

POST FALLS HIGHWAY DISTRICT

December 2024 MINUTES

**Regular Board Meeting  
December 4, 2024, 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, PE, Ruen Yeager and Associates, Inc. (RYA)

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

Monte Winter

2) PLEDGE OF ALLEGIANCE:

3) CONFLICTS OR CHANGES: Commissioner Russell made a **motion** to remove Item 5b, Vouchers to Date, from the consent agenda. Commissioner Heape **seconded**. **Motion carried.** [12/4/2024 Board Mtg]

4) APPROVAL OF AGENDA: Commissioner Heape **moved** to accept the agenda as amended. Commissioner Russell **seconded**. **Motion carried.** [12/4/2024 Board Mtg]

5) CONSENT AGENDA: Commissioner Russell **moved** to accept the consent agenda for items 5a & 5c. Commissioner Heape **seconded**. **Motion carried.** [12/4/2024 Board Mtg]

6) PUBLIC COMMENTS: As no one was online and no one present wished to speak, Chairman Tyler closed the public comments period at 6:04 pm

7) OLD BUSINESS: **NONE**

8) CURRENT BUSINESS:

a. **Old Surplus Forklift:** Director Lenz stated the current value of the 1998 Hyster Forklift is very low, and it needs repair. He mentioned that Worley lent us a variety of equipment in the past, and they were willing to make the repairs. Commissioner Heape **moved** to direct staff to proceed with creating a Resolution to gift the 1998 Hyster Forklift to the Worley Highway District. **Seconded** by Commissioner. **Motion carried.** [12/4/2024 Board Mtg]

b. **Final Acceptance Letter Project A018(716) Key No. 18716 Spokane Street River Bridge:** Director Lenz presented a wrap up of the project. Commissioner Russell **moved** to authorize Director Lenz to sign and submit the final acceptance letter for the Spokane Street River Bridge, project number A018(716) Key number 18716. **Seconded** by Commissioner Heape. **Motion carried.** [12/4/2024 Board Mtg]

c. **Supplemental Agreement #3 KN22435 Hayden/Meyer Intersection:** Director Lenz presented the scope of work as outlined by JUB Engineering for intersection land acquisition costs totaling \$47,545. Commissioner Heape made a **motion** to authorize Chairman Tyler's signature on the

JUB Supplemental Agreement #3 Key Number 22435 for the Hayden/Meyer Intersection. Commissioner Russell **seconded**. **Motion carried**. [12/4/2024 Board Mtg]

- d. **3<sup>rd</sup> Addendum to PFHD Policies & Procedures Manual:** Director Lenz requested that Presidents' Day be added as a paid observed holiday, noting that it is an important holiday and there are currently no holidays for staff between New Year's Day and Memorial Day. He also requested that Columbus Day be removed and that a "Floating Holiday" be made available to be used as a single (paid) day at the employee's request (with supervisor approval) during the calendar year. The "Floating Holiday" may not be carried over into a new year. New staff members must be employed prior to October 1 to receive the Floating Holiday benefit. Commissioner Russell **moved** to accept and sign the 3<sup>rd</sup> Addendum to the PFHD Policies and Procedures Manual to replace the current policy for Section III, Benefits, Paid Holidays. Commissioner Heape **seconded**. **Motion carried**. [12/4/2024 Board Mtg]

9) CORRESPONDENCE: **NONE**

10) LEGAL: **NONE**

11) ENGINEERING:

- Laura Winter, PE (RYA) said they are working with AllWest to schedule test pits on the **Church Road** project. She also stated they are waiting on legal for the right-of-entry information on the **"Y" project** on Riverview at the state line.
- Angela Comstock, PE (JUB) said that for the **Hayden/Meyer** roundabout project, they intend to use the same format for the Avista agreement that the District used previously. Right-of-way appraisals and utility notifications will follow. Final design can then be completed. For the **Prairie Ave: SH-41 to Meyer** (Prairie 5 lane) project, right of way appraisals are underway. On the **Prairie Trail Underpass** project, the Units Water District will require relocation of approximately 250 feet of pipe at a maximum cost of \$12,000 which could be incorporated into the project cost. A utility hearing will need to be scheduled and they are in contact with LHTAC regarding the project.

