

POST FALLS HIGHWAY DISTRICT
MAY 2022 MINUTES

Special Meeting – May 4, 2022, 9:00 A.M., 435 W. Hanley, Suite 102, Coeur D' Alene, ID 83814

Chairman Tyler called the meeting to order at 9:01 A.M. Present were Commissioners Jeff Tyler, Lynn Humphreys, and David Russell; Director Michael Lenz, and District Attorney Susan Weeks.

APPROVAL OF AGENDA

Commissioner Humphreys **moved** to approve the agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously. *[5/4/2022 Special Mtg]*

CONSENT AGENDA

River's Edge Mediation Contract- Approval/Signature: Commissioner Humphreys moved to authorize Chairman Tyler's signature on the River's Edge Mediation Contract. Commissioner Russell seconded. **Motion carried** unanimously. *[5/4/2022 Special Mtg]*

General Session exited at 9:06 A.M.

EXECUTIVE SESSION

Commissioner Russell **moved** to enter into Executive Session at 9:07 A.M. 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 Humphreys seconded. A roll call vote is required. Roll call vote: Commissioner Humphreys: aye; Commissioner Russell: aye; Chairman Tyler: aye. **Motion carried** unanimously. *[5/4/2022 Special Mtg]*

EXECUTIVE SESSION MOTIONS

The Board resumed general session at 11:35 A.M.

ADJOURNMENT

With no further business, the meeting was adjourned at 11:36 A.M.

Regular Meeting – May 4, 2022, 6:00 P.M., 5629 E. Seltice Way, Post Falls, ID 83854

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 Beth Rheinschmidt, Administrative Assistant I Jonie Anderson, Ruen Yeager Engineer Laura Winter, and JUB Engineer Angela Comstock. Commissioner Humphreys led in the pledge of Allegiance.

CONFLICTS OR CHANGES

Commissioner Russell stated that Director Lenz would like to remove the Executive Session from the agenda.

APPROVAL OF AGENDA

Commissioner Russell **moved** to accept the agenda with the Executive Session removed as discussed. Commissioner Humphreys seconded. **Motion carried** unanimously. *[5/4/2022 Board Mtg]*

CONSENT AGENDA

April 2022 Meeting Minutes, Vouchers to Date, Indo Acres Mylars – Commissioner Humphreys **moved** to accept the Consent Agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously. [5/4/2022 Board Mtg]

PUBLIC COMMENTS

No Public Comments

OLD BUSINESS

Abandonment and Vacation of Riverview Road at Richards Road – Approval and Signature of Findings of Fact, Conclusions of Law and Abandonment Order. Commissioner Humphreys **moved** to authorize each Commissioner to sign the Finding of Facts, Conclusion of Law and Abandonment that is presented by staff. Commissioner Russell seconded. **Motion carried** unanimously. [5/4/2022 Board Mtg]

CURRENT BUSINESS

Ground Force Lease Agreement for Signature – Commissioner Humphreys **moved** to authorize the Chairman's signature on the lease agreement between Post Falls Highway District and Ground Force Inc. Commissioner Russell seconded. **Motion carried** unanimously. [5/4/2022 Board Mtg]

CORRESPONDENCE

No Correspondence

LEGAL

No Legal

ENGINEERING

Angela Comstock plans to get the Board the scope for the second phase of the GIS conversion by the meeting on 5/18/2022.

DIRECTOR

Project Update Sheet

The project update sheet doesn't have a lot of changes since the meeting on 4/20/2022. Direct Lenz asked the Board if they had any questions. Commissioner Humphreys asked for an update on the pick-up purchase, and Railroad tracks at Prairie. Commissioner Russell had questions about the Annexation happening at Prairie and Meyer. There is a lot going on with the Prairie corridor between us and the City of Post Falls.

District updates

Magged all of the gravel roads besides Nelson Loop, weather permitting the crew is planning on starting to pave Riverview next week. If there is bad weather the crew will be cleaning culverts and clearing some brush. The Prairie/Idaho roundabout project should be done pouring curbs by the end of the week. The project is set for paving on June 6, 2022, but looking like that might be bumped up.

OFFICE

District Clerk Beth attended the tax and levy training on 4/28/2022 and was very impressed with the delivery of the information. L2 forms are still being worked on but promised to have them out soon. District Clerk Beth and the other District Clerks will be

trying to set up a Clerk's Budget workshop to work through the forms. The office is working on sending out no spray letters. Director Lenz spoke about doing a workshop at 5:00 P.M on 5/18/2022 for the discussion of employee benefits.

