

POST FALLS HIGHWAY DISTRICT

FEBRUARY 2023 MINUTES

Transportation Plan Workshop – February 15, 2023, 5:00 P.M., 5629 E. Seltice Way, Post Falls, ID 83854

1. Chairman Tyler called the workshop to order at 5:00 P.M.
Present were:
Commissioners: Jeff Tyler, Lynn Humphreys, David Russell
Director of Highways Michael Lenz, District Clerk Beth Rheinschmidt
Admin Asst Jonie Anderson
Presenter: Laura Winter – Ruen-Yeager & Associates
2. Chairman Tyler started the meeting by asking Laura Winter (RYA) to begin her presentation. Laura stated that we are ready to kick off our transportation plan update. Our last update was five years ago and a new update is needed every five years to stay current with LHTAC's requirements for grant applications. Part of the process is getting together with the Commissioners to see if there are any areas of improvement/focus that they may be aware of that need to be looked at. A copy of the draft CIP has been provided for 2023 – 2027. The layout is different than previous CIPs. This CIP has been reorganized as follows:
 - first section: projects that are scheduled for construction and are funded;
 - second section: projects that are in design but have not been scheduled for construction; and
 - last section: projects that have not yet been funded. These are projects that we want to keep an eye on and could move up into the design phase as we review the yearly budget.
3. Director Lenz echoed Laura's comments on the reorganization of the report and added it was done to make the plan clearer and more transparent for the public and explained that when the District and Commissioners sit down to get the budget ready, we can discuss moving a project into or out of the design phase. Director Lenz pointed out that on the report, to the left, there is a priority rating and explained to the Commissioner's that they can decide on and change a projects priority level.
4. Commissioner Humphreys would like the intersection of where W Riverview and Stateline (Idaho) meet should be added to the list. Director Lenz pointed out that it is on the list under priority 3. Commissioner Humphreys added that the (Holland) family, who owns the land, was not interested in selling the last time they were approached by the District. Commissioner Russell agreed with Commissioner Humphreys that this is a section of road that needs higher priority. The priority for this project was elevated to a priority 1.
5. Commissioner Tyler asked Director Lenz what the HB 312 funding source is. Director Lenz stated those are the funds we get from the State for deferred maintenance. There was discussion about the project(s) in 2023 and the funds available. Commissioner Tyler asked if we would be improving any non-asphalt roads this year. Director Lenz replied that there is a lot of preliminary work needed before proceeding with roads like "Carpenter Loop". Director Lenz recapped for the Commissioners the roads that have been improved recently and the difference BST (maintenance) vs CIP.
6. Commissioner Russell asked for information on the work at Poleline and Huetter. Director Lenz stated that once Hanley ties in a signal will need to be put in. Director Lenz explained to the Commissioners about the improvements that will need to be addressed at some point. The District will enter into a Road Development Agreement with the developer for improvements. This discussion went on to include other intersections that need reviewed for improvements, roads that will need repairs and safety improvements. Laura (RYA) added that we do have on our projects not yet funded the Hayden Ave from Idaho to Chase; Hayden Ave from Greensferry to Idaho structural overlay as priority 1 because the road is in bad shape. She explained the difference between this project compared to the Beck Rd project. Commissioner Tyler asked about the process for acquiring right-of-way for the project at Poleline and Huetter. Commissioner Humphreys and Laura explained the process and steps needed to be taken prior to obtaining right-of-way. Commissioner Russell asked about the impact on Poleline when it goes through to Coeur d'Alene. Director Lenz stated that heavy "loads" have more impact than increased general traffic. Commissioner Humphreys gave an example of problems that resulted from when the District had obtained right-of-way too soon, in previous years.