12) DIRECTOR UPDATES: Director Lenz provided the following updates:

- Crew is continuing to remove hazardous trees and train new employees.
- He met with Mr. Schuler and Spokane County regarding **Idaho Rd**, as part of the road is in Washington.
- Discussed the **"Y" project** on Riverview with Spokane County.
- Meeting went well with the developer of the **Carrington/Prairie** project. That intersection will need a signal and realignment.
- Met with another developer for a property off **Hayden/Chase**. He requested a traffic analysis for the subdivision/Chase and opposed the current plan.
- The Conditional Use Permit for the **NNG fuel station** was approved by the County with conditions requiring PFHD approval. Additional discussions with ITD will be required regarding highway access.

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

- 2025 Delta Dental open enrollment has been initiated.
- Christmas Holiday luncheon is scheduled for December 13 at 11 am (weather permitting).
- Busy preparing for the Auditor field work beginning next week.

14) COMMISSIONERS: No comments tonight.

15) EXECUTIVE SESSION: **NONE**

16) ADJOURNMENT: Chairman Tyler adjourned the meeting at 6:55 pm.

**Regular Board Meeting**  
**December 18, 2024, 6:00 pm**  
**5629 E. Sellice 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, absent)  
Director of Highways Michael Lenz, District Clerk Elaine Fox, Jonie Anderson

Guests in attendance were:

Angie Comstock, PE, J-U-B Engineers [JUB]  
Laura Winter, PE, Ruen-Yeager & Associates [RYA]  
Monte Winter  
Susan Weeks, Attorney with James, Vernon & Weeks [JVW]

Online Guests: Shane Amaral

- 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.** [12/18/2024 Board Mtg]
- 5) CONSENT AGENDA: Commissioner Heape **moved** to accept the Consent Agenda as presented and Authorized Chairman Tyler to sign the Joyful Pines Mylars. Chairman Tyler **seconded. Motion carried.** [12/18/2024 Board Mtg]
- 6) PUBLIC COMMENTS: Chairman Tyler called for public comments. As no one present in the audience or online had any comments, Chairman Tyler closed the public comment period at 6:03 pm.
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS:
- a. **GMCO Winter 2024-2025 Torch CI Quote**: Director Lenz presented the GMCO Winter 2024-2025 Torch CI piggyback quote to the Board. Commissioner Heape **moved** to Authorize Chairman Tyler's signature on the GMCO Winter 2024-2025 Torch CI Piggyback Quote effective 12/11/2024 thru 12/10/2025. Chairman Tyler **seconded. Motion carried.** [12/18/2024 Board Mtg]
  - b. **Authorization for Contract Amendment – JUB/PFHD GIS Support**: Director Lenz presented the JUB Contract Amendment for GIS Support. Commissioner Heape **moved** to accept the Contract Amendment with JUB for PFHD GIS Support as presented. Chairman Tyler **seconded. Motion carried.** [12/18/2024 Board Mtg]
  - c. **Interstate Concrete & Asphalt Warranty Agreement (Kathleen Avenue)**: Director Lenz presented the Warranty Agreement and explained the details to the Board. Commissioner Heape **moved** to accept the Interstate Concrete & Asphalt Warranty Agreement for Kathleen Avenue as presented. Chairman Tyler **seconded. Motion carried.** [12/18/2024 Board Mtg]

- d. **2024 Annual Road & Street Report:** District Clerk Fox presented the 2024 Annual Road & Street Report to the Board. Commissioner Heape **moved** to accept and sign the 2024 Annual Road & Street Financial Report as presented. Chairman Tyler seconded. **Motion carried.** [12/18/2024 Board Mtg]
- e. **Units Waterline Relocation [Hardship Request]:** Director Lenz explained the hardship request to the Board. Commissioner Heape **moved** to pay for the Units Water District Waterline Relocation as a non-participating cost up to \$12,000.00 and directed staff to create a hardship agreement with Units Water Association, Inc. Chairman Tyler **seconded.** **Motion carried.** [12/18/2024 Board Mtg]