COMMISSIONERS

Commissioner Russell wanted to point out that Admin Assistant I Jonie Anderson is doing a great job with the public and learning.

Chairman Tyler wanted to remind the Board and staff about the IAHD meeting on 5/5/2022.

EXECUTIVE SESSION

Removed from the Agenda

ADJOURNMENT

With no further business, the meeting was adjourned at 6:27 P.M.

Special Meeting – May 12, 2022, 2:00 pm, E 5629 Seltice Way- CANCELLED

EXECUTIVE SESSION – ACTION ITEM Pursuant to the provisions of Idaho Code 74-206, Subsection 1(b), an executive session is being requested for the purpose to consider personnel topic. A roll call vote is required. CANCELLED

Workshop – May 18, 2022, 5:00 pm, E 5629 Seltice Way

Chairman Tyler called the meeting to order at 5:00 pm. Present were Commissioner Jeff Tyler, Commissioner Lynn Humphreys, Director Michael Lenz, District Clerk Beth Rheinschmidt, and Administrative Assistant Shannon Schranck. Present online was Commissioner David Russell.

Benefit renewal options discussion for the upcoming 2022-2023 budget cycle

Chairman Tyler spoke about the need to see what other benefits the District can offer to employees, Mrs. Rheinschmidt presented to the Board the current benefit options along with other options.

Chairman Tyler asked how the Veba program works. Director Lenz explained how the District currently pays \$150.00 a month into the Veba program per employee. The Veba can be used to help with insurance premiums, co-pays, and prescriptions. Commissioner Humphreys mentioned this program is set up to be used for any medical costs that are not covered by insurance. Director Lenz is proposing an increase to the Veba of \$350.00 a month per employee to help offset the deductibles on these insurance plans due to the fact that if adding a family, the insurance costs are very high. Mrs. Rheinschmidt presented the numbers to the Board showing the high costs of insurance and how the increase in the Veba can help with this. Commissioner Humphreys spoke about how Veba is closely monitored for use and feels it's a good, fair way to make sure all employees are taken care of equally. The program hasn't been increased and reviewed as it should have in the past. The District needs to take care of the employees and this is a good way to do that.

Commissioner Russell reviewed the costs to the employee with the increase in the Veba versus the cost of the insurance packages. Looking at the risk/reward perspective this is very good for the employee.

Chairman Tyler has concerns on the part of taxpayers to raise the Veba from \$150.00 to \$500.00. Commissioner Russell agrees with Chairman Tyler; however, he feels that this has been an issue and deficiency on the District's part.

Director Lenz pointed out that this is a problem for other employers as well. Commissioner Humphreys wanted to point out that yes, we need to look out for the taxpayers but not being able to hire or keep good employees is going to cost the taxpayers more in the long run because we won't have a crew to take care of the roads. Commissioner Russell would like to know what the percentage impact on our overall finances will be with the Veba increase.

Director Lenz would like to put this on the next agenda as an action item due to the fact that the District will be opening up some positions in the near future and it'd help to be able to present to the candidates the new benefits package. The Board feels the time is of the essence and agrees with getting the information on the next agenda.

Regular Meeting – May 18, 2022, 6:00 pm, E. 5629 Seltice Way

Chairman Tyler called the meeting to order at 6:00 P.M. Present were Commissioners Jeff Tyler, and Lynn Humphreys; Director Michael Lenz, District Clerk Beth Rheinschmidt, Administrative Assistant Shannon Schranck, Ruen Yeager Engineer Laura Winter, and Kevin Smith from JUB. Present online were Commissioner David Russell and Attorney Susan Weeks. Commissioner Lynn Humphreys led in the pledge of Allegiance.

CONFLICTS; CHANGES

Chairman Tyler had a change to the agenda. Item number 8a needs to reflect the Prairie Trail MOU support letter, not the Bus Stop support letter. No other changes or Conflicts.

