

POST FALLS HIGHWAY DISTRICT

DECEMBER 2023 MINUTES

Regular Board Meeting – December 6, 2023, 6:00 P.M., 5629 E. Seltice Way, Post Falls, ID 83854

1) Chairman Tyler called the meeting to order at 6:00 P.M.

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)

Monte Winter

Susan Weeks, Attorney, James, Vernon & Weeks PA (JVW)

Merle Van Houten, Van Houten Consulting & Design (VHC)

On-line Attendees (2): Names listed: Susan Amaral, Shane Amaral

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.** [12/6/2023 Board Mtg]

5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [12/6/2023 Board Mtg]

6) PUBLIC COMMENTS: Chairman Tyler called for public comments. As no one present in the audience responded, he asked if anyone online had any comments. Deputy Clerk Helen Furbee stated that both participants had themselves muted. Chairman Tyler made a second offer to those online and after no change was noted he closed the public comments period at 6:02 pm.

7) OLD BUSINESS: **NONE**

8) CURRENT BUSINESS:

a. **GMCO MAG Piggyback Contract**: Director Lenz went over the contract pricing to piggyback onto the Nez Perce County contract. Last year was at \$181.25 per ton. This year will be \$195.73 including freight. The contract is valid through April 30, 2024. After minor discussion, Commissioner Heape **motioned** to authorize the Director of Highways to execute the 2023-2024 MAG piggyback contract with GMCO. Commissioner Russell **seconded. Motion carried.** [12/06/2023 Board Mtg]

b. **2024 Board Meeting Schedule**: District Clerk Fox proposed that the Board Meeting schedule for 2024 continue on the first and third Wednesdays of each month at 6:00 pm. It was noted that the annual convention and no holidays are in conflict with any proposed meetings in 2024. Commissioner Russell **moved** to accept the 2024 Board Meeting Schedule as presented. Commissioner Heape **seconded. Motion carried.** [12/06/2023 Board Mtg]

c. **Mary Richter, CPA – Engagement Letter** District Clerk Fox explained that Ms. Richter will be working with her to review and assist in preparing the books in a pre-audit role. The contract is for time and materials at \$125 per hour, the same rate as last year. Commissioner Russell asked how she had been selected and Clerk Fox explained that Ms. Richter, a CPA, has been performing this function

for the District for several years and is very familiar with our books and procedures. Commissioner Heape made a **motion** to authorize Chairman Tyler to sign the consulting engagement letter. Commissioner Russell **seconded**. **Motion carried.** [12/06/2023 Board Mtg]

- d. **Elkview Pines – Merle Van Houten – Petition for Vacation/Abandonment:** Director Lenz reminded the Board that a workshop was held prior to tonight's meeting. He read the letter submitted by Mr. Van Houten which is a petition to vacate the public access and easement. Mr. Van Houten then briefly went over a couple of drawings of the proposed vacation and abandonment and a proposal to realign a new public road section at the cost of the owner. Attorney Weeks interjected "as a point of order" that the Board's only function tonight was to set a hearing on the request and not to go over plans or hear testimony. Commissioner Russell asked Director Lenz if he believed that we had all the information needed to set the hearing which Director Lenz confirmed. Commissioner Russell **moved** to authorize staff to set a public hearing on January 17, 2024 for the Access and Utility Easement, under instrument 2232332000 and 2238380000 to be vacated in its entirety. Ms. Weeks then suggested that they may want to consider whether to include in the same public hearing meeting the realignment by publishing that an exchange or abandonment is proposed, if that is indeed the Board's intention. Commissioner Russell then **amended his motion** to include the possibility of considering an exchange of right of way corresponding to the new alignment. Commissioner Heape **seconded**. **Motion carried.** [12/06/2023 Board Mtg]

9) CORRESPONDENCE: **NONE**

10) LEGAL: Legal discussion item will be for the Executive Session per Attorney Weeks.

11) ENGINEERING: Laura Winter, PE, (RYA) stated that they have been working on the Harbor Island project. She will forward some information to Chairman Tyler per his request. The Huetter Road safety speed study is ongoing.

