

POST FALLS HIGHWAY DISTRICT

February 2025 MINUTES

**Regular Board Meeting
February 5, 2025, 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

Director of Highways Michael Lenz, District Clerk Elaine Fox, Jonie Anderson

Guests in attendance were:

Laura Winter, PE, Ruen Yeager & Associates, Inc (RYA)

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

Monte Winter

Steve Copp

Monica Copp

2) PLEDGE OF ALLEGIANCE: Commissioner Russell 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.** [2/5/2025 Board Mtg]

5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented and Authorize Chairman Tyler's signature on the Underdahl Subdivision Mylars. Commissioner Russell **seconded. Motion carried.** [2/5/2025 Board Mtg]

6) PUBLIC COMMENTS:

Steve and Monica Copp: 3328 E Remington, Athol, Idaho. Mr. Copp provided the Board a copy of Idaho Statute 40-203A and addressed the Board regarding the statute and how it relates to the validation process. Chairman Tyler stated that the Board cannot discuss or comment at this time and Director Lenz added that, as this is public comment, it is not an Action Item on the agenda. As no one else in the audience or online requested to address the Board, Chairman Tyler closed the public comment period at 6:13pm. [2/5/2025 Board Mtg]

7) OLD BUSINESS: **NONE**

8) CURRENT BUSINESS:

a. **One Place Church [Traffic Impact Analysis] Review Letter.** Director Lenz gave a brief recap of the One Place Church project and location, and asked Laura Winter, PE, RYA, to provide a more in-depth summary of the review. Ms. Winter provided the Board an explanation of the Traffic Impact Analysis Review Letter and discussed with the Board the items that have been included in the review letter and the impacts to the District's roadways. Director Lenz added additional information in regards to the development and the Huetter By-Pass Project. Commissioner Heape **moved** to authorize Director Lenz to submit the One Place Church Traffic Impact Analysis Review Letter as presented. Commissioner Russell **seconded. Motion carried.** [2/5/2025 Board Mtg]

b. **Cancellation of Scheduled Utility Hearing on March 5, 2025 at 6:00pm.** Director Lenz explained that the Utility Hearing is no longer needed as Cogent Communications has signed the Waiver

of Hearing. Commissioner Russell **moved** to cancel the Utility Hearing scheduled for March 5, 2025 @ 6:00pm for the Lancaster & Huetter Roundabout Project KN22875. Commissioner Heape **seconded. Motion carried.** [2/5/2025 Board Mtg]

- 9) CORRESPONDENCE: **NONE**
- 10) LEGAL: **NONE**
- 11) ENGINEERING:
- Laura Winter, PE (RYA)
Church Road: Test pits for were completed on January 22. Waiting for delivery of report
Riverview "Y": Surveys are 100% complete. Beginning with base maps and design
 - Angela Comstock, PE (JUB)
Prairie: Prairie to SH-41 Widening Project: Appraisals will be back before the Board in two weeks for approval. Working with Attorney Weeks on offer letter
Hayden/Meyer: We have draft appraisals for the roundabout project
Prairie Trail Underpass: Funding shortfall. Future uncertain. Environmental approval by end of week. Worst case scenario, it will get built regardless. Looking for additional/alternative funding. Director Lenz will keep the Board updated as situation changes
ESRI GIS Implementation: Working on tasks. Received MS4 info from Welch Comer Engineers
- 12) DIRECTOR UPDATES: Director Lenz provided the following updates:
- Crew is plowing and deicing; called out for Schilling Lp on Saturday
 - Break downs on rigs; delay in shipping parts due to weather
 - New plow truck arriving tomorrow
 - Working on resolutions for surplus equipment
 - TDS Communications agreement will be on next agenda
 - Traffic Counters arrived; received Traffic Count plan from RYA; to be presented to the board at future meeting
 - Meeting with ITD re: NNG Fuel Station on February 24, 2025; will bring plan before the Board, for a decision
 - Associated Highway District's meeting next Thursday, February 13, 2025; one item for decision: hiring a consultant to review the Associated Highway District standards
 - Recap Day at Capitol; review of HB25
 - Vacation March 7 – 14
- OFFICE UPDATES: District Clerk Fox provided the following updates:
- Wrapping up audit; FY24 draft financial statements will be presented at next meeting along with the management representation letter
 - Preparing for Election Season; Election day May 20, 2025
- 13) COMMISSIONERS:
- Commissioner Heape: would like counsels' opinion on the Public Comments tonight. Doesn't feel we can take more comments, since it is a continuance of prior hearing
- 14) EXECUTIVE SESSION: **NONE**
- 15) ADJOURNMENT: Chairman Tyler adjourned the meeting at 7:16 pm.