APPROVAL OF THE AGENDA

Commissioner Russell **moved** to approve the agenda with the noted modifications. Commissioner Humphreys seconded. **Motion carried** unanimously. [5/18/2022 Board Mtg]

CONSENT AGENDA

Vouchers to date, April Treasurer's Report, Moonshine Forest Mylars. No questions on the Consent Agenda. Commissioner Humphreys **moved** to accept the Consent Agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously. [5/18/2022 Board Mtg]

PUBLIC COMMENTS

No public comments

OLD BUSINESS

Greensferry Boat Launch Parking –

Chairman Tyler referenced the previous workshop and the discussion made during it. Chairman Tyler sees a solution of putting the no parking signs on the South Side of the Road between Greensferry Rd. and S. Snowshoe Rd., this would keep people from crossing the road but still leave some parking on the north side of the road for the residents and their friends and family. Should also have a sign by the boat launch area that states no backing into the launch as this is a big concern with people stopping in the middle of the road to back into the launch.

Commissioner Russell wanted to know if the no parking ordinance will be all the time or seasonally? Chairman Tyler would like to post it year-round. If posting just on the south side of the road doesn't solve the problem, we can add signs on the north side.

Commissioner Russell would like to know the procedure to get this going? Attorney Susan informed the Board this will require an ordinance that will require a public hearing before we can post the signs.

Commissioner Humphreys thinks the signs should be posted in the entire area, not just the south side of Riverview. Doing this is going to cause more people to try to park on the north side. Commissioner Russell would like to table the conversation and drive out to the location before he makes a vote. He sees both sides of the argument.

Commissioner Russell **moved** to table the discussion until the June, 1,2022 meeting. Commissioner Humphreys seconded. **Motion carried** unanimously. [5/18/2022 Board Mtg]

CURRENT BUSINESS

Prairie Trail MOU support letter - Commissioner Humphreys **moved** to authorize the Chairman's signature on the Prairie Trail MOU. Commissioner Russell seconded. **Motion carried** unanimously. [5/18/2022 Board Mtg]

JUB, GIS Phase 2 Contract for Signature

Kevin Smith from JUB explained this is a continuation of the GIS contract the District had with JUB. Phase 1 allowed JUB to pull the data we already have and analyze it. This phase will allow JUB to dive into creating different data to help the District with the processing of data. Commissioner Humphreys had a question on the amount of the Phase 2 contract. Director Lenz explained the cap for this contract is \$10,000.00. Commissioner Humphreys **moved** that the District enters into an agreement with JUB on Phase 2 of the professional service agreement presented this evening and authorize the Chairman's signature. Commissioner Russell seconded. **Motion carried** unanimously. [5/18/2022 Board Mtg.]

CORRESPONDENCE

No Correspondence

LEGAL

Executive Session

ENGINEERING

The engineering items will be covered in Director updates

DIRECTOR

Project Update Sheet –

Some projects were added to the project update sheet. The notable one is the Bus Shelter is currently under construction. It's on hold for 3 weeks due to the concrete shortage.

Director updates

Prairie 5 lane and Hayden/Meyer projects were posted May 12th and Close June 9th.

The Cloverleaf Rd/ Rice Ave guardrail project was not awarded.

Prairie/Idaho Roundabout is wrapping up. Paving is set for June 6th and the opening is set for June 9th or 10th.

Ruen Yeager is working on an agreement with Rebecca Larson for the Upriver Rd. realignment project at Jacobs Loop project. Power and water have been located. Ruen Yeager is working on easements for the Signal Point slope project. Ruen Yeager is working on an easement for N. Hauser Lake Rd, stormwater, drainage project. Working with the developer to amend the RDA for the Bedrock Rd improvements. The developer will be widening the road and a workshop will be set up for that. Ruen Yeager is putting together an estimate to prepare the updated transportation plan due in May of 2023.

Crew Updates

Currently Paving on Riverview. They will move to Bella Ridge cul-de-sac and North Stateline cul-de-sac once Riverview is complete. All bare ground spray is complete. Getting quotes on multiple items to prepare for the FY 2023 budget.

OFFICE

The office staff is still working on organizing the recorders. The next big project will be seeing what it will take to digitize the big maps downstairs. The office is trying to get some of the permits and correspondence more electronic.

COMMISSIONERS

Commissioner Russell reached out to Director Lenz about the talk about shortages in the US that can create a problem for the District.

Chairman Tyler is hoping to keep the idea of relocating the office open and progressing.

