-1,928.15
47893	JEFFERY N FERGUSON	-1,859.69
47894	JONIE ANDERSON	-1,308.80
47895	LARRY P HOWELL, JR	-1,229.70
47896	LESLIE R LIKES	-2,236.15
47897	LUCAS A BICANDI	-1,961.69
47898	MICHAEL C LENZ	-3,238.72
47899	MICHAEL J KETCHUM	-1,955.96
47900	MIRIAM E FOX	-2,107.94
47901	RANDY L NEAL	-1,903.58
47902	TRAVIS A HALL	-1,987.58
47903	TUEKOTA TATE-VANDEVER	-2,106.06
47904	CREDIT UNION	-725.00
47905	ACE HARDWARE	-550.13
47906	ALLWEST TESTING & ENGINEERING INC.	-501.80
47907	AMERICAN MOBILE DRUG TESTING	-95.00
47908	ARROW CONSTRUCTION SUPPLY	-5,470.69
47909	AVISTA CORPORATION	-2,907.89
47910	CDA GARBAGE	-161.75
47911	CDA POWER TOOL	-298.00
47912	CITY OF POST FALLS.	-87,567.61
47913	CONSOLIDATED SUPPLY CO.	-2,776.86
47914	BDI - BROWN BEARING	-112.99
47915	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-138.36
47916	HRA VEBA TRUST	-10,500.00
47917	INTERSTATE CONCRETE	-4,352.73
47918	JMT PETROLEUM	-4,056.00
47919	KEC	-462.25
47920	LA RIVIERE	-93,545.81
47921	MODERN MACHINERY	-1,818.10
47922	PANHANDLE SPRAY SERVICE	-12,896.00
47923	PLATT ELECTRIC SUPPLY	-92.26

47924	RAGAN EQUIPMENT COMPANY	-54.52
47925	REGENCE BLUE SHIELD	-17,612.67
47926	ROGERS RESTORATION & REPAIR	-400.00
47927	RUEN-YEAGER & ASSOC, INC	-4,356.90
47928	REHN & ASSOCIATES	-25.00
47929	TPI EMBROIDERY	-2,001.89
47930	TRUCKPRO	-101.83
47931	ULTRA-LAWN	-262.90
47932	WELCH COMER & ASSOCIATES	-1,900.00
47933	WESTERN STATES EQUIPMENT - CAT	-783.85
47934	AFLAC	-104.52
47935	WTB - CREDIT CARD DIV.	-1,458.33
EFT	WASHINGTON TRUST BANK	-275.07
EFT	VERIZON WIRELESS	-371.21
EFT	WASHINGTON TRUST BANK	-11,265.36
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-9,647.72
EFT	WASHINGTON TRUST BANK	-11,739.30
EFT	STATE TAX COMMISSION	-3,489.00
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-9,982.99
EFT	KN23028 PRAIRIE; MEYER TO SH41 REINVEST	-35,305.22
EFT	KN22435 HAYDEN/MEYER REINVEST	-12,429.19
EFT	KN22435 HAYDEN/MEYER REINVEST	-22,814.24

-724,135.53

Oct
23

APPROVED _____

ATTEST _____

DATE _____

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 11-15-23