**Regular Board Meeting
February 19, 2025, 6:00 pm
5629 E. Selfice 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:

Scott Hoover, CPA, PLLC

Laura Winter, PE, Ruen Yeager & Associates, Inc (RYA)

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

Cody Hodgson, Welch Comer & Associates (WCA)

- 2) PLEDGE OF ALLEGIANCE: Commissioner Russell 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.** [2/19/2025 Board Mtg]
- 5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [2/19/2025 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 6:02 pm.
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS:
- a) **PFHD Fiscal Year 2024 Audited Financial Statements – Draft**: Scott Hoover, CPA, briefly presented the audit report and notes. He stated that he believes that the financial statements are fairly represented in all material aspects. Mr. Hoover complimented District Clerk Elaine Fox and staff on their work. Commissioner Russell made a motion to accept the Post Falls Highway District Fiscal Year 2024 Audited Financial Statements. **Seconded** by Commissioner Heape, **motion carried.** [2/19/2025 Board Mtg]
 - b) **Representation Letter – Scott Hoover, CPA, PLLC**: Commissioner Heape made a **motion** to authorize Chairman Tyler's signature on the FY24 Audit Representation Letter to Scott Hoover, CPA, PLLC. **Seconded** by Commissioner Russell, **motion carried.** [2/19/2025 Board Mtg]
 - c) **2025 Management of the MS4 Permit – Agreement with Welch Comer & Associates, Inc.**: Director Lenz explained that this is the annual permit Management Agreement. He noted that cost and scope of work did not change from last year. Commissioner Heape asked about education opportunities in Post Falls for the contract. Cody Hodgson said that he would ask staff at Welch Comer to see if they can find an event in Post Falls. They are also working with DEQ to reduce the testing on the renewal. Commissioner Russell **moved** to authorize Chairman Tyler to sign the professional services agreement for the management of the MS4 permits for 2025. **Seconded** by Commissioner Heape, **motion carried.** [2/19/2025 Board Mtg]
 - d) **Road Development Agreement – Pohl-Tardiff Subdivision**: Director Lenz explained the Fee-In-Lieu-Of and Road Development Agreement. After some general questions, Commissioner Heape **motioned** to authorize Chairman Tyler's signature on the Road Development Agreement

for the Pohl-Tardiff subdivision. **Seconded** by Commissioner Russell, **motion carried**. [2/19/2025 Board Mtg]

- e) **Resolution 2025-01 – Surplus Equipment Transfer:** Director Lenz reviewed previous decisions regarding the transfer of the old 1998 Hyster Forklift. Commissioner Russel **moved** to approve the Post Falls Highway District proposed Resolution 2025-01 as presented, and to authorize Chairman Tyler's signature on Resolution 2025-01. **Seconded** by Commissioner Heape. A roll call vote was held: David Russell – yea; Glen Heape – yea; Jeff Tyler – yea, **motion carried**. [2/19/2025 Board Mtg]
- f) **Transfer Agreement between Post Falls Highway District and Worley Highway District:** Director Lenz stated that this was the transfer agreement for the 1988 Hyster Forklift "as is" between the Post Falls and Worley Highway Districts. Commissioner Heape **moved** to authorize Chairman Tyler's signature on the Transfer Agreement between the Post Falls Highway District and the Worley Highway District for the 1998 Hyster Forklift. **Seconded** by Commissioner Russell, **motion carried**. [2/19/2025 Board Mtg]
- g) **Resolution 2025-02 – Surplus Equipment Resolution:** Director Lenz said that the District is declaring the 1991 Etnyre Tanker as surplus per Idaho Code Section 49-1309 Subsection 2. It was previously thought that the District may have to pay for its disposal, however Mountain Hi Trucking has offered to purchase it for \$750. Commissioner Russell **moved** to approve the Post Falls Highway District proposed Resolution 2025-02 as presented, and authorize Chairman Tyler's signature on Resolution 2025-02. A roll call vote was held: David Russell – yea; Glen Heape – yea; Jeff Tyler – yea. **Motion carried**. [2/19/2025 Board Mtg]
- h) **Medical Dependent Coverage:** Director Lenz presented the cost differential between moving from the current 50/50 split to an 80/20 split for dependent health care now that the District has employees utilizing the medical "opt-out" plan. He has reviewed benefits from other Districts for comparison. Commissioner Russell **moved** for the District to cover 80% of employee dependent health care coverage for Gold 1500 and Silver 3250 Medical plans. **Seconded** by Commissioner Heape, **motion carried**. [2/19/2025 Board Mtg]
- i) **TDS Telecommunications Agreement:** Director Lenz indicated that the original contract with TDS had a clause that they may require adjustment to the contract monthly fee amount after determination of installation costs for the line. Deputy Clerk Furbee explained that TDS submitted a revised contract for an additional \$110/month with a \$500 credit after they determined a \$10,300 cost to run the fiber line. The overall savings would still be over \$200/month and should provide better service. Commissioner Heape **moved** to accept the TDS Telecommunications service Agreement as presented and authorize Chairman Tyler's signature on the Agreement. **Seconded** by Commissioner Russell, **motion carried**. [2/19/2025 Board Mtg]
- j) **Policies and Procedures Manual - 4th Addendum:** Director Lenz stated that holiday, approved annual leave, and sick time were not spelled out as "time worked" for the purposes of computing overtime. This change will discourage employees from coming to work sick during weather events and better define "hours worked". Commissioner Russell **moved** to accept and sign the 4th Addendum to the Policies and Procedures Manual; to replace the current policy for Section II, Salaries and Wages, Rates. **Seconded** by Commissioner Heape, **motion carried**. [2/19/2025 Board Mtg]
- k) **Bureau of Land Management (BLM) – Notice of Grant Expiration:** Director Lenz explained previous BLM land access granted regarding a small parcel at Fairmont Loop and Canal Street. This form SF-299 Access Grant renews every 20 years. Commissioner Heape **moved** to authorize staff to submit form SF-299 to the Bureau of Land Management and renew the grant for the Use of Right-of-Way at the intersection of Fairmont Loop and Canal Street. **Seconded** by Commissioner Russell, **motion carried**. [2/19/2025 Board Mtg]