12) DIRECTOR UPDATES: Director Lenz stated that there have been some minor slides, one in particular along Hauser Lake. The MS4 annual permit has been submitted. The mileage for the Annual Road and Street Report is also being worked on. He said he met with the City of Hayden regarding One Place Church access points. In preliminary talks, Director Lenz told them that the Board might consider a "right turn only" in/out of Prairie to better distribute traffic. One Place Church will submit designs at a later date. At Poleline and Huetter the temporary signal work will be done very soon and hopefully have the intersection open by Christmas. Trusses are up on the new building at Bodine and it's moving along nicely. He has been reviewing the CE&I contract with Keller for the Spokane River Bridge Project and also the right of way acquisition contract with CLS for the Hayden/Meyer intersection project. He also said that he spoke with Glenn Miles, Kootenai Metropolitan Planning Organization, regarding the Huetter Road widening at I-90 project that was rejected. It appears that Idaho Transportation Department will be doing soil work to widen that area as they do the work on I-90 so that when we do widen Huetter to five lanes, that work will already be completed. He mentioned the "Breakfast with Santa" annual event in Hauser to benefit the local volunteer fire department, as well as the upcoming annual staff holiday luncheon.

13) OFFICE UPDATES: District Clerk Fox said that she will be working next week with the CPA hired for the pre-audit work. The auditor, Scott Hoover, will be here December 18 through 21. Open enrollment for dental coverage is wrapping up. The Idaho Association of Highway District's "A Day at the Capitol" will be held in Boise on Tuesday, January 30, 2024. She will assist with coordinating accommodations, and individuals will be responsible for their own travel arrangements. She brought up that the Post Office has become a bit of an issue insofar as delayed incoming and outgoing checks. It is not a big issue, but she wanted to make the Board aware of the concern.

14) COMMISSIONERS: Commissioner Heape stated he had no comments tonight. Commissioner Russell

stated that he is noticing confusing striping around some construction areas which is especially an issue on rainy nights. There was some explanation by Director Lenz as to the type of paint used, winter plowing, etc. Commissioner Russell also wanted to thank Director Lenz for his work on the Huetter and Poline intersection, particularly for getting the project done with little to no taxpayer funds.

- 15) 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**. **A roll call vote** was requested. **Roll call vote**: Commissioner Heape: **yes**; Chairman Tyler: **yes**; Commissioner Russell: **yes**. The regular session attendees were dismissed at 6:39 pm. The Board entered into Executive Session at 6:40 pm. The Board exited Executive Session at 7:14 pm.

MOTIONS RESULTING FROM EXECUTIVE SESSION: Commissioner Russell **moved** to direct legal counsel to send the letter to Steve Copp as discussed in executive session. Commissioner Heape **seconded**. **Motion carried**. [12/6/2023 Board Mtg]

- 16) ADJOURNMENT: The meeting was adjourned at 7:15 P.M.

Regular Board Meeting – December 20, 2023, 6:00 P.M., 5629 E. Sellice Way, Post Falls, ID 83854

- 1) Chairman Tyler called the meeting to order at 6:00 P.M.

Present were:

Commissioners: Jeff Tyler and Glen Heape

Director of Highways Michael Lenz and District Clerk Elaine Fox

Guests in attendance were:

Angela Comstock, PE, J-U-B Engineers (JUB)

On-line Attendees (1): Unknown caller (late arrival)

- 2) PLEDGE OF ALLEGIANCE: Commissioner Heape led in the Pledge of Allegiance.

- 3) CONFLICTS OR CHANGES: **NONE**

- 4) APPROVAL OF AGENDA: Commissioner Heape **moved** to accept the agenda as presented. Chairman Tyler **seconded**. **Motion carried**. [12/20/2023 Board Mtg]

- 5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Chairman Tyler **seconded**. **Motion carried**. [12/20/2023 Board Mtg]

- 6) PUBLIC COMMENTS: Chairman Tyler called for public comments. No one present in the audience responded, he asked if anyone online had any comments. District Clerk Elaine Fox stated that there were no participants on line at the time of Public Comments. Chairman Tyler closed the public comments period at 6:03 pm.

- 7) OLD BUSINESS:

- a. **Elkview Pines – Petition for Abandonment and Vacation of Easement 2238380000**: Director Lenz requested that the public hearing for the Elkview Pines easement abandonment and the easement swap petitioned by Mr. Van Houten be rescheduled in order to comply with notice requirements. The original hearing was scheduled for January 17, 2024, at 6:00 pm. Staff requests

that the public hearing be rescheduled to January 24, 2024, at 5:00 pm to be held at a Special Meeting. Commissioner Heape motioned to reschedule the Public Hearing to January 24, 2024 at 5:00 pm to be held at a Special Meeting. Chairman Tyler seconded. **Motion carried.** [12/20/2023 Board Mtg]

8) CURRENT BUSINESS:

- a. **Annual Road Mileage Report:** Director Lenz stated that there are not a lot of changes this year. District mileage remains constant at 189.171 miles. The only change to the report was reclassification of top of Signal Point at 0.63 miles from "F" gravel classification to "G-1" chip-sealed roadway. Commissioner Heape motioned to authorize the Chairman Tyler to sign the 2023 Road Mileage Report and for Director Lenz to submit electronically. Chairman Tyler seconded. **Motion carried.** [12/20/2023 Board Mtg]

9) CORRESPONDENCE: NONE

10) LEGAL: NONE

11) ENGINEERING:

- a. **Hayden/Meyer Roundabout.** Angela Comstock, PE (JUB) reported we have achieved environmental approval in December as per the original schedule. LHTAC can now review Right of Way plans and the plans are expected to receive approval the week of January 8. That will trigger Ms. Comstock and Director Lenz to bring an agreement to the Board to enter into a contract with an acquisition and appraisal specialist and move forward with the purchase of Right of Way which is a four to six month process. Final design review meeting for the project will be held in January 2024. If we are successful with a June 2024 delivery, it puts the PFHD in a good position to receive year end funds which would possibly advance this project into 2025. If this project is sitting on the shelf, it gives it the best possible chance even if delivery is into July or August 2024, which is when they are making sure that they are spending all the monies they have left. Director Lenz stated that Attorney Weeks is reviewing a potential agreement with Avista that will come to the Board in January/February regarding compensation for the moving of utilities for this Roundabout project.
- b. **Prairie 5-lane Meyer to SH41:** Ms. Comstock stated that the noise study is complete and is in review. This is a part of the environmental milestone for this project. We do need to move the design a little further along. We are engaged with the City and they are attending status meetings now and want us to move forward and report on right of way as with the Roundabout.

12) DIRECTOR UPDATES:

- a. Crew has been out dropping trees and brushing up on Hollister Hills. Two to three guys each day working with mechanic Randy catching up on equipment maintenance.
- b. Thorco put up the span line wire up at Poleline and Huetter and the signal heads have been installed. The intersection is expected to open around the middle of January. The City is awaiting installation of signal arms at Carrington and Hanley before the Poleline and Huetter intersection will be opened.
- c. Plumbers and electricians have been working on construction of the Bodine shed at Pleasant View. The building has been sealed up with Tyvek so we are just waiting for metal to be delivered in the next week or so.
- d. PFHD received Ordinance #631 from the City of Rathdrum for West Hayden Avenue de-annexation at the intersection of Hayden Avenue and Greensferry Road and including approximately 0.5 miles of West Hayden Avenue right of way to the east of said intersection (Director Lenz will notify the City that it should be west instead of east in the description) consisting of approximately three acres. The annexation lines have been confusing and PFHD continues to maintain Hayden Avenue. This ordinance will help to clear up confusion in this area. On the next annual Road and

Street Report, PFHD will claim those miles back into our system and increase an additional one-half mile. At this intersection at Hayden and Greensferry, the City of Rathdrum had three legs there and applied for a Strategic Initiatives Grant for which they were unsuccessful. Now that they have de-annexed this intersection, it falls back to the PFHD. There is an LSIP Grant available. However the cost benefit ratio worksheet based on accidents in that area comes in at 2.9 and typically it needs to be at 10 or higher to receiving an award.

13) OFFICE UPDATES: District Clerk Elaine Fox thanked the Commissioners for our annual holiday staff luncheon. We are on track with the pre-audit Mary Richter was very instrumental in assisting in the pre-audit preparation. Our auditor Scott Hoover, CPA, has been on-site this week and field work will wrap up on Thursday, with no findings at this time. Chairmen Tyler complimented District Clerk Fox on a successful first budget and audit season.

14) COMMISSIONERS: **NONE**

15) ADJOURNMENT: The meeting was adjourned at 6:20 pm.

VOUCHERS FOR THE MONTH OF DECEMBER 2023

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Dec 23	48053	DARREL STEVENS	-2,149.52
	48054	DAVID A TUCKER	-2,155.43
	48055	DAVID RUSSELL	-505.12
	48056	EDWARD F. MAEL	-2,025.30
	48057	ERIC PRESTEGAARD	-1,929.53
	48058	GLEN HEAPE	-685.12
	48059	HELEN A FURBEE	-1,734.25
	48060	JAMES B WINES	-2,266.02
	48061	JASON B COFFMAN	-2,054.15
	48062	JEFFERY N FERGUSON	-1,907.27
	48063	JEFFREY TYLER	-677.04
	48064	JONIE ANDERSON	-1,431.84
	48065	LARRY P HOWELL, JR	-1,270.26
	48066	LESLIE R LIKES	-2,061.25
	48067	LUCAS A BICANDI	-2,001.26
	48068	MICHAEL C LENZ VD NEW CK 48074	0.00
	48069	MICHAEL J KETCHUM	-1,996.52
	48070	MIRIAM E FOX	-2,151.88
	48071	RANDY L NEAL	-1,972.04
	48072	TRAVIS A HALL	-2,050.26
	48073	TUEKOTA TATE-VANDEVER	-1,996.52
	48074	MICHAEL C LENZ	-3,272.02
	48075	NEW YORK LIFE	-20.00
	48076	CREDIT UNION	-725.00
	48077	KOOTENAI COUNTY TREASURER	-200.64

48078	DELTA DENTAL	-1,295.47
48079	NCPERS	-336.00
48080	LARIVIERE	-185,187.70
48081	COUNTRY CLEANERS	-396.00
48082	RWC GROUP	-707.28
48083	LHTAC	-40.00
48084	WESTERN STATES EQUIPMENT - CAT	-3,574.41
48085	WELCH COMER & ASSOCIATES	-4,365.00
48086	ABOVE AND BEYOND JANITORIAL INC	-650.00
48087	ACE HARDWARE	-79.13
48088	ADVANCED COMPRESSOR & HOSE, INC.	-156.74
48089	ALL PHAZE DEVELOPMENT LLC	-2,000.00
48090	ALLWEST TESTING & ENGINEERING INC.	-289.30
48091	ALSCO	-743.68
48092	AMERICAN ON-SITE SERVICES	-316.79
48093	CDA GARBAGE	-161.75
48094	CITY OF POST FALLS.	-201.01
48095	COLEMAN OIL COMPANY	-1,950.54
48096	CULLIGAN	-15.90
48097	FASTENAL	-100.07
48098	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-9,911.13
48099	IAHD	-5,700.00
48100	INTERMOUNTAIN SIGN & SAFETY	-444.00
48101	JMT PETROLEUM	-5,144.48
48102	KOOTENAI COUNTY SOLID WASTE	-143.00
48103	BLUEJAY INDUSTRIAL INC	-393.40
48104	MOTION AUTO SUPPLY	-855.49
48105	MIRIAM E FOX REIMBURSEMENT	-48.00
48106	SMOKIN GLORY BBQ & CATERING, LLC	-271.95
48107	SPOKANE HOUSE OF HOSE	-797.58
48108	TRUCKPRO	-67.90
48109	UTILITY TRAILER SALES OF BOISE	-946.76
48110	VERIZON WIRELESS	-391.50
48111	VSP dba VISION SERVICE PLAN	-233.65
48112	ZIPLY FIBER	-315.00
48113	NAPA - POST FALLS	-89.90
48114	AMERICAN MOBILE DRUG TESTING	-395.00
48115	CANNON HILL INDUSTRIES	-320.00
48116	GMCO CORPORATION	-13,309.62
48117	PAPE MACHINERY	-5,240.00
48118	DARREL STEVENS	-250.00
48119	DAVID A TUCKER	-125.00
48120	EDWARD F. MAEL	-250.00
48121	ERIC PRESTEGAARD	-250.00

48122	HELEN A FURBEE	-250.00
48123	JAMES B WINES	-250.00
48124	JASON B COFFMAN	-250.00
48125	JEFFERY N FERGUSON	-125.00
48126	JONIE ANDERSON	-250.00
48127	LARRY P HOWELL, JR	-250.00
48128	LESLIE R LIKES	-250.00
48129	LUCAS A BICANDI	-125.00
48130	MICHAEL C LENZ	-250.00
48131	MICHAEL J KETCHUM	-250.00
48132	MIRIAM E FOX	-125.00
48133	RANDY L NEAL	-250.00
48134	TRAVIS A HALL	-250.00
48135	TUEKOTA TATE-VANDEVER	-250.00
48136	BADGER BUILDING CENTER	-169.98
48137	INTERSTATE CONCRETE	-344.00
48138	DARREL STEVENS	-3,300.57
48139	DAVID A TUCKER	-2,808.48
48140	EDWARD F. MAEL	-2,028.02
48141	ERIC PRESTEGAARD	-2,050.21
48142	HELEN A FURBEE	-1,854.55
48143	JAMES B WINES	-3,206.64
48144	JASON B COFFMAN	-2,993.98
48145	JEFFERY N FERGUSON	-2,741.56
48146	JONIE ANDERSON	-1,544.13
48147	LARRY P HOWELL, JR	-2,383.09
48148	LESLIE R LIKES	-2,923.87
48149	LUCAS A BICANDI	-2,799.52
48150	MICHAEL C LENZ	-3,288.36
48151	MICHAEL J KETCHUM	-2,959.46
48152	MIRIAM E FOX	-2,769.11
48153	RANDY L NEAL	-2,892.27
48154	TRAVIS A HALL	-2,868.96
48155	TUEKOTA TATE-VANDEVER	-2,448.20
48156	CREDIT UNION	-725.00
48157	AVISTA CORPORATION	-3,852.96
48158	ADVANCED COMPRESSOR & HOSE, INC.	-117.61
48159	BLUEJAY INDUSTRIAL INC	-137.50
48160	C W SIGNS	-219.96
48161	CDA POWER TOOL	-119.97
48162	COUNTRY LOCK & KEY INC.	-199.95
48163	ELJAY OIL COMPANY, INC.	-1,026.89
48164	WTB - CREDIT CARD DIV.	-1,465.40
48165	GMCO CORPORATION	-39,905.42

48166	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-1,521.85
48167	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-94.30
48168	HRA VEBA TRUST	-10,500.00
48169	JEFF TYLER REIMBURSEMENT	-794.90
48170	JMT PETROLEUM	-7,016.91
48171	KEC VD NEW CK 48172	0.00
48172	KEC	-494.17
48173	KOOTENAI COUNTY SOLID WASTE	0.00
48174	MIKE WHITE FORD OF CDA	-78.75
48175	NORCO	-182.67
48176	OVERHEAD DOOR, INC. VD NEW CK 48176	0.00
48177	REGENCE BLUE SHIELD	-19,335.64
48178	OVERHEAD DOOR, INC.	-990.93
48179	RUEN-YEAGER & ASSOC, INC	-1,050.00
48180	SPECTRUM BUSINESS	-139.99
48181	TRAFFICALM	-2,014.88
48182	TRUCKPRO	-377.76
48183	WELCH COMER & ASSOCIATES	-1,925.00
48184	JUB	-56,287.67
48185	AFLAC	-104.52
48186	KOOTENAI COUNTY SOLID WASTE	-117.00
48187	INTERSTATE CONCRETE	-828.24
EFT	TRANSFER FOR LARIVIERE PYMT-BODINE	-115,000.00
EFT	WASHINGTON TRUST BANK	-12,556.56
EFT	WASHINGTON TRUST BANK	-728.68
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-11,395.68
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-13,463.98
EFT	WASHINGTON TRUST BANK	-17,859.82
EFT	STATE TAX COMMISSION	-4,784.00
EFT	REINVEST KN187716 SPOKANE BRIDGE	-1,700.72
EFT	REINVEST KN22435 PRAIRIE 5 LANE	-12,764.53
EFT	REINVEST KN23028 HAYDEN/MEYER	-8,562.76
EFT	FILO FOR SAURETTE TO RIVERVIEW ACCT	-15,000.00

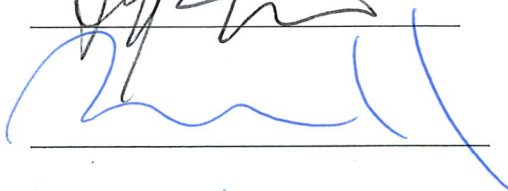
Dec 23

-704,640.90

APPROVED



ATTEST



DATE

1-3-24