7. There was discussion among the Commissioners on the importance of the public's request for relief of high-volume traffic on our roads, the cost and where the funds will come from.
8. Director Lenz recapped the workshops' objective and the process.
9. With no other questions or comments, Commissioner Tyler adjourned the workshop at 5:54pm

Regular Board Meeting – February 15, 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, Lynn Humphreys, David Russell

Director of Highways Michael Lenz, District Clerk Beth Rheinschmidt

Admin Asst Jonie Anderson

Guests in attendance were:

Laura Winter – Ruen-Yeager & Associates

Susan Weeks – James Vernon & Weeks

Whitley Laws

1. Commissioner Russell led in the Pledge of Allegiance.
2. CONFLICTS OR CHANGES
None
3. APPROVAL OF AGENDA
Commissioner Russell **moved** to accept the agenda as presented. Commissioner Humphreys seconded. **Motion carried.** [2/15/2023 Board Mtg]
4. CONSENT AGENDA
Commissioner Humphreys **moved** to accept the consent agenda as presented. Commissioner Russell seconded. **Motion carried.** [2/15/2023 Board Mtg]
5. PUBLIC COMMENTS
(No online participants) Commissioner Tyler asked if there were any public comments and there were none so the public comment period was closed.
6. OLD BUSINESS: NONE
7. CURRENT BUSINESS:
LGIP Accounts – District Clerk Beth Rheinschmidt stated that the District is opening up four new accounts and the purpose of the accounts are for the following: Harbor View Dr and Riverview reconstruction, Lancaster and Huetter roundabout, Church Rd, a FILO received and Highland Dr, a FILO received. Commissioner Russell **moved** to accept the new LGIP Accounts. Commissioner Humphreys seconded. **Motion carried.** [2/15/2023 Board Mtg]

Lease Agreement – Director Lenz explained the lease agreement the District has with Kootenai County, which is a 5-year lease, is set to expire. Director Lenz asked if we want to transfer the right-of-way to the County. Commissioner Humphreys asked Susan Weeks if she could remind him of why we couldn't or didn't transfer the lease the last time this was discussed. Susan explained that the reason it was not transferred was because home owner objected to the transfer. Susan went on to say that there is a solution, if the Board would like to consider it at this time; the District would need to declare the right-of-way surplus, exchange it with Kootenai County and in the special warranty deed reserve an easement for the home owner to use the right-of-way as a private driveway to his home. Commissioner Russell asked if there would be any risk if, in the future, the property is subdivided. Susan explained the process and steps needed to move forward with a transfer. Commissioner Russell **moved** to do a 90-day extension of the lease agreement for the Breezy Way right-of-way with Kootenai County and to have the Director of Highways proceed with the transfer of property to another public entity. Commissioner Humphreys seconded. **Motion carried.** [2/15/2023 Board Mtg]

Architect Agreement – Director Lenz presented to the Board an agreement submitted by Miller Stauffer. Director Lenz led the Board through the agreement explaining the scope of the design, construction plans for future additions, permitting, responsibilities and costs. Commissioner Humphreys **moved** to authorize Chairman Tyler's signature on the agreement. Commissioner Russell seconded. **Motion carried.** [2/15/2023 Board Mtg]

2022 GEO Local Road Mileage Report – Director Lenz presented to the Board the road mileage report, pointing out that there was an error on the maps and he had the corrections added back into our miles. Director Lenz recapped the roads that were added to or annexed out of our system, stating that we have maintained right around the 190-mile mark. Commissioner Humphreys **moved** to authorize Chairman Tyler's signature on the 2022 Geo Local Road Mileage Report. Commissioner Russell seconded. **Motion carried.** [2/15/2023 Board Mtg]

8. CORRESPONDENCE: **NONE**

9. LEGAL:

Susan Weeks notified the Commissioners and staff that the Western Construction hearing was moved for the convenience of the court to March 15, 2023 @ 3:00pm from March 3rd.

10. ENGINEERING: Laura Winter (RYA) reported that they are continuing to get the last of the property use agreements for the Beck Rd project. They have provided a scope for the District traffic count program and are working on the budget. They were out at Harbor/Riverview to survey today and they went out to Millview Ln but there is still snow in ditch-line but will start survey as soon as weather permits.

11. DIRECTOR:

Crew Update: the crew has been working on cleaning up around the yards. Cleaning the pits. Training new crew on the graders.

Capitol for a Day: Director Lenz was able to talk with several representatives and Senators regarding funding and updates on our District's projects. Director Lenz also reviewed with the Board Senate Bill 1053; Director Lenz will be testifying to the Senate on Tuesday February 21, 2023 regarding Bill 1053. Senate Bill 1083 Political Subdivisions Purchasing which would increase from \$50,000 to \$75,000 due to inflation.

