

POST FALLS HIGHWAY DISTRICT
NOVEMBER 2021 MINUTES

Regular Meeting – November 3, 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. Attorney Susan Weeks and Engineer Laura Winter were also present. Chairman Tyler asked Commissioner Humphreys to lead in the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Humphreys **moved** to approve the Agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously. *[11/3/21 Board Mtg]*

CONSENT AGENDA

The consent agenda contains the October 2021 Minutes, Vouchers to Date, Payment 28 for Key Number 19288 Beck Road in the amount of \$3,882.13 payable to Ruen Yeager as well as Payment 27 in the amount of \$1,737.35; and mylars for Owl's Rest. Commissioner Humphreys noted he asked for two corrections which have been made by the Clerk, then **moved** to approve the Consent Agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously. *[11/3/21 Board Mtg]*

PUBLIC COMMENTS

None

CURRENT BUSINESS

Hauser Lake Loop Safety Audit Final Report

Joel Grounds from Precision Engineering presented a summary of the safety audit performed for Hauser Lake Loop Road. Going over the same material as Director Lenz presented October 5, 2021, with Mr. Lenz stating many of the simpler Phase 1 improvements have already been made with more to come. Mr. Grounds reported 24 of 32 accidents were single car accidents with Commissioner Russell asking if that was ratio was significant to this roadway; Mr. Grounds noted there were very few animal accidents and it is higher than a similar road audit he did in another area; he also noted there were no fatalities in the 5-year period he reviewed. Mr. Grounds was thanked for the work he put into this safety audit. Director Lenz added the District has already received a thank you from a resident for a new sign installation. *[11/3/21 Board Mtg]*

Prairie and Idaho Intersection Utility Board Orders

These are orders for the utilities to be moved in order to begin the roadwork for this intersection improvement project. Avista electric, Avista gas, Frontier, and Kootenai Electric must have this work completed by March 1, 2022. Engineer Laura Winter explained some of the utilities are outside our right-of-way so therefore we are having to pay for them but will be reimbursed by LHTAC. Engineer Laura Winter added that Frontier is in our right-of-way, the other two are out of right-of-way so we have to pay for their removal. Commissioner Humphreys **moved** for the Chairman sign the utility orders. Commissioner Russell seconded. **Motion carried** unanimously. *[11/3/21 Board Mtg]*

Honeysuckle Park

Ray Kimball was not present; attorney Susan Weeks continued to negotiate. Commissioner Humphreys **moved** to table this item until such time Mr. Kimball is able to attend. Commissioner Russell seconded. **Motion carried** unanimously. *[11/3/21 Board Mtg]*

CORRESPONDENCE

None.

LEGAL

Ms. Weeks stated she owes the District an agreement, a payment-in-kind contract; and work to

be provided to Ruen Yeager. [11/3/21 Board Mtg]

ENGINEERING

Beck Road Project – Ms. Winter discussed conversations she has had with two property owners regarding access and mailbox turnouts for final design details. [11/3/21 Board Mtg]

DIRECTOR

Crew Safety Items – Director Lenz presented a sample safety bag to the Board showing them what was provided to the crew. This allows all their safety equipment in a grab-and-go bag for when they are on-call and for their everyday jobs. The Board expressed their appreciation of the Director's effort. [11/3/21 Board Mtg]

Crew Updates – Screening sand and cleaning culverts has kept the crew busy; equipment is near winter ready, contact has been made with Avista to install electric at the Pleasant View sand storage site, our crew will do some trenching, et cetera to keep costs down which are quoted at \$6,761; updating lighting for different locations will be done by Evergreen Electric. An electric pump for the mag at Pleasant View is being looked at for installation and the rental loader will arrive next week and we'll have it until April. Director Lenz added at the cost of the rental, we could rent the loader for eighteen years as opposed to purchasing one. The District will return to five, eight-hour days beginning November 15. [11/3/21 Board Mtg]

On Chase Road, another water line break happened about 100-yards from the last week's break. A contractor was contacted and work should be completed this afternoon. Director Lenz will follow up with them in the morning; he doesn't know what is going on with the line, possibly recharging it from the last fix surged the line. [11/3/21 Board Mtg]