EXECUTIVE SESSION

Commissioner Humphreys moved to enter into Executive Session at 6:45 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1 (e), and (f), an executive session is being requested for the purpose to consider preliminary negotiations involving matters of trade; and to communicate with legal counsel for the public agency to discuss the legal ramifications for pending litigation. Commissioner Russell seconded and called for a roll call vote. Roll call vote: Commissioner Humphreys: aye; Chairman Tyler: aye; Commissioner Russell: aye. **Motion carried** unanimously.

EXECUTIVE SESSION MOTIONS

Commissioner Humphreys **moved** to exit Executive Session at 7:27 pm, and Chairman Tyler seconded. **Motion carried** unanimously.

ADJOURNMENT

With no further business, the meeting adjourned at 7:29 pm.

MAY VOUCHERS:

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
May 1 - 23, 22			
	45646	LAKE HOERNER ESTATES	\$ 500.00

45647	3M COMPANY	\$ 1,240.51
45648	ABOVE AND BEYOND JANITORIAL INC	\$ 500.00
45649	ACE HARDWARE	\$ 142.58
45650	ADS DIESEL PRODUCTS	\$ 303.34
45651	ADVANCED COMPRESSOR & HOSE, INC.	\$ 380.18
45652	ADVANCED PEST CONTROL	\$ 50.00
45653	ALSCO	\$ 396.02
45654	ARROW CONSTRUCTION SUPPLY	\$ 6,770.66
45655	BADGER BUILDING CENTER	\$ 332.63
45656	BIXBY MACHINE TOOL SUPPLY, INC.	\$ 39.43
45657	CDA PRESS	\$ 147.11
45658	CENTRAL SAW WORKS	\$ 187.20
45659	COLEMAN OIL COMPANY	\$ 2,228.93
45660	COUNTRY CLEANERS	\$ 255.00
45661	CULLIGAN	\$ 13.90
45662	DAVID J. RUSSELL	\$ 137.19
45663	DELTA DENTAL	\$ 1,469.31
45664	ELJAY OIL COMPANY, INC.	\$ 1,695.65
45665	EMERALD SERVICES, INC	\$ 4,997.50
45666	GORDON TRUCK CENTERS, INC	\$ 6,227.42
45667	INSURANCE NORTHWEST	\$ 138.00
45668	INTERMOUNTAIN SIGN & SAFETY	\$ 993.00
45669	JMT PETROLEUM	\$ 8,056.17
45670	JONIE L ANDERSON	\$ 12.80
45671	KOOTENAI COUNTY SOLID WASTE	\$ 182.00
45672	LAWSON PRODUCTS	\$ 232.48
45673	MIKE WHITE FORD OF CDA	\$ 40.06
45674	MOTION AUTO SUPPLY	\$ 327.64
45675	NAPA	\$ 177.81
45676	NCPERS	\$ 304.00
45677	NORCO	\$ 132.49
45678	NORTHWEST MACHINE	\$ 175.25
45679	PACWEST MACHINERY LLC	\$ 5,840.44
45680	PAPE MACHINERY	\$ 541.41
45681	PAPE MATERIAL HANDLING	\$ 181.69

45682	ROBIDEAUX	\$
		37.24
		\$
45683	RUSH DELIVERY	23.64
		\$
45684	SIX ROBBLEES	125.00
		\$
45685	SONSRAY MACHINERY	579.56
		\$
45686	SPECTRUM BUSINESS	139.99
		\$
45687	SPRAY CENTER	37.34
		\$
45688	THORCO INC.	321.60
		\$
45689	UTILITY TRAILER SALES OF BOISE	649.38
		\$
45690	VERIZON WIRELESS	274.99
		\$
45691	VSP dba VISION SERVICE PLAN	318.67
		\$
45692	WESTERN STATES EQUIPMENT - CAT	276.69
		\$
45693	ZIPLY FIBER	270.62
		\$
45694	BETH L RHEINSCHMIDT	1,716.79
		\$
45695	BRIAN D CRUMB	1,628.59
		\$
45696	DARREL L HUMPHREYS	640.03
		\$
45697	DARREL STEVENS	1,742.65
		\$
45698	DAVID RUSSELL	501.52
		\$
45699	EDWARD F. MAEL	1,664.30
		\$
45700	ERIC PRESTEGAARD	1,692.41
		\$
45701	JAMES B WINES	1,739.26
		\$
45702	JASON B COFFMAN	1,901.42
		\$
45703	JEFFREY TYLER	677.03
		\$
45704	JONIE ANDERSON	1,099.30
		\$
45705	LARRY P HOWELL, JR	1,188.54
		\$
45706	LESLIE R LIKES	1,806.17
		\$
45707	MICHAEL C LENZ	2,790.20
		\$
45708	MICHAEL J KETCHUM	1,712.43
		\$
45709	RANDY L NEAL	1,748.23
		\$
45710	SHANNON M SCHRANCK	1,241.50
		\$
45711	TAYLOR WOOD	1,656.41
		\$
45712	TRAVIS A HALL	1,785.03
		\$
45713	TRAVIS S MITLEY	1,578.25
		\$
45714	TUEKOTA TATE-VANDEVER	1,753.41
		\$
45715	NEW YORK LIFE	20.00
		\$
45716	CREDIT UNION	725.00

45717	A-V SUPPLY	\$ 362.35
45718	AMERICAN ON-SITE SERVICES	\$ 203.51
45719	AMERICAN WEST INDUSTRIES	\$ 89.31
45720	APPLIED INDUSTRIAL TECHNOLOGIES	\$ 111.04
45721	AVISTA UTILITIES - WWP	\$ 3,070.61
45722	CDA GARBAGE	\$ 161.75
45723	CITY OF POST FALLS.	\$ 330.20
45724	CUMMINS	\$ 117.23
45725	FASTENAL	\$ 15.24
45726	GENERAL FIRE	\$ 780.90
45727	GMCO CORPORATION	\$ 4,497.07
45728	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	\$ 206.04
45729	HRA VEBA TRUST	\$ 3,150.00
45730	IDAHO ASPHALT	\$ 3,666.23
45731	IDAHO MINING APPAREL & SUPPLY INC	\$ 181.87
45732	JAMES, VERNON & WEEKS, P.A.	\$ 20,658.65
45733	JUB	\$ 416.10
45734	KEC	\$ 721.11
45735	LHTAC	\$ 360.00
45736	NORTHSTAR CLEAN CONCEPTS	\$ 71.80
45737	PANHANDLE SPRAY SERVICE	\$ 3,709.00
45738	REGENCE BLUE SHIELD	\$ 16,930.64
45739	RUEN-YEAGER & ASSOC, INC	\$ 14,779.71
45740	STATE INS. FUND	\$ 698.00
45741	TNT TRUCK PARTS - SPOKANE	\$ 76.50
45742	TRACKMAN PARTS & SERVICE	\$ 183.70
45743	ULTRA-LAWN	\$ 195.00
45744	WESTERN SYSTEMS	\$ 2,776.00
45745	WTB - CREDIT CARD DIV.	\$ 1,214.99
45746	BETH L RHEINSCHMIDT	\$ 1,716.80
45747	BRIAN D CRUMB	\$ 1,628.57
45748	DARREL STEVENS	\$ 1,762.76
45749	EDWARD F. MAEL	\$ 1,664.30
45750	ERIC PRESTEGAARD	\$ 1,692.42
45751	JAMES B WINES	\$ 1,739.27

45752	JASON B COFFMAN	\$ 1,901.42
45753	JONIE ANDERSON	\$ 1,099.31
45754	LARRY P HOWELL, JR	\$ 1,106.15
45755	LESLIE R LIKES	\$ 1,806.14
45756	MICHAEL C LENZ	\$ 2,806.32
45757	MICHAEL J KETCHUM	\$ 1,810.21
45758	RANDY L NEAL	\$ 1,814.48
45759	SHANNON M SCHRANCK	\$ 1,241.50
45760	TAYLOR WOOD	\$ 1,744.20
45761	TRAVIS A HALL	\$ 1,785.04
45762	TRAVIS S MITLEY	\$ 1,393.10
45763	TUEKOTA TATE-VANDEVER	\$ 1,753.42
45764	AFLAC	\$ 305.52
45765	CREDIT UNION	\$ 725.00
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$ 10,587.49
ACH	WASHINGTON TRUST BANK	\$ 10,591.32
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$ 10,412.99
ACH	WASHINGTON TRUST BANK	\$ 10,176.10
ACH	STATE TAX COMMISSION	\$ 2,779.00
TRNS	Transfer to LGIP Insurance Acct.	\$ 405.38
		<u>\$ 237,595.75</u>

May 1 - 23,
22

APPROVED _____

ATTEST _____

DATE _____

Submitted by:
Beth Rheinschmidt, District Clerk