Coeur Terra Annexation: Director Lenz and Commissioner Tyler attended the initial Public Hearing. The matter was tabled but will be going in front of the City Council for a vote. Afterwards we will sit down to discuss with the City of Coeur d'Alene and the City of Post Falls on who will continue to maintain Huetter.

Winch Rd: We have the traffic and speed data on Winch. Average speed at Abeja was 39MPH and at the dip by creek the average speed was 49MPH.

Director Lenz: is currently getting quotes for the oil tanker as well as looking at used water tankers and working with the other Directors on reviewing Associated Highway District Standards manual and hope to have it completed soon.

Commissioner Russell asked about the status of the HVAC. Director Lenz reported that, that has been put on hold for now due to lack of communication from the companies who were submitting bids.

12. OFFICE: District Clerk Beth Rheinschmidt gave an update on the audit, it should be completed and ready to present to Board in the next month or two. GIS – Jonie and Helen had training with J-U-B and will be ready to present information on the system to the Board in March. Due to payroll falling on a Federal holiday, the office will schedule a time for one of the Commissioners to come in and sign checks on the 16th. Commissioner Russell will be in at 1:30pm and will sign checks

13. COMMISSIONERS: Commissioner Tyler discussed the Day at the Capitol and also recapped on the bills mentioned earlier by Director Lenz and the Coeur Terra Annexation. During the KMPO meeting Commissioner Tyler voiced his concern about what he read in the paper about the 2 roundabouts that are planned within ½ mile of each other on Prairie Ave. Commissioner Tyler will probably attend the City of Post Falls meeting regarding this development. Commissioner Russell shares Commissioner Tyler's concern about this development and asked if we would be invited to comment to the City on this. Director Lenz gave background information on the plans for this

project along with projected annexations that will most likely happen.

14. EXECUTIVE SESSION: As regular meeting business was concluded Commissioner Russell **moved** that the Board enter into Executive session pursuant to the provisions of Idaho Code 74-206, Subsection 1(f) for the purpose of communicating with legal counsel for the public agency to discuss legal ramifications of pending litigation. Commissioner Humphreys seconded. A roll call vote is requested. Commissioner Humphreys: aye; Chairman Tyler: aye; Commissioner Russell: aye. **Motion carried** and executive session began at 7:00pm. [2/15/2023 Board Mtg]

Commissioner Russell moved to direct the District's attorney, Susan Weeks, to respond to Mr. Mihera's letter as discussed in executive session. Commissioner Humphreys seconded; **motion carried**. Commissioner Russell **moved** to end Executive session. Commissioner Humphreys seconded; **motion** carried. Executive session ended at 7:31pm. [2/15/2023 Board Mtg]

15. ADJOURNMENT

With no further business, the meeting was adjourned at 7:32 P.M.

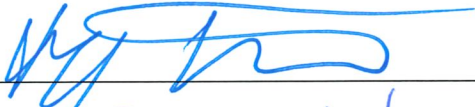
FEBRUARY VOUCHERS:

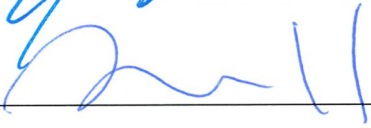
	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Feb 23			
	46808	TAYLOR WOOD	\$ 2,770.09
	46809	BETH L RHEINSCHMIDT	\$ 2,400.61
	46810	DARREL L HUMPHREYS	\$ 647.03
	46811	DARREL STEVENS	\$ 2,213.70
	46812	VOIDED WRONG HOURS - REPLACED BY CK# 46838	\$ -
	46813	DAVID RUSSELL	\$ 501.52
	46814	EDWARD F. MAEL	\$ 2,107.03
	46815	ERIC PRESTEGAARD	\$ 2,253.67
	46816	HELEN A FURBEE	\$ 1,409.47
	46817	JAMES B WINES	\$ 2,610.09
	46818	JASON B COFFMAN	\$ 2,354.01
	46819	JEFFREY E BRATON	\$ 2,126.07
	46820	JEFFREY TYLER	\$ 677.03
	46821	JONIE ANDERSON	\$ 1,619.76
	46822	LARRY P HOWELL, JR	\$ 1,539.31
	46823	LESLIE R LIKES	\$ 2,352.10
	46824	VOIDED WRONG HOURS - REPLACED BY CK# 46839	\$ -
	46825	MICHAEL C LENZ	\$ 2,966.94
	46826	MICHAEL J KETCHUM	\$ 2,142.11
	46827	RANDY L NEAL	\$ 2,222.83
	46828	TRAVIS A HALL	\$ 2,269.20
	46829	TUEKOTA TATE-VANDEVER	\$ 2,267.91
	46830	ZANE A. KLEIN	\$ 2,177.07
	46831	LIBERTY LAKE CENTENNIAL ROTARY CLUB	\$ 350.00
	46832	LIBERTY LAKE CENTENNIAL ROTARY CLUB	\$ 350.00
	46833	HAUSER LAKE 5K/10K ICEBREAKER RUN	\$ 350.00
	46834	NORTH MCGUIRE MINI STORAGE	\$ 625.00
	46835	KOOPAL PLACE	\$ 500.00
	46836	NEW YORK LIFE	\$ 20.00
	46837	CREDIT UNION	\$ 725.00

46838	DAVID A TUCKER	\$	2,145.44
46839	LUCAS A BICANDI	\$	2,396.67
46840	NCPERS	\$	336.00
46841	VSP dba VISION SERVICE PLAN	\$	315.74
46842	765TECH INC	\$	37.25
46843	ACE HARDWARE	\$	89.54
46844	ADD ELECTRONICS	\$	321.05
46845	ADVANCED COMPRESSOR & HOSE, INC.	\$	102.16
46846	AMERICAN MOBILE DRUG TESTING	\$	115.00
46847	AUTONATION INC	\$	15.90
46848	DELTA DENTAL	\$	1,425.62
46849	ABOVE AND BEYOND JANITORIAL INC	\$	650.00
46850	ALSCO	\$	670.70
46851	ARROW CONSTRUCTION SUPPLY	\$	1,118.40
46852	CO-OP CENEX	\$	106.82
46853	ACE HARDWARE	\$	120.83
46854	BADGER BUILDING CENTER	\$	228.72
46855	CNA SURETY	\$	60.00
46856	COLEMAN OIL COMPANY	\$	1,999.16
46857	BISCO	\$	371.75
46858	CLUTCHES PLUS LTD	\$	50.00
46859	CULLIGAN	\$	20.85
46860	CUMMINS	\$	156.06
46861	ENVIROTECH SERVICES, INC	\$	2,978.91
46862	FASTENAL	\$	206.01
46863	GMCO CORPORATION	\$	31,202.12
46864	GORDON TRUCK CENTERS, INC	\$	1,645.84
46865	IDAHO ASPHALT	\$	767.00
46866	IDAHO MINING APPAREL & SUPPLY INC	\$	429.95
46867	INLAND GEAR	\$	2,041.12
46868	INTERMOUNTAIN SIGN & SAFETY	\$	2,180.50
46869	INTERSTATE CONCRETE	\$	1,691.42
46870	IWORQ SYSTEMS	\$	7,800.00
46871	KXLY	\$	1,048.75
46872	KENWORTH SALES - SPOKANE	\$	927.48
46873	LES SCHWAB	\$	43.28
46874	MIKE WHITE FORD OF CDA	\$	1,280.49
46875	MOTION AUTO SUPPLY	\$	52.46
46876	NORTH 40 OUTFITTERS	\$	2,139.96
46877	NORTHWEST PUMP	\$	771.17
46878	NORTHWEST TRAILER CENTER	\$	380.66
46879	JMT PETROLEUM	\$	7,320.79
46880	PACWEST MACHINERY LLC	\$	337.26
46881	PEGASUS AUTO RECYCLING, LLC	\$	350.00
46882	RAGAN EQUIPMENT COMPANY	\$	123.05
46883	RUSH DELIVERY	\$	32.50
46884	SIX ROBBLEES	\$	411.23
46885	SPECTRUM BUSINESS	\$	139.99

46886	SPOKANE HOUSE OF HOSE	\$	943.48
46887	TRUCKPRO	\$	453.42
46888	VERIZON WIRELESS	\$	395.16
46889	UTILITY TRAILER SALES OF BOISE	\$	190.33
46890	ZIPLY FIBER	\$	311.65
46891	WESTERN STATES EQUIPMENT - CAT	\$	9,951.14
46892	NAPA - POST FALLS	\$	2,093.92
46893	JUB	\$	49,129.44
46894	JUB	\$	26,114.63
46895	765TECH INC	\$	1,144.00
46896	AMERICAN ON-SITE SERVICES	\$	246.40
46897	AR TOOLS & MACHINERY	\$	71.00
46898	AUTONATION INC	\$	40.58
46899	AVISTA UTILITIES - WWP	\$	4,396.88
46900	BROWN BEARING	\$	91.31
46901	CDA GARBAGE	\$	161.75
46902	CITY OF POST FALLS.	\$	396.46
46903	COUNTRY CLEANERS	\$	367.50
46904	GMCO CORPORATION	\$	12,446.41
46905	GRAINGER	\$	90.98
46906	VOIDED WRONG VENDOR - REPLACED BY CK #46940	\$	-
46907	KEC	\$	502.85
46908	MARY RICHTER, CPA	\$	1,500.00
46909	MINUTEPRESS	\$	247.25
46910	NORTHWEST TRAILER CENTER	\$	109.66
46911	REHN & ASSOCIATES	\$	25.00
46912	RUEN-YEAGER & ASSOC, INC	\$	6,077.27
46913	SPECIAL ASPHALT PRODUCTS	\$	518.30
46914	THORCO INC.	\$	582.50
46915	TRANSPORT EQUIPMENT	\$	90.00
46916	TRUCKPRO	\$	838.94
46917	BETH L RHEINSCHMIDT	\$	2,197.91
46918	DARREL STEVENS	\$	2,064.13
46919	DAVID A TUCKER	\$	1,969.29
46920	EDWARD F. MAEL	\$	1,930.88
46921	ERIC PRESTEGAARD	\$	1,959.96
46922	HELEN A FURBEE	\$	1,144.62
46923	JAMES B WINES	\$	2,093.50
46924	JASON B COFFMAN	\$	2,346.45
46925	JEFFREY E BRATON	\$	1,978.25
46926	JONIE ANDERSON	\$	1,486.47
46927	LARRY P HOWELL, JR	\$	1,372.70
46928	LESLIE R LIKES	\$	2,096.70
46929	LUCAS A BICANDI	\$	2,085.38
46930	MICHAEL C LENZ	\$	3,038.72
46931	MICHAEL J KETCHUM	\$	1,991.97
46932	RANDY L NEAL	\$	1,999.12
46933	TRAVIS A HALL	\$	2,110.49

46934	TUEKOTA TATE-VANDEVER	\$	2,027.97
46935	ZANE A. KLEIN	\$	2,043.10
46936	AFLAC	\$	82.56
46937	CREDIT UNION	\$	725.00
46938	HRA VEBA TRUST	\$	11,000.00
46939	REGENCE BLUE SHIELD	\$	19,306.52
46940	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	\$	96.88
ACH	WASHINGTON TRUST BANK	\$	15,959.94
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$	14,305.71
ACH	WTB - CREDIT CARD DIV.	\$	5,937.00
ACH	WASHINGTON TRUST BANK	\$	12,719.78
ACH	STATE TAX COMMISSION	\$	4,143.00
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$	12,084.95
TRNS	FILOs TRANSFERRED TO LGIP ROAD ACCOUNTS	\$	15,000.00
TRNS	TRANSFERRED TO LGIP MILLVIEW LANE ACCOUNT	\$	200,000.00
TRNS	TRANSFERRED TO LGIP INSURANCE	\$	1,303.71
Feb 23			<u>\$ 593,834.02</u>

APPROVED  _____

ATTEST  _____

DATE 3-15-23 _____

Submitted by:
Beth Rheinschmidt, District Clerk