

POST FALLS HIGHWAY DISTRICT  
FEBRUARY 2022 MINUTES

Regular Meeting – February 2 2022, 6:00 pm, E. 5629 Seltice Way

Chairman Tyler called the meeting to order at 6:00 P.M. Present were Commissioners Jeff Tyler, Lynn Humphreys and David Russell; Director Michael Lenz, District Clerk Shirley Walson; Administrative Assistance Shannon Schranck, Attorney Susan Weeks, Daniel Baker from HDR, Steve Syrcle from Tri-Sate, Angie Comstock from JUB, Laura Winter from RYA. Joined by GoogleMeet was Terry Werner. Commissioner Humphreys led in the Pledge of Allegiance.

CONFLICTS OR CHANGES

No conflicts. Commissioner Humphreys noticed a change that was needed in the minutes. Executive Session states Commissioner Russell made the motion to go into executive session and also seconded that motion. Commissioner Humphreys moved to go into executive session and commissioner Russell seconded that motion; in that particular meeting.

APPROVAL OF AGENDA

Commissioner Humphreys **moved** to approve the agenda with the correction as previously noted in. Commissioner Russel seconded. **Motion carried** unanimously. [2/2/2022 Board Mtg]

CONSENT AGENDA

Commissioner Humphreys **moved** to accept the Consent Agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously. [2/2/2022 Board Mtg]

PUBLIC COMMENTS

No requests were made.

OLD BUSINESS

Treasurer Access

District Clerk Shirley Walson explained what access will be transferred over to the District Treasurer Beth Rheinschmidt. Commissioner Humphreys **moved** to authorize Treasurer to go forward with procedures for District Clerk duties as presented in the provided list. Commissioner Russell seconded. **Motion carried** unanimously. [2/2/2022 Board Mtg]

Beckenhauer Road Development Agreement for Big Horn Development Phase two

Commissioner Humphreys **moved** to authorize Chairman Tyler to sign the Road Development agreement that was previously discussed in executive session on 1/19/2022. Commissioner Russell seconded. **Motion carried** unanimously. [2/2/2022 Board Mtg]

Honeysuckle Park Road Development Agreement

Director Lenz spoke about requiring Viking Construction to put a 2" overlay on Robison Rd from where the City of Hayden ends and the Highway District picks up on the East to the end of the road West at Carrington. Attorney Susan Weeks spoke about Vikings comments and changes to the agreement and suggests the Board moves to make a motion for the chairman to sign the agreement once it's completed and ready for signature. Commissioner Russell **moved** to authorize the Chairman's signature once the other party signs. Commissioner Humphreys seconded. **Motion carried** unanimously. [2/2/2022 Board Mtg.]

CURRENT BUSINESS

Equipment Purchase of a Vac Broom and Backhoe

Director Lenz spoke about Sourcwell being approved by Idaho Legislation in 2018 to be a public procurement option. Sourcwell has all the vendors submit pricing to them with a percentage off the sticker price. Using Sourcwell saves time because you no longer have to go out to bid.

The Vac Broom Truck is a Schwarze brand. Director Lenz spoke about the benefits of going with a Schwarze vs. the Symco. The District tested the Schwarze and the Symco. The Schwarze takes less passes, has a larger cab and has a side dump.

The backhoe proposed is a John Deere. Director Lenz explained how the John Deere is \$9,000.00 less than the CAT backhoe and for that the Director would like to purchase the John Deere. Commissioner Humphreys expressed his concerns with John Deere equipment due to the fact that there is only one dealership/service center locally and CAT has multiple locations. The board spoke about the differences between the two dealers. Commissioner Humphreys **moved** to pursue the purchase of the CAT backhoe as opposed to the John Deere for the reasons stated. Commissioner Russell seconded. Chariman Tyler was a nay because the cost of the John Deere was \$9,000.00 less. **Motion was 2 to 1.**

Commissioner Russell **moved** to authorize the Director to proceed with the purchase of the Schwarze. Commissioner Humphreys seconded. **Motion carried** unanimously. [2/2/2022 Board Mtg]

#### Spokane St. Underwater Report

Director Lenz spoke about the results of the report. The shoreline has moderate vegetation, no erosion, heavy accumulation of timber debris. The pilings have active corrosion which indicated the cathodic protection system may not be working. Director Lenz stated the bridge rehab is scheduled for 2024. Commissioner Humphreys mentioned the Cathodic protection system was turned off due to safety issues. Daniel Baker from HDR spoke about the current protection system vs the new approach that's currently being designed for the rehab in 2024. No action required.