9) CORRESPONDENCE: **NONE**

10) LEGAL: Attorney Susan Weeks stated that the hearing for the Appeal on the tax matter of the Associated Highways Districts vs Kootenai County will be on May 14, 2025 in Boise.

11) ENGINEERING:

- Laura Winter, PE (RYA)
Working on the Beck/Prairie and Highway 53 Interchange projects. The BNSF review came back with a number of proposed changes particularly a direct connection to the cabinet box of the light at the intersection which was good news but will be about six to eight months off for installation by BNSF. The traffic control plans were revised. ITD is still planning on a March 3, 2025 closure of the intersection.
 - Kevin Smith, PE (JUB)
Stated that he had no updates for tonight.
- 12) DIRECTOR UPDATES: Director Lenz provided the following updates:
- He will be meeting with the City of Post Falls regarding the shortfall on the Prairie Trail Underpass project.
 - The crew has been plowing and deicing this week.
 - The new plow has been checked in. The new F250 is also here and being finished up with additions of the signboard and fuel tank.
 - The RFQ for the standards update for the Associated Highway Districts will go out shortly. A Road Vacation standard is also in the early stages of update.
 - The City of Post Falls is putting on its agenda "license to use real property" to allow construction for the Prairie Trail Underpass in the City's right of way.
 - The Ascent Trail, Kathleen Ave extension and Bedrock Industrial Park road acceptances will be coming up shortly.
 - Vacation scheduled March 6– 13.
- 13) OFFICE UPDATES: District Clerk Fox provided the following updates:
- Staff has been working on the items in this meeting's packet.
 - She will be attending annual Idaho Tax Commission Budget and Levy workshop on April 29, 2025 in Coeur d'Alene.
- 14) COMMISSIONERS: Chairman Tyler noted he was elected Chairman (1 year term) of the Associated Highway Districts of Kootenai County. No comments from Commissioners Heape and Russell.
- 15) EXECUTIVE SESSION: Commissioner Russell **motioned** pursuant to the provisions of Idaho Code 74-206, Subsection 1(b), 1(c) & 1(f) an executive session is being requested for the purpose to discuss a personnel matter, to discuss acquisition of interest in real property not owned by a public agency 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. A roll call vote was held: David Russell – yea; Glen Heape – yea; Jeff Tyler – yea. **Motion carried.** [2/19/2025 Board Mtg] The regular meeting was suspended and they entered into executive session at 7:08pm. They exited executive session at 7:45pm
- 16) MOTIONS RESULTING FROM EXECUTIVE SESSION:
- #1) Commissioner Heape made a **motion** to authorize staff to proceed with the Right Of Way acquisition as discussed in the executive session. **Seconded** by Commissioner Russell, **motion carried.** [2/19/2025 Board Mtg]
 - #2) Commissioner Russell **moved** to authorize staff to proceed with the personnel matter as discussed in executive session. **Seconded** by Commissioner Heape, **motion carried.** [2/19/2025 Board Mtg]
- 17) ADJOURNMENT: Chairman Tyler adjourned the meeting at 7:48 pm