9) CORRESPONDENCE:        **NONE**

10) LEGAL:

- Attorney Weeks reported that the Tax Case will be argued, in Boise, in May. All other items are for Executive Session

11) ENGINEERING:

- Laura Winter, PE (RYA): **Church Rd** – waiting for AllWest to schedule testing; **Riverview “Y”** - received permission for right of entry and survey is 75% done; **Riverview Dr** - received extension for Cda Land Co to connect Fairmont Lp to Riverview Dr
- Angie Comstock, PE (JUB): **Hayden / Meyer** roundabout – in appraisals; Targeting Avista agreement on relocation of utilities; **Prairie** – Appraisals should come in first week of January; **Underpass** – Units Water Relocation is super critical for this project. Procurement is a concern regarding the box culvert.

12) DIRECTOR UPDATES: Director Lenz provided the following updates:

- Crew has been plowing, clearing drains and ditches, clearing trees.
- Developer meetings.
- Meeting with ITD scheduled for January 6 regarding **SH-53 access** and frontage road possibilities. A letter was received from resident regarding concerns for this area.
- Working on finalizing the 2024 Road/Mileage Report.
- Setting up a meeting with ITD re: **NNG fuel station** access
- Meeting with City of Post Falls after the holidays regarding the **Prairie/Chase area sewer project.**
- KCATT: last meeting of the year was Tuesday. Director Lenz's last meeting as Chairman.
- Telephone call received from a citizen regarding the **Meyer/Poleline** intersection regarding installing luminaries at the intersection. Director Lenz checked the area out and contacted Avista about options. Avista offered to attach a luminaire to the power pole on the northeast side at no cost to the District. PFHD would be responsible for the monthly power bill.
- Director Lenz is taking a few days off during the holidays.

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

- Auditor Scott Hoover was in the office last week and office field work is complete. Hoping to have final report at the January 15 meeting.
- Research and implementation of the medical opt-out bonus.
- Open enrollment for Delta Dental is underway.
- New reporting regarding COBRA plans.
- PERSI retirement and PERSI Choice 401 (K) reporting changes begin January 1.
- Christmas Luncheon follow-up.
- IAHD 2025 Day at the Capitol registration is complete.
- Hiring updates.
- District Clerk will be taking vacation during the holidays.

14) COMMISSIONERS:

- Commissioner Heape had no comments.
- Commissioner Tyler wished everyone a Merry Christmas and Happy New Year.

15) EXECUTIVE SESSION: Commissioner Heape stated that pursuant to the provisions of Idaho Code 74-206, Subsection 1(b) & 1(f) an **executive session is being requested** for the purpose to discuss a personnel matter and for the purpose to communicate with legal counsel for the public agency to discuss the legal ramifications for pending litigation. A roll call vote is required. Chairman Tyler **seconded. Motion carried. A roll call vote was held:** Commissioner Heape **Yes.** Chairman Tyler **Yes.** The regular session attendees were dismissed at 7:02 pm. The Board entered into Executive Session at 7:03 pm. The Board Exited Executive Session at 7:23 pm.

MOTIONS RESULTING FROM EXECUTIVE SESSION:

Commissioner Heape **moved** to continue the **Koth Road Validation** Hearing until such time we have the District Court's Declaratory Judgement. Chairman Tyler **seconded. Motion carried.** [12/18/2024 Board Mtg]

16) ADJOURNMENT: Chairman Tyler adjourned the meeting at 7:24 pm

**VOUCHERS TO DATE  
DECEMBER 2024**

<u>Num</u>	<u>Name</u>	<u>Amount</u>
Dec 24		
49528	COREY KRAFT	-2,244.45
49529	DARREL STEVENS	-2,656.61
49530	DAVID RUSSELL	-501.36
49531	EDWARD F. MAEL	-2,206.62
49532	ERIC PRESTEGAARD	-2,029.41
49533	GLEN HEAPE	-381.36
49534	HELEN A FURBEE	-1,574.25
49535	JAMES B WINES	-2,296.80
49536	JASON B COFFMAN	-2,131.39
49537	JEFFERY N FERGUSON	-2,147.18
49538	JEFFREY TYLER	-676.24
49539	JONIE ANDERSON	-1,488.63
49540	LARRY P HOWELL, JR	-1,240.18
49541	LESLIE R LIKES	-2,142.18
49542	LUCAS A BICANDI	-2,085.18
49543	MICHAEL C LENZ	-3,480.01
49544	MICHAEL J KETCHUM	-2,097.41
49545	MIRIAM E FOX	-2,242.23
49546	NATHAN DAHLIN	-2,399.62
49547	RANDY L NEAL	-2,181.49
49548	STEVEN K FRANKS	-2,069.70
49549	TUEKOTA TATE-VANDEVER	-2,024.41
49550	NEW YORK LIFE	-20.00
49551	ICCU	-675.00
49552	ALSCO	-465.91


49553	VSP dba VISION SERVICE PLAN	-280.78
49554	CULLIGAN	-7.95
49555	DELTA DENTAL	-1,410.56
49556	VERIZON WIRELESS	-430.75
49557	WELCH COMER & ASSOCIATES	-4,625.00
49558	CITY OF POST FALLS.	-251.10
49559	MOTION AUTO SUPPLY	-79.61
49560	H & H EXPRESS	-15.62
49561	COUNTRY CLEANERS VOID NEW CK 49592	0.00
49562	COLEMAN OIL COMPANY	-1,618.08
49563	ADD ELECTRONICS	-758.44
49564	ABOVE AND BEYOND JANITORIAL INC	-650.00
49565	ACE HARDWARE	-152.58
49566	AG ENTERPRISE SUPPLY INC	-160.85
49567	GMCO CORPORATION	-6,754.44
49568	ROMAINE ELECTRIC	-482.70
49569	SIX ROBBLEES	-188.40
49570	SPOKANE HOUSE OF HOSE	-1,017.45
49571	LES SCHWAB	-30.00
49572	NORFOLK IRON & METAL	-46.50
49573	OXARC	-91.84
49574	BLUEJAY INDUSTRIAL INC	-57.24
49575	WESTERN STATES EQUIPMENT - CAT	-49.37
49576	CDA POWER TOOL	-150.00
49577	IAHD	-5,700.00
49578	IMPERIAL SUPPLIES LLC	-132.30
49579	INTERSTATE CONCRETE	-3,199.20
49580	JAMES, VERNON & WEEKS, P.A.	-4,774.00
49581	AMERICAN MOBILE DRUG TESTING	-95.00
49582	CANNON HILL INDUSTRIES	-12.00
49583	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-186.21
49584	INTERMOUNTAIN SIGN & SAFETY	-180.00
49585	KENWORTH SALES - SPOKANE	-4,252.48
49586	LAWSON PRODUCTS	-154.44
49587	NAPA - POST FALLS	-264.88
49588	PAPE MACHINERY	-40.08
49589	SPECTRUM BUSINESS	-139.99
49590	TITAN TRUCK EQUIPMENT	-476.29
49591	TRANSPORT EQUIPMENT	-269.99
49592	COUNTRY CLEANERS	-423.00
49593	ADVANCED COMPRESSOR & HOSE, INC.	-1,196.26
49594	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-200.32
49595	FASTENAL	-163.76
49596	COREY KRAFT	-125.00
49597	DARREL STEVENS	-250.00
49598	EDWARD F. MAEL	-250.00
49599	ERIC PRESTEGAARD	-250.00

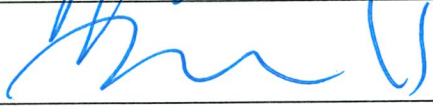
49600	HELEN A FURBEE	-250.00
49601	JAMES B WINES	-250.00
49602	JASON B COFFMAN	-250.00
49603	JEFFERY N FERGUSON	-250.00
49604	JONIE ANDERSON	-250.00
49605	LARRY P HOWELL, JR	-250.00
49606	LESLIE R LIKES	-250.00
49607	LUCAS A BICANDI	-250.00
49608	MICHAEL C LENZ	-250.00
49609	MICHAEL J KETCHUM	-250.00
49610	MIRIAM E FOX	-250.00
49611	NATHAN DAHLIN	-125.00
49612	RANDY L NEAL	-250.00
49613	STEVEN K FRANKS	-125.00
49614	TUEKOTA TATE-VANDEVER	-250.00
49615	KOOTENAI COUNTY TREASURER	-134.50
49616	COREY KRAFT	0.00
49617	DARREL STEVENS	-2,696.79
49618	EDWARD F. MAEL	-2,032.98
49619	ERIC PRESTEGAARD	-2,013.44
49620	HELEN A FURBEE	-1,573.54
49621	JAMES B WINES	-2,401.72
49622	JASON B COFFMAN	-2,301.61
49623	JEFFERY N FERGUSON	-2,147.18
49624	JONIE ANDERSON	-1,487.92
49625	LARRY P HOWELL, JR	-1,473.94
49626	LESLIE R LIKES	-2,142.18
49627	LUCAS A BICANDI	-2,233.10
49628	MICHAEL C LENZ	-3,493.25
49629	MICHAEL J KETCHUM	-2,080.44
49630	MIRIAM E FOX	-2,820.07
49631	NATHAN DAHLIN	-2,323.16
49632	RANDY L NEAL	-2,181.49
49633	STEVEN K FRANKS	-2,052.36
49634	TUEKOTA TATE-VANDEVER	-2,007.44
49635	ICCU	-675.00
49636	AFLAC	-104.52
49637	COREY KRAFT	-2,584.45
49638	HRA VEBA TRUST	-11,000.00
49639	REGENCE BLUE SHIELD of IDAHO	-21,032.01
49640	WTB - CREDIT CARD DIV.	-1,548.14
49641	ADD ELECTRONICS	-146.34
49642	AMERICAN ON-SITE SERVICES	-364.00
49643	AVISTA UTILITIES - WWP	-3,486.55
49644	CDA GARBAGE	-161.75
49645	CDA PRESS	-38.03
49646	GMCO CORPORATION	-13,510.87

49647	GOODYEAR	-5,088.94
49648	INTERMOUNTAIN SIGN & SAFETY	-168.00
49649	JMT PETROLEUM	-3,187.49
49650	KEC	-234.87
49651	LHTAC	-100.00
49652	MIKE WHITE FORD OF CDA	-299.51
49653	MIRIAM E FOX REIMBURSEMENT	-19.36
49654	NCPERS GROUP LIFE INS.	-352.00
49655	NORTHWEST TRAILER CENTER	-445.64
49656	POHL SPRING WORKS	-237.56
49657	RUEN-YEAGER & ASSOC, INC	-2,972.02
49658	SPOKANE HOUSE OF HOSE	-15.39
49659	SPRAY CENTER	-292.84
49660	THORCO INC.	-345.60
49661	WESTERN STATES EQUIPMENT - CAT	-5,242.07
EFT	WASHINGTON TRUST BANK	-13,744.86
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-13,287.80
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-984.28
EFT	WASHINGTON TRUST BANK	-791.82
EFT	WASHINGTON TRUST BANK	-13,854.44
EFT	STATE TAX COMMISSION	-4,053.00
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-13,372.69
TFR	KN22435 HAYDEN/MEYER REINVEST	-657.77
TFR	KN24398 PRAIRIE TRL UNDERPASS REINVEST	-7,427.86
TFR	KN24398 PRAIRIE TRL UNDERPASS REINVEST	-10,289.43
TFR	KN22435 HAYDEN/MEYER REINVEST	-4,035.50
TFR	KN24398 PRAIRIE TRL UNDERPASS REINVEST	-16,113.21
TFR	INSURANCE AD VALOREM TRANSFER	-600.19

-301,464.99

Dec 24

APPROVED 

ATTEST 

DATE 1-15-25