#### MS4 Permit

Director Lenz explained the District received one solicitation from Welch-Comer. Welch-Comer meets all criteria and covered all aspects. Commissioner Humphreys **moved** to enter into the negotiation phase with Welch-Comer for the MS4 permit. Commissioner Russell seconded. **Motion carried** unanimously. [2/2/2022 Board Mtg]

#### Meyer/ Hayden and Prairie 5 lane Projects

Director Lenz stated that the Meyer/Hayden Roundabout and the Prairie Meyer Rd to SH 41 projects are both ready to move to the design phase. Director Lenz spoke with LHTAC and the District can package projects together when they are starting close together. Commissioner Russell moved to authorize Director Lenz to proceed to **move** forward with packaging both projects. Commissioner Humphreys seconded. **Motion carried** unanimously. [2/2/2022 Board Mtg]

#### CORRESPONDENCE

No correspondence.

#### LEGAL

No legal

#### ENGINEERING

Engineer Laura Winter presented the legal description for St. Dominic's. The property exchange documents can move forward.

#### DIRECTOR

##### District updates

The crew has been out brushing and brooming. There was an accident on Meyer Rd and Hayden Ave that damaged the flashing solar stop sign but the District was able to get back up and running. CDA paving lost a significant amount of drain rock on Beck Rd and Seltice Way and beyond. City of Post Fall and CDA paving helped clean it up. Director Lenz has been working on agreements, easements and Road Developer Agreements. Equipment reports will be ready by

restrictions have been pulled at this time except for Beck Rd. Commissioner Humphreys commended crew and Director Lenz on an excellent job with rock spill clean-up.

#### OFFICE

Nothing formal- Beth is working on end of the year taxes. Shannon is working on learning the board meeting process and helping the Director with agreements. Shirley is working on cleaning up old files. We received approximately \$1.5 million ad valorem tax and \$630,000 for Highway users.

#### COMMISSIONERS

Chairman Tyler went to Boise, ID for the Day at the Capital for Highway Districts. Chairman Tyler mentioned our District will be getting little under \$1.1 Million out of the \$200 million available. Chairman Tyler wanted to plant the seed about moving our operation to the Districts other property located on Pleasant View Rd. Commissioner Humphreys thinks this is a good point and states the District should move forward with getting costs figures. Director Lenz said this is a positive move for the company. Commissioner Humphreys would like everyone to brain storm and bring the information back to the next meeting. Commissioner Russell would like some information on what the facility needs.

#### EXECUTIVE SESSION

Commissioner Russell **moved** to enter into Executive Session at 7:05 pm pursuant to the provisions of Idaho Code 74-206, Subsection Subsection 1(a), (e), and (f), an executive session is being requested for the purpose to discuss personnel matters; to consider preliminary negotiations involving matters of trade; and to communicate with legal counsel for the public agency to discuss the legal ramifications for pending litigation, and a roll call vote is requested. Commissioner Humphreys seconded. **Motion carried** unanimously. Roll call vote: Commissioner Humphreys: aye; Chairman Tyler: aye; Commissioner Russell: aye. **Motion carried** unanimously. *[2/2/2022 Board Mtg]*

The Board entered back into general session at 8:16pm. Motions resulting from Executive Session follow.

#### ACTION ITEMS RESULTING FROM EXECUTIVE SESSION

Commissioner Russell **moved** to authorize staff to send ITD the Special Warranty Deed and the Chairman to sign the acquisition packet. Commissioner Humphreys seconded. **Motion carried** unanimously. *[2/5/2022 Board Mtg]*

Commissioner Russell **moved** to authorize staff to proceed with personnel matters as discussed in Executive Session. Commissioner Humphreys seconded. **Motion carried** unanimously. *[2/2/2022 Board Mtg]*

#### ADJOURNMENT

With no further business, the meeting was adjourned at 8:17pm.

#### Regular Meeting – February 16, 2022, 6:00 pm, E. 5629 Seltice Way

Chairman Tyler called the meeting to order at 6:00 P.M. Present were Commissioners Jeff Tyler, Lynn Humphreys and David Russell; Director Michael Lenz, District Clerk Shirley Walson, Administrative Assistant Shannon Schranck, Attorney Susan Weeks, Ruen Yeager Engineer Laura Winter; and Kevin Smith from JUB. Commissioner Russell led in the Pledge of Allegiance.

#### CONFLICTS; CHANGES TO THE AGENDA; APPROVAL OF AGENDA

Commissioners had no conflicts or changes to the agenda. Commissioner Humphreys **moved** to approve the agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously. [2/16/2022 Board Mtg.]

#### CONSENT AGENDA

Commissioner Humphreys **moved** to approve the July 2021 Minutes as presented on the Consent Agenda. Commissioner Russell seconded. **Motion carried** unanimously. [2/16/2022 Board Mtg.]