Federal Project Updates - Prairie, Idaho construction bid came in \$150,000 less than the engineer's estimate of \$1,065,000 which will help with the shortfall of funds for this project. The Huetter, Lancaster intersection improvement project was awarded to Welch Comer. The Prairie, Meyer to SH41 was to have funds available in October for the design portion. LHTAC is a little behind in local projects and we should have funding available in December. [11/3/21 Board Mtg]

OFFICE

Year End Christmas Gathering – For many years the employees and spouses have met for a Christmas gathering. When it was cancelled last year due to Covid, the Director asked if the crew wanted to continue as we had been doing or have a luncheon for the employees. With that, the crew was polled and was okay with holding a lunch rather than a dinner, in part for the reason of how busy it is at that time of year. Savings by having the lunch was discussed and staff asked if the Board would entertain increasing the bonus. After some discussion regarding the lunch and caterers, with discussion from the Board, Commissioner Russell, in the matter of the end of year bonus increase and the December 3 Christmas gathering, so **moved** to increase of the cash bonus increase by \$50 for full time employees and \$25 for part time employees, and also **move** to direct Director Lenz have the authority to choose between the two caters presented to the Board. Commissioner Humphreys seconded. **Motion carried** unanimously. [11/3/21 Board Mtg]

LID Education – District Clerk Shirley Walson asked the Board if they wish to ask attorney Susan Weeks to present the same LID educational information as will be provided to the Mellick Road group. Commissioner Humphreys stated it would be gained education for better understanding of the process and he thought it would be worth the effort if Ms. Weeks was willing. Ms. Weeks stated she was willing to present that in a workshop adding the hard part for this proposal would be getting the money. Commissioner Humphreys stated development will continue to in that area and would not be in favor of an abandonment. A cost participation discussion was suggested by Ms. Weeks to discuss in which the participants borrow themselves, without the costs of a LID. If the property owners cannot come up with the funds, we refund any payments received and the project stops by those who did, or could not obtain the funding. Commissioner Russell asked about any possible way to stop growth and can the District do that. Ms. Weeks stated yes and no

referring to historic circumstances with the county ordinances; as we now have an access management ordinance which provides a tool in which the district can make requirements. Ms. Walson added that when people call with that question, the answer is we comment on what is required for the road and that is our only jurisdiction; it's up to the county to determine development. Ms. Weeks continued with historic information on that area adding Mellick Road was the original farm-to-market road. Due to Commissioner Russell's question about the homeowner cutting trees, Ms. Weeks offered the explanation that trees in an easement or right-of-way belong to the underlying owner; trees in the right-of-way as provided by a plat, dedicated right-of-way, fee simple (warranty deed) belong to the District. However, no one is to work in the right-of way without an encroachment permit and required traffic control. *[11/3/21 Board Mtg]*

COMMISSIONERS

No comments.

EXECUTIVE SESSION

Commissioner Humphreys **moved** to enter into Executive Session pursuant to the provisions of Idaho Code 74-206, Subsection 1(a), (c) and (f) for the purpose to discuss considering of hiring a staff member, to acquire real property; and to discuss legal options for a matter likely to be litigated and a roll call vote is requested. Commissioner Russell seconded. Roll call: Commissioner Humphreys-aye; Commissioner Russell-aye; Chairman Tyler-aye. **Motion carried unanimously.** The Board entered Executive Session at 7:32 pm.

The Board entered back into Regular Session at 8:17 pm. Commissioner Russell **moved** to authorize Director Lenz to advertise for the Administrative Assistant position as discussed in Executive Session. Commissioner Humphreys seconded. **Motion carried** unanimously. *[11/3/21 Board Mtg]*

With no further business, the meeting adjourned at 8:19 pm.

