

POST FALLS HIGHWAY DISTRICT

April 2025 MINUTES

**Regular Board Meeting  
April 2, 2025, 6:00 pm  
5629 E. Seltice Way, Post Falls, ID 83854**

1) Chairman Tyler called the meeting to order at 6:01 pm

Present were:

Commissioners: Jeff Tyler, Glen Heape, David Russell  
District Clerk Elaine Fox, Deputy Clerk Helen Furbee

Guests in attendance were:

Kevin Smith, PE, J-U-B Engineers (JUB)

2) PLEDGE OF ALLEGIANCE: Commissioner Heape led 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.** [4/2/2025 Board Mtg]

5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [4/2/2025 Board Mtg]

6) PUBLIC COMMENTS: As there was no one online and no one in the audience who wished to comment, Chairman Tyler closed the public comment period at 6:03pm.

7) OLD BUSINESS: **NONE**

8) CURRENT BUSINESS:

a. **FY2026 Tax District Budget Hearing Notification**: District Clerk Fox requested a motion to set a date for the fiscal 2026 Budget Hearing as required by April 30 deadline. The staff suggested Wednesday, August 20, 2025 and for it to be held during the regularly scheduled meeting that day. Commissioner Russell **moved** to set the public hearing for the fiscal year 2026 Post Falls Highway District Budget Hearing to be held on Wednesday, August 20, 2025 at 6:00 pm during our regularly scheduled board meeting. Commissioner Heape **seconded. Motion carried.** [4/2/2025 Board Mtg]

b. **Engagement Letter – Scott Hoover CPA**: District Clerk Fox received an engagement letter from Scott Hoover, CPA, for the September 30, 2025 fiscal year audit with an increase this year of \$1,000 for a total of \$10,000 for completion the audit. Commissioner Heape **moved** to authorize Chairman Tyler's signature on the engagement letter for the fiscal year audit ending September 30, 2025. **Seconded** by Commissioner Russell. **Motion carried.** [4/2/2025 Board Mtg]

c. **Resolution 2025-03 for the Sale & transfer of Surplus Equipment Truck T-02 & Plow PL-10**: District Clerk Fox reiterated that at the last board meeting it was agreed to sell Truck 02 and Plow 10. A resolution is needed to authorize the disposal of Truck 02 (T-02) and Plow 10 (PL-10) as surplus equipment. Commissioner Heape **moved** to approve the Post Falls Highway District proposed resolution as presented and to authorize Chairman Tyler's signature on Resolution 2025-03. Commissioner Russell seconded. A roll call voted was held: Commissioner Heape; yea Commissioner Russell; yea Chairman Tyler; yea. **Motion carried.** [4/2/2025 Board Mtg]

d. **Transfer Agreement between the Post Falls Highway District & East Side Highway District**: District Clerk Fox expressed that a motion is needed for the sale and transfer of Truck T-02 and Plow PL-10 to the East Side Highway District as previously discussed. The East Side Highway District will also

prepared and execute a Resolution regarding said transfer. It was noted that it is being sold "as is". Commissioner Heape **moved** to authorize Chairman Tyler's signature on the Transfer Agreement between the Post Falls Highway District and the East Side Highway District for surplus equipment Truck T-02 and Plow PL-10. **Seconded** by Commissioner Russell. **Motion carried.** [4/2/2025 Board Mtg]

- e. **ESRI Annual GIS Platform Authorization:** District Clerk Fox referenced our new annual ESRI agreement and then deferred to Deputy Clerk Helen Furbee who explained the need for the license for the PFHD GIS mapping project that has been ongoing. After a few questions, Commissioner Heape made a **motion** to authorize staff to purchase the annual GIS platform license as presented. **Seconded** by Commissioner Russell. **Motion carried.** [4/2/2025 Board Mtg]
- 9) CORRESPONDENCE: **NONE**
- 10) LEGAL: **NONE**
- 11) ENGINEERING:
- Kevin Smith (JUB) said that he had no updates tonight.
- 12) DIRECTOR UPDATES: (Director Lenz was not present) – **NONE.**
- 13) OFFICE UPDATES: District Clerk Fox provided the following updates:
- She suggested Thursday, August 7, 2025 at 2pm for a FY 2025 Budget workshop. Invitations will be sent via Gmail.
  - The Idaho Association of Highway Districts' regional conference invitation has been sent for Tuesday, May 20. It is a local meeting and she hopes that commissioners can attend.
  - The phone and internet switch over is progressing.
  - Loads limits are coming off many of our roads.
- 14) COMMISSIONERS:  
Commissioner Russell stated that he has a conflict with the next meeting and Commissioner Heape may as well. There was discussion about moving the next meeting to 2:30pm on the same day (April 16<sup>th</sup>). No action was taken as Director Lenz will need to be consulted before that change.
- 15) ADJOURNMENT: Chairman Tyler adjourned the meeting at 6:28 pm.