#### PUBLIC COMMENTS

No requests.

#### OLD BUSINESS

None

#### CURRENT BUSINESS

##### Lien Release

District Clerk Shirley Walson spoke about the Road Developers Agreement for Timber Ridge that was recorded in 1997 and paid but no record the Lien Release was filed. Commissioner Humphreys **moved** to authorize the Chairman's signature on the Lien Release. Commissioner Russell seconded. **Motion carried** unanimously. After discussion Commissioner Humphreys amended the motion to add the Legal Description of Lot 1, 2 and 3 Block 1 of Timber Ridge Estates. Commissioner Russell seconded. [2/16/2022 Board Mtg.]

#### CORRESPONDENCE

None

#### LEGAL

Executive Session only

#### ENGINEER

Ms. Winters reports that the easement with Kootenai Electric on the parcel for the St. Dominic's property exchange is no issue and the documents can continue to move forward.

#### DIRECTOR

##### Director Updates

Director Lenz presented the PFHD Equipment Replacement Survey Binder which includes the approved 5-year equipment replacement plan, equipment condition survey summary, capital and non-capital equipment list. Commissioner Humphreys wanted clarification on the hours listed on the equipment.

Lake City Cable hit a gas line on Glasgow Dr. Avista spent two days removing the gas from the road bed. Lake City Cable didn't have a permit to be working in the right-of-way, they were asked to stop work until a permit was obtained.

Another water main break on Chase Rd and Peaceful Ct. Director Lenz is working with Hidden Valley Water District to ensure the Road is in the best condition it can be until the Asphalt Plants open up.

Director Lenz has been working on quotes for the road side spraying contract, new mag tanks and crew pickups, equipment purchase contract, FY 23 budget, reviewing the drug and alcohol policy. Welch Comer draft contract for MS4 should be received in the next 2 weeks.

#### OFFICE

Ms. Walson presented the LGIP Authorized user form and explained this will need to be signed in order for Beth Rheinschmidt to gain access. Ms. Walson also noted the attached letter asking to update commissioner information. Commissioner Russell **moved** to authorize Chairman Tyler to

sign the contact authorization. Commissioner Humphreys seconded. **Motion carried** unanimously. [2/16/2022 Board Mtg.]

COMMISSIONERS

Commissioner Humphreys spoke about what a light winter it's been so far. Chairman Tyler asked the Board if they have given any thought to the idea of moving our facility and list our location for sale. The Board discussed pros, cons and legalities of the move. Commissioner Russell asked to put the topic on the next agenda to move forward with a Quite Title.

EXECUTIVE SESSION

Commissioner Russell **moved** to enter into Executive Session at 6:46 pm pursuant to the provisions of Idaho Code 74-206, Subsection Subsection 1(a), (e), and (f), an executive session is being requested for the purpose to discuss personnel matters; to consider preliminary negotiations involving matters of trade; and to communicate with legal counsel for the public agency to discuss the legal ramifications for pending litigation, and a roll call vote is requested. Commissioner Humphreys seconded. **Motion carried** unanimously. Roll call vote: Commissioner Humphreys: aye; Chairman Tyler: aye; Commissioner Russell: aye. **Motion carried** unanimously. [2/16/2022 Board Mtg.]

The Board entered back into general session at 7:37 pm. Motions resulting from Executive Session follow.

ACTION ITEMS RESULTING FROM EXECUTIVE SESSION

Commissioner Russell moved to authorize the Director of Highways to proceed in the matter of trade as discussed in executive session and to proceed with the personnel matter as discussed in executive session. Commissioner Humphreys seconded. Chairman Tyler asked that the motions are separated. Commissioner Russell separated the two motions. Commissioner Humphreys seconded. Motion carried unanimously. [2/16/2022 Board Mtg.]

With no further business, the meeting adjourned at 7:40 pm.

FEBRUARY VOUCHERS:

	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Amount</u>
Feb 22				
	45266	AVISTA UTILITIES - WWP	2,892.35	-2,892.35
	45267	ABOVE AND BEYOND JANITORIAL INC	500.00	-500.00
	45268	ACE HARDWARE	614.62	-614.62
	45269	ADS DIESEL PRODUCTS	133.76	-133.76
	45270	ADVANCED COMPRESSOR & HOSE, INC.	236.00	-236.00
	45271	ALSCO	834.42	-834.42
	45272	AMERICAN MOBILE DRUG TESTING	50.00	-50.00
	45273	AVISTA UTILITIES - WWP	4,094.19	-4,094.19
	45274	BISCO	998.23