(Vouchers to Date continue on next page)

**Vouchers to Date
February 2025**

Feb 25	<u>Num</u>	<u>Name</u>	<u>Amount</u>
	49799	COREY KRAFT	-2,658.21
	49800	DARREL STEVENS	-2,932.10
	49801	DAVID RUSSELL	-886.92
	49802	EDWARD F. MAEL	-2,457.18
	49803	ERIC PRESTEGAARD	-2,642.16
	49804	GLEN HEAPE	-766.92
	49805	HELEN A FURBEE	-1,871.85
	49806	JAMES B WINES	-2,671.96
	49807	JASON B COFFMAN	-2,530.71
	49808	JEFFERY N FERGUSON	-2,605.77
	49809	JEFFREY TYLER	-674.89
	49810	JESSE D HAMMER	-2,320.21
	49811	JONIE ANDERSON	-1,811.97
	49812	LARRY P HOWELL, JR	-1,730.94
	49813	LESLIE R LIKES	-2,502.19
	49814	LUCAS A BICANDI	-2,468.15
	49815	MICHAEL C LENZ	0.00
	49816	MICHAEL J KETCHUM	-2,432.46
	49817	MIRIAM E FOX	-2,626.05
	49818	NATHAN DAHLIN	-2,568.27
	49819	RANDY L NEAL	-2,656.74
	49820	STEVEN K FRANKS	-2,480.50
	49821	TUEKOTA TATE-VANDEVER	-2,359.46
	49822	MICHAEL C LENZ	-3,476.47
	49823	NEW YORK LIFE	-20.00
	49824	ICCU	-675.00
	49825	NAPA - POST FALLS	-1,065.83
	49826	765TECH INC	-75.00
	49827	ABOVE AND BEYOND JANITORIAL INC	-500.00
	49828	ACE HARDWARE	-626.18
	49829	ADD ELECTRONICS	-39.94
	49830	AUTOCENTER CDA LLC	-283.57
	49831	C W SIGNS	-480.00
	49832	CDA GARBAGE	-161.75
	49833	CDA PRESS	-124.55
	49834	CDA REDI MIX & PRECAST, INC.	-300.00
	49835	CITY OF POST FALLS.	-277.79
	49836	COUNTRY CLEANERS	-313.50
	49837	CULLIGAN	-15.90
	49838	BADGER BUILDING CENTER	-526.55
	49839	BLUEJAY INDUSTRIAL INC	-33.30

49840	DELTA DENTAL	-1,642.58
49841	ELAINE FOX REIMBURSEMENT	-13.26
49842	ELJAY OIL COMPANY, INC.	-986.70
49843	FASTENAL	-87.77
49844	H & H EXPRESS	-23.58
49845	IDAHO ASPHALT	-511.00
49846	IDAHO MINING APPAREL & SUPPLY INC	-341.27
49847	IMPERIAL SUPPLIES LLC	-234.78
49848	INTERMOUNTAIN SIGN & SAFETY	-235.00
49849	JMT PETROLEUM	-2,441.44
49850	KENWORTH SALES - SPOKANE	-53.88
49851	KOOTENAI COUNTY SOLID WASTE	-136.50
49852	MOTION AUTO SUPPLY	-290.53
49853	ALSCO	-816.46
49854	JAMAR TECH INC	-17,724.00
49855	LAWSON PRODUCTS	-62.17
49856	LES SCHWAB	-3,607.88
49857	NORCO	-56.84
49858	NORTHWEST MACHINE	-54.00
49859	NORTHWEST TRAILER CENTER	-1,596.80
49860	OMCO	-498.40
49861	OVERHEAD DOOR, INC.	-3,109.08
49862	REBUILDING & HARDFACING INC	-339.20
49863	ROMAINE ELECTRIC	-178.14
49864	SEAL MASTER	-484.90
49865	SPECTRUM BUSINESS	-139.99
49866	SWS EQUIPMENT, LLC	-3,827.19
49867	TEXAS REFINERY CORP - TRC	-940.00
49868	TITAN TRUCK EQUIPMENT	-775.90
49869	TPI EMBROIDERY	-359.98
49870	VERIZON WIRELESS	-427.07
49871	VSP dba VISION SERVICE PLAN	-319.16
49872	WELCH COMER & ASSOCIATES	-725.00
49873	ADVANCED COMPRESSOR & HOSE, INC.	-600.94
49874	ARROW CONSTRUCTION SUPPLY	-75.00
49875	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-582.05
49876	PACIFIC STEEL	-523.39
49877	PAPE MACHINERY	-2,313.31
49878	RUSH DELIVERY	-30.00
49879	HOUSE OF HOSE VOID NEW CK 49883	0.00
49880	SPRAY CENTER	-445.16
49881	UTILITY TRAILER SALES OF BOISE	-1,530.13
49882	WESTERN STATES EQUIPMENT - CAT	-9,738.79
49883	SPOKANE HOUSE OF HOSE	-131.74
49884	JUB	-4,045.58
49885	COLEMAN OIL COMPANY	-2,033.14