**Regular Board Meeting  
April 16, 2025, 2:30 pm  
5629 E. Seltice Way, Post Falls, ID 83854**

- 1) Chairman Tyler called the meeting to order at 2:30 pm

Present were:

Commissioners: Jeff Tyler, Glen Heape, David Russell  
Director of Highways Michael Lenz, District Clerk Elaine Fox, Jonie Anderson

Guests in attendance were: None

Guests on-line were: None

- 2) PLEDGE OF ALLEGIANCE: Commissioner Heape led the pledge of allegiance.

- 3) CONFLICTS OR CHANGES: **NONE**
- 4) APPROVAL OF AGENDA: Commissioner Russell **moved** to approve the agenda as presented. Commissioner Heape **seconded. Motion carried.** [4/16/2025 Board Mtg]
- 5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [4/16/2025 Board Mtg]
- 6) PUBLIC COMMENTS: As there were guests in attendance or online, to address the Board, Chairman Tyler closed the public comment period at 2:32 pm.
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS:
- a. **Actual Cost Utility Agreement – Key No. 22875 [Lancaster & Huetter Roundabout]**: Director Lenz provided a summary of the agreement and project. Commissioner Russell **moved** to Authorize Chairman Tyler's signature on the Actual Cost Utility Agreement between Lakes Highway District, Post Falls Highway District and Kootenai Electric Cooperative, for the Lancaster & Huetter Roundabout Project – Key No. 22875. Commissioner Heape **seconded. Motion carried.** [4/16/2025 Board Mtg]
  - b. **2025 Idaho Asphalt Piggyback Contract**: Director Lenz provided a summary of the contract. Commissioner Heape **moved** to Authorize Chairman Tyler's signature on the 2025 Idaho Asphalt Piggyback Contract. Commissioner Russell **seconded. Motion carried.** [4/16/2025 Board Mtg]
- 9) CORRESPONDENCE: **NONE**
- 10) LEGAL: **NONE**
- 11) ENGINEERING: **NONE**
- 12) DIRECTOR UPDATES: Director Lenz provided the following updates
- Crew working on brooming, crack-sealing, dura-patching and ditching
  - J-U-B received the Associated Highway Districts of Kootenai County Standards update award; Scope to be determined
  - Fay Place reconstruction: April 28 – May 6
  - Idaho Road, Rail Road crossing project; just north of the Idaho/Prairie roundabout. Union Pacific Rail Road (UPRR) beginning construction in July for new crossing arms
  - Prairie/Beck realignment project will be changed-ordered into SH-53 project
  - Prairie: Meyer to SH-51 5-lane project moved up to 2026 from 2028. City of Post Falls has upped their match from 15% to 50% and a new agreement being drafted; we now need to obtain ROW.
  - The Prairie Trail Pedestrian Underpass project will be moved up due to a delay with the City of Post Falls, Chase Rail Road crossing project, which freed up money that will be put before Kootenai Metropolitan Planning Organization (KMPO) to transfer to the Prairie Trail Underpass project along with funds from Bonneville Metropolitan Planning Organization (BMPO) that they were not using and a motion was made a motion to transfer those funds to PFHD.
  - Post Falls Chamber of Commerce has asked Director Lenz to give a presentation to the River City Leadership Academy on May 14.
  - High Prairie Fuel Station will be discussed at the May 7 board meeting
  - Meeting with Hauser City Council on April 23 at 2:30pm
  - Site visit at Elk View Pines next Monday with engineer and contractor
  - Idaho Department of Environmental Quality (IDEQ) audit for MS4 permit next week
  - 5k/10k Icebreaker Run at Hauser Lake; April 19
  - Load Limits have been pushed back throughout jurisdiction and only a few roads remain restricted