Regular Meeting – November 17, 2021, 6:00 pm, E. 5629 Seltice Way

Vice-Chairman Russell called the meeting to order at 6:00 P.M. Along with Commissioner Russell was Commissioner Lynn Humphreys; Chairman Tyler was excused. Staff present were Director Michael Lenz, District Clerk Shirley Walson; and Administration Assistant Shannon Schranck; Attorney Susan Weeks, and Engineer Laura Winter. Guests present at the beginning of the meeting were Ray Kimball of Whipple Engineering, Jehkiah Cornett of Viking Construction, Gabriel and Shablee Tuttle; late arrivals were Cornel and Mary Strain, Maria Vincent, and Rachelle Emery. Vice-Chairman Russell led in the Pledge of Allegiance.

CONFLICTS OR CHANGES

No conflicts were stated. Director Lenz asked to remove Item 11c which was inadvertently left on the agenda from the previous meeting. *[11/17/2021 Board Mtg]*

APPROVAL OF AGENDA

Commissioner Humphreys **moved** to accept the agenda with the modification to remove Item 11c. Vice-Chairman Russell seconded. **Motion carried** by majority vote. *[11/17/2021 Board Mtg]*

CONSENT AGENDA

Items on the Consent Agenda are the October 2021 Treasurer's Report; Vouchers to Date; and payment #1 for Key Number 22400, Hauser Lake Loop Safety Audit in the amount of \$7,000 payable to Precision Engineering. Commissioner Humphreys **moved** to accept the Consent Agenda as presented. Vice-Chairman Russell seconded. **Motion carried** by majority vote. *[11/17/2021 Board Mtg]*

PUBLIC COMMENTS

Church Road – Shablee Tuttle stated her family moved off of Church Road last summer and they are asking for more barricades to be placed on the hill for safety. Vice-Chairman thanked her for her comments and asked if anyone was on-line to speak receiving a negative. *Note- Additional residents of Church Road arrived late to the meeting and missed the opportunity to comment.* [11/17/2021 Board Mtg]

CURRENT BUSINESS

Honeysuckle Park

Ray Kimball, representing Viking Construction as their engineer for the developers, presented the layout of this development and a multi-phased plan which the District has already reviewed. Mr. Kimball pointed out a future park at the end of Robison Road, and a location of a future school. He spoke of Robison's annexation to Hayden will allow sewer to connect for the future developments and suggested the District ask the City to annex Robison at this time. Mr. Kimball is asking for an agreement for mitigations that are fair to the developer, the District, and the City. Commissioner Humphreys commented that Robison was blocked because it is not built to handle the traffic was being used for construction and Carrington is an unopened right-of-way but is open to the City's annexation to take the burden off the District's patrons. Attorney Susan Weeks added the parties could jointly request the City to take in the full width of Carrington under a Road Developers Agreement. After further discussion, Commissioner Humphreys **moved** to authorize Director of Highways and the District's attorney to negotiate a proposed terms of a road developer's agreement to allow the use of Robison and/or Bean and the unopened right-of-way of Carrington; and for the District and developer to jointly approach the City of an annexation or an alternative to Robison and/or Bean; and to bring the proposed to the Board for review and a decision. Vice-Chairman Russell seconded. **Motion carried** by majority vote. [11/17/2021 Board Mtg]

Equipment Purchase Plan

Director Lenz and Deputy Director Stevens have prepared a five-year equipment purchase/replacement plan which was presented to the Board. Mr. Lenz explained the 1996 backhoe was in the 2024/2025 budget year and is in dire need of replacement. Discussion ensued regarding the purchase; Chairman Humphreys **moved** to authorize the Director to put together a bid document allowing the purchase of a new backhoe from the current year's budget and to table review of the 5-year Equipment Program until the following meeting. Vice-Chairman Russell seconded. **Motion carried** by majority vote. [11/17/2021 Board Mtg]

LEGAL

Coeur d'Alene Paving – Ms. Weeks stated she has the payment in kind agreement drawn up but a needs verbiage clarified prior to completion. [11/17/2021 Board Mtg]

Beck and SH-53 Acquisition – The encroachment permit needs to be incorporated into the easement. [11/17/2021 Board Mtg]

ENGINEERING

MS4 Annual Report and Signature Authorization – Engineer Laura Winter explained the process of the MS4 requirements and due dates which is December 1 for this annual report. Some background of this permit process was provided for the new commissioner. She then explained the DEQ asking that only one Commissioner even though this document is for the joint permitting of three of the four Kootenai County Highway Districts; therefore she is asking for the Directors to have the authority to sign the document. Commissioner Humphreys **moved** for the Vice-Chairman to sign the authorization appointing the Director of Highways as the Authorized Representative for the District. Vice-Chairman Russell seconded. **Motion carried** by majority vote. [11/17/2021 Board Mtg]

DIRECTOR

Federal Funding Application – Director Lenz informed the Board it is federally funded application time with three proposals suggested to the Board. The first project is Prairie, between SH41 and Meyer Road along with the Prairie/Atlas intersection improvement under the Critical Freight

Route, yet to be designated as such. ITD has asked the District to try for this funding; the City of Post Falls may need to be partnered. The second project is Rice Road immediately north of Kathleen, adding concrete guard rail and reflectors around the curve. Finally is Fairmont Loop on the hill noting the school bus won't go that far. Commissioner Humphreys **moved** to direct the Director of Highways and the engineering staff to complete applications for the three projects as discussed. Vice-Chairman Russell seconded. **Motion carried** by majority vote. [11/17/2021 Board Mtg]

District Update –

Wind Damage caused a fair amount of problems notably the signal at Greensferry and Prairie. It was dangling and Thoreco went right out and felt it was secure for the night. They arrived at 5:30 am and found someone had ripped the signal head had been stolen which in turn blacked out the remainder of the signal operations. Thoreco had it completed by 2:30 pm; Commissioner Humphreys stated his concerns about repair costs as he does not feel the District is responsible. [11/17/2021 Board Mtg]

Once again, a water main broke, this time on Havachur Loop in Royal Highlands. The water began perking that afternoon; the Director will keep a watch out for freezing and heaving in this area. [11/17/2021 Board Mtg]

Pleasant View Yard – The crew will trench on November 15 and Avista will lay conduit the following day for the installation of the light. [11/17/2021 Board Mtg]

Plowing – The crew has complained about the plow lights that are too dim. Director Lenz found LED lights that are also heated so snow won't build up and block the light. The City of Coeur d'Alene tried them, then installed them on all their trucks so they came with a good recommendation. Installation should be complete by December 1. [11/17/2021 Board Mtg]

Light Installation – Costs were discussed for new boneyard and the Seltice yard lights. More information will be provided at the next meeting. [11/17/2021 Board Mtg]

Office Position – Director Lenz noted the District has received several applications for the newly budgeted office position; it closes November 19. [11/17/2021 Board Mtg]

OFFICE

Treasurer's Report – P&L Statement was prepared however it will be back on the next agenda when the Treasurer is present. [11/17/2021 Board Mtg]

COMMISSIONERS

EXECUTIVE SESSION

Commissioner Humphreys moved to enter into Executive Session pursuant to the provisions of Idaho Code 74-206, Subsection 1(f) for the purpose to discuss legal options for a matter being litigated or likely to be litigated. Vice-Chairman seconded. Roll Call vote: Commissioner Humphreys-aye; Vice-Chairman Russell-aye; Chairman Tyler-absent. The Board entered into Executive Session at 7:57 pm. [11/17/2021 Board Mtg]

The Board exited Executive Session at 8:12 pm.

EXECUTIVE SESSION MOTIONS

Commissioner Humphreys moved for that Legal Council to go forward with items discussed in Executive Session. Vice-Chairman Russell seconded. **Motion carried** by majority vote. [11/17/2021 Board Mtg]

ADJOURNMENT

With no further business, Vice-Chairman Russell adjourned the meeting at 8:13 PM.

November 3, 2021, 5:00 pm, E. 5629 Seltice Way - WORKSHOP

Chairman Russell called the meeting to order at 6:00 P.M. Along with Commissioner Lynn Humphreys and David Russell; Director Michael Lenz, District Clerk Shirley Walson; and Treasurer Beth Rheinschmidt. Attorney Susan Weeks and Engineer Laura Winter were present along with guests Ruedi and Susan Schuler; Nick Ednen; Shadrach White; Patti Hinman; Chris Wetherell; Elli Goldman Hilbert; Matthew Rowe, and Richard Abbey.

Schuler Survey - Ruedi and Susan Schuler own property on North Idaho Road at the Washington border. Nick Ebner, an engineer with Ace Solutions, began the discussion stating Schulers want to split the lots into a total of nine lots and continued to explain the plan of where the lots would access. Mr. and Mrs. Schuler continued stating they were asking for leniency however after some time, Commissioner Humphreys saw it as trying to circumvent highway district standards. With that, the Schulers presented their second option of creating six additional lots out of the three current lots resulting in a fee-in-lieu-of cost for each new lot created. The Schulers had their answer from the District as to what would be allowed and exited at 5:30 pm. [11/3/21 Wkshp]

Mellick Road Discussion for Abandonment – Richard Abbey, president of the Blossom Mountain Road Users Association, is asking the Board what can be done with Mellick Road. Residents maintain it and it is getting to be too much with the growth and amount of traffic. Options are to create a LID or abandon the road and make it private. He had asked for the workshop to be about the abandonment process for which he was supplied with information on the process, but the direction turned to the LID process. He continued with the residents’ issue that right now there are seven homes under construction with accompanying contractor traffic. He also talked about the trees that might fall across the road that one of them has to clear. He added a third option that is to gate the road. Attorney Weeks explained how a LID works and obtained the Board’s permission to share information to the Association for a LID presentation she prepared for another highway district. Mr. Abbey will take back the information to the association and set another workshop to obtain further information after they digest tonight’s discussion. [11/3/21 Wkshp]

NOVEMBER 2021 Vouchers:

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Nov 1 - 24, 21			
	44897	BETH L RHEINSCHMIDT	1,497.92
	44898	BRIAN D CRUMB	1,623.59
	44899	DANIEL G PETERSON	1,610.20
	44900	DARREL L HUMPHREYS	637.04
	44901	DARREL STEVENS	1,747.77
	44902	DAVID RUSSELL	501.52
	44903	EDWARD F. MAEL	1,659.29
	44904	ERIC PRESTEGAARD	1,682.42
	44905	JAMES B WINES	1,751.38
	44906	JEFFREY TYLER	677.04
	44907	LARRY P HOWELL, JR	1,096.15
	44908	LESLIE R LIKES	1,804.14
	44909	MARK F ROBERTS	1,642.15

44910	MICHAEL C LENZ	2,817.34
44911	MICHAEL J KETCHUM	1,710.40
44912	RANDY L NEAL	1,677.99
44913	SHANNON M SCHRANCK	1,155.27
44914	SHIRLEY J. WALSON	1,782.44
44915	TAYLOR WOOD	1,735.21
44916	TRAVIS A HALL	1,781.04
44917	TRAVIS S MITLEY	1,457.11
44918	TUEKOTA TATE-VANDEVER	1,749.42
44919	CREDIT UNION	775.00
44920	NEW YORK LIFE	20.00
44921	ATS, INC. PEMBERTON'S RIVER VISTA 1ST AD	350.00
44922	ABOVE AND BEYOND JANITORIAL INC	500.00
44923	ACE HARDWARE	130.86
44924	VOID- REPLACED WITH CK #44988	0.00
44925	ADVANCED COMPRESSOR & HOSE, INC.	1,359.11
44926	ALSCO	403.15
44927	APPLIED INDUSTRIAL TECHNOLOGIES	115.54
44928	ARROW CONSTRUCTION SUPPLY	206.76
44929	AVISTA UTILITIES - WWP	6,761.36
44930	BROWN BEARING	602.84
44931	CDA METALS	185.30
44932	CITY OF POST FALLS.	198.51
44933	CNH INDUSTRIAL	4,314.29
44934	COLEMAN OIL COMPANY	1,732.20
44935	COUNTRY CLEANERS	185.45
44936	CULLIGAN	6.35
44937	DELTA DENTAL	1,338.30
44938	EVERGREEN TRACTOR LLC	854.10
44939	GORDON TRUCK CENTERS, INC	476.82
44940	H & H EXPRESS	45.42
44941	JMT PETROLEUM	3,597.83
44942	KAMAN FLUID POWER	24.37
44943	KOOTENAI COUNTY SOLID WASTE	156.00
44944	LAWSON PRODUCTS	141.93
44945	LES SCHWAB	531.54
44946	MOTION AUTO SUPPLY	104.41
44947	NAPA	166.12
44948	NCPERS	352.00
44949	NORTHSTAR CLEAN CONCEPTS	778.23
44950	PACWEST MACHINERY LLC	602.42
44951	PLATT ELECTRIC SUPPLY	67.68
44952	REBUILDING & HARDFACING INC	7,189.00

44953	ROMAINE ELECTRIC	1,080.86
44954	RUEN-YEAGER & ASSOC, INC	1,737.35
44955	RUSH DELIVERY	21.68
44956	SHENANGO SCREENPRINTING	227.88
44957	SIX ROBBLEES	93.86
44958	SIX STATES DISTRIUTORS	14.04
44959	SPECTRUM BUSINESS	129.99
44960	SPRAY CENTER	1,529.04
44961	ULTRA-LAWN	200.00
44962	VERIZON WIRELESS	275.21
44963	VSP dba VISION SERVICE PLAN	289.53
44964	WESTERN STATES EQUIPMENT - CAT	565.79
44965	ZIPLY FIBER	280.08
44966	RUEN-YEAGER & ASSOC, INC	3,882.13
44967	BETH L RHEINSCHMIDT	1,646.09
44968	BRIAN D CRUMB	1,788.19
44969	DANIEL G PETERSON	1,752.81
44970	DARREL STEVENS	1,932.57
44971	EDWARD F. MAEL	1,822.90
44972	ERIC PRESTEGAARD	1,841.59
44973	JAMES B WINES	1,914.99
44974	LARRY P HOWELL, JR	1,237.76
44975	LESLIE R LIKES	2,048.55
44976	MARK F ROBERTS	1,790.75
44977	MICHAEL C LENZ	2,833.45
44978	MICHAEL J KETCHUM	1,943.82
44979	RANDY L NEAL	1,854.95
44980	SHANNON M SCHRANCK	1,274.80
44981	SHIRLEY J. WALSON	1,826.34
44982	TAYLOR WOOD	1,788.01
44983	TRAVIS A HALL	1,944.64
44984	TRAVIS S MITLEY	1,577.66
44985	TUEKOTA TATE-VANDEVER	1,891.02
44986	AFLAC	355.22
44987	CREDIT UNION	775.00
44988	ADVANCED DIESEL & SUPPLY CO., INC.	330.97
44989	AVISTA UTILITIES - WWP	2,892.35
44990	BLUEJAY INDUSTRIAL INC	828.50
44991	CANNON HILL INDUSTRIES	1,636.00
44992	CDA GARBAGE	161.75
44993	FASTENAL	155.01
44994	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	303.27

44995	HERN IRON WORKS 1991, INC.	100.00
44996	HRA VEBA TRUST	3,300.00
44997	INTERMOUNTAIN SIGN & SAFETY	845.40
44998	MISSED IN PRINTER, TO BE USED DECEMB	0.00
44999	VOID, REISSUED 44997	0.00
45000	JMT PETROLEUM	3,575.80
45001	LAWSON PRODUCTS	153.63
45002	PAT MALLOY	400.00
45003	PRECISION ENGINEERING LLC	7,000.00
45004	REGENCE BLUE SHIELD	17,141.24
45005	ROADWISE, INC.	6,155.54
45006	RUEN-YEAGER & ASSOC, INC	7,084.44
45007	WTB - CREDIT CARD DIV.	2,000.60
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	11,401.23
ACH	WASHINGTON TRUST BANK	11,566.84
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	12,043.73
ACH	WASHINGTON TRUST BANK	12,480.04
ACH	STATE TAX COMMISSION	3,178.00
	Transfer to Insurance for Ad Vlrm Collect	40.20
		<u>219,012.81</u>

Nov 1 - 24,
21

ORIGINAL SIGNED AND DATED 12/1/2021

Submitted by:
Shirley Walson, District Clerk