49886	EMERALD SERVICES, INC	-229.35
49887	JUB	-967.50
49888	GMCO CORPORATION	-47,263.21
49889	MIKE WHITE FORD OF CDA	-54,219.00
49890	3M COMPANY	-1,961.06
49891	CITY OF POST FALLS.	-8,458.40
49892	AMERICAN ON-SITE SERVICES	-374.00
49893	CDA GARBAGE	-323.50
49894	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-98.10
49895	IWORQ SYSTEMS	-7,800.00
49896	ZIPLY FIBER	-287.25
49897	RUEN-YEAGER & ASSOC, INC	-18,338.14
49898	WTB - CREDIT CARD DIV.	-1,069.46
49899	COREY KRAFT	-2,630.63
49900	DARREL STEVENS	-2,921.37
49901	EDWARD F. MAEL	-2,037.98
49902	ERIC PRESTEGAARD	-2,119.27
49903	HELEN A FURBEE	-1,525.54
49904	JAMES B WINES	-3,504.84
49905	JASON B COFFMAN	-2,734.24
49906	JEFFERY N FERGUSON	-2,581.07
49907	JESSE D HAMMER	-1,983.88
49908	JONIE ANDERSON	-1,489.92
49909	LARRY P HOWELL, JR	-1,553.87
49910	LESLIE R LIKES	-2,218.05
49911	LUCAS A BICANDI	-2,174.02
49912	MICHAEL C LENZ	-3,498.25
49913	MICHAEL J KETCHUM	-2,912.12
49914	MIRIAM E FOX	-2,251.23
49915	NATHAN DAHLIN	-2,012.44
49916	RANDY L NEAL	-2,516.59
49917	STEVEN K FRANKS	-2,579.01
49918	TUEKOTA TATE-VANDEVER	-2,146.20
49919	AFLAC	-104.52
49920	ICCU	-675.00
49921	AVISTA UTILITIES - WWP	-4,356.91
49922	FORCE AMERICA DISTRIBUTING	-645.32
49923	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-346,592.56
49924	GMCO CORPORATION	-48,341.35
49925	JUB	-56,723.06
49926	KOOTENAI COUNTY SOLID WASTE	-184.80
49927	NCPERS GROUP LIFE INS.	-384.00
49928	KEC	-469.64
49929	HRA VEBA TRUST	-10,500.00
49930	INTERMOUNTAIN SIGN & SAFETY	-117.00
49931	JMT PETROLEUM	-11,078.28

49932	LEGACY HEATING & COOLING	-422.50
49933	MIKE WHITE FORD OF CDA	-249.87
49934	NORCO	-191.15
49935	POHL SPRING WORKS	-1,053.30
49936	REGENCE BLUE SHIELD of IDAHO	-18,393.21
49937	TPI EMBROIDERY	-179.99
49938	TRUCKPRO	-167.19
49939	VSP dba VISION SERVICE PLAN PUBLIC EMPLOYEES RETIREMENT SYSTEM	-406.58
EFT	WASHINGTON TRUST BANK	-16,211.72
EFT	STATE TAX COMMISSION PUBLIC EMPLOYEES RETIREMENT SYSTEM	-17,907.72
EFT	WASHINGTON TRUST BANK	-5,115.00
EFT	WASHINGTON TRUST BANK	-14,905.22
TFR	INSURANCE TRANSFER TO LGIP	-15,844.94
TFR	TRANSFER EXCESS AD VALOREM TO SAVINGS	-4,243.65
		<u>-232,000.00</u>
Feb 25		<u><u>-1,118,984.59</u></u>

APPROVED



ATTEST



DATE

3-5-25