- Working with Attorney Weeks to prepare the Commissioner election certificates for the May 7 board meeting

13) OFFICE UPDATES: District Clerk Fox provided the following updates:

- Shop - fiber telephone lines installed
- Working on the Title VI 2024 for resubmission
- Crew SEEP Training - next week for five crew
- Training with Helen for payroll - Helen will be out of the office in May
- CPR / First Aid Class for All Staff next Tuesday
- IAHD Regional Conference - May 20 from 11am – 1pm
- Director Lenz and District Clerk Fox have begun conversations regarding budget

14) COMMISSIONERS: There were no comments from the Commissioners

15) EXECUTIVE SESSION: **NONE**

16) ADJOURNMENT: Chairman Tyler adjourned the meeting at 3:19 pm [4/16/2025 Board Mtg]

**VOUCHERS TO DATE**  
**APRIL 2025**

Apr 25	<u>Num</u>	<u>Name</u>	<u>Amount</u>
	50065	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-325.38
	50066	COUNTRY CLEANERS	-400.50
	50067	NORTH 40 OUTFITTERS	-1,024.97
	50068	NAPA - POST FALLS	-713.61
	50069	ALSCO	-772.68
	50070	ABOVE AND BEYOND JANITORIAL INC	-650.00
	50071	CITY OF POST FALLS.	-557.69
	50072	MOTION AUTO SUPPLY	-31.24
	50073	SPECTRUM BUSINESS	-139.99
	50074	COREY KRAFT	-2,682.36
	50075	DARREL STEVENS	-2,806.33
	50076	DAVID RUSSELL	-886.91
	50078	ERIC PRESTEGAARD	-2,236.72
	50079	GLEN HEAPE	-766.91
	50080	HELEN A FURBEE	-1,733.99
	50081	JAMES B WINES	-2,375.45
	50082	JASON B COFFMAN	-2,435.28
	50083	JEFFERY N FERGUSON	-2,555.97
	50084	JEFFREY TYLER	-1,092.86
	50086	JONIE ANDERSON	-1,753.10
	50087	LARRY P HOWELL, JR	-1,462.72
	50088	LESLIE R LIKES	-2,373.44
	50089	LUCAS A BICANDI	-2,309.44
	50090	MICHAEL C LENZ	-3,616.47
	50091	MICHAEL J KETCHUM	-2,303.71



50092	MIRIAM E FOX	-2,590.81
50093	RANDY L NEAL	-2,480.02
50094	STEVEN K FRANKS	-2,320.84
50095	TUEKOTA TATE-VANDEVER	-2,231.71
50096	EDWARD F. MAEL	-2,300.48
50098	JESSE D HAMMER	-2,516.52
50099	ACE HARDWARE	-86.60
50100	ADD ELECTRONICS	-601.05
50101	BACKCOUNTRY UPFITTERS	-475.00
50102	BADGER BUILDING CENTER	-176.94
50103	CDA POWER TOOL	-108.00
50104	CDA PRESS	-59.84
50105	COLEMAN OIL COMPANY	-1,926.21
50106	CULLIGAN	-15.90
50107	DAVID J. RUSSELL - REIMBURSEMENT	-389.16
50108	DELTA DENTAL	-1,322.77
50110	GAIL STEPHENS	-1,368.00
50111	JAMES, VERNON & WEEKS, P.A.	-4,939.00
50112	JMT PETROLEUM	-2,176.72
50113	JUB	-5,174.52
50114	KENWORTH SALES - SPOKANE	-593.60
50115	LES SCHWAB	-1,648.92
50116	LHTAC	-400.00
50117	MIKE WHITE FORD OF CDA	-332.81
50118	NORCO	-64.65
50119	PACIFIC STEEL	-212.54
50120	PACWEST MACHINERY LLC	-1,744.94
50121	PAPE MACHINERY	-699.36
50122	PAPE MATERIAL HANDLING	-333.00
50123	ROBIDEAUX	-282.06
50124	ROMAINE ELECTRIC	-99.80
50125	RWC GROUP	-142.84
50126	SCOTTY'S BACKFLOW LLC	-140.00
50127	SIX ROBBLEES	-241.92
50128	SPOKANE HOUSE OF HOSE	-439.72
50129	SPRAY CENTER	-942.22
50130	SWS EQUIPMENT, LLC	-696.17
50131	TECHNICHEM	-1,846.88
50132	VERIZON WIRELESS	-427.07
50133	VSP dba VISION SERVICE PLAN	-271.54
50134	WESTERN STATES EQUIPMENT - CAT	-16,062.02
50135	ICCU	-675.00
50136	NEW YORK LIFE	-20.00
50138	AMERICAN ON-SITE SERVICES	-374.00
50139	AUTONATION INC	-100.46
50140	CDA GARBAGE	-161.75
50141	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-157.42

50142	IMPERIAL SUPPLIES LLC	-287.70
50143	JMT PETROLEUM	-6,416.40
50144	JUB	-1,300.00
50145	KNUDSTEN CHEVROLET	-40.41
50146	LAKE CITY CABLE	-650.00
50147	LHTAC	-560.00
50148	MICHAEL LENZ REIMBURSEMENT	-135.00
50149	WTB - CREDIT CARD DIV.	-4,939.05
50150	REHN & ASSOCIATES	-28.00
50151	ROBIDEAUX	-232.62
50152	NCPERS GROUP LIFE INS.	-384.00
50153	PLATT ELECTRIC SUPPLY	-179.23
50154	RUEN-YEAGER & ASSOC, INC	-11,966.46
50155	SPECIALTY ROCK PRODUCTS LLC	-1,305.36
50156	SWS EQUIPMENT, LLC	-724.59
50157	JUB	-52,437.02
50158	IDAHO ASPHALT	-490.00
50159	UTILITY TRAILER SALES OF BOISE	-492.49
50160	UTILITY TRAILER SALES OF SPOKANE	-1,086.63
50161	ZIPLY FIBER	-287.50
50162	COREY KRAFT	-2,822.00
50163	DARREL STEVENS	-2,831.68
50164	EDWARD F. MAEL	-2,472.41
50165	ERIC PRESTEGAARD	-2,236.71
50166	HELEN A FURBEE	-1,709.74
50167	JAMES B WINES	-2,375.45
50168	JASON B COFFMAN	-2,435.27
50169	JEFFERY N FERGUSON	-2,365.07
50170	JESSE D HAMMER	-2,303.71
50171	JONIE ANDERSON	-1,753.10
50172	LARRY P HOWELL, JR	-1,733.25
50173	LESLIE R LIKES	-2,522.38
50174	LUCAS A BICANDI	-2,309.44
50175	MICHAEL C LENZ	-3,632.48
50176	MICHAEL J KETCHUM	-2,303.72
50177	MIRIAM E FOX	-2,485.12
50178	RANDY L NEAL	-2,480.02
50179	STEVEN K FRANKS	-2,320.83
50180	TUEKOTA TATE-VANDEVER	-2,231.72
50181	REGENCE BLUE SHIELD of IDAHO	-15,754.41
50182	SOLID ROCK GATE SUPPLY INC.	-1,188.50
50183	AMERICAN MOBILE DRUG TESTING	-360.00
50184	AFLAC	-104.52
50185	ICCU	-675.00
50186	HRA VEBA TRUST	-11,000.00
50187	AVISTA UTILITIES - WWP	-3,268.62
50188	KEC	-453.63

EFT	STATE TAX COMMISSION	-4,796.00
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,681.39
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-13,078.20
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,676.59
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-12,634.41
EFT	WASHINGTON TRUST BANK	-16,341.94
EFT	WASHINGTON TRUST BANK	-15,538.02
TFR	REINVEST KN23028 JUB 96384 PYMT 21 TO LGIP	-12,801.01
TFR	REINVEST KN24398 JUB 96512 PYMT 5 TO LGIP	-18,476.50
TFR	AD VALOREM INSURANCE TO LGIP TREASURY	-632.45

Apr 25

-360,106.25

APPROVED:   
 ATTESTED:   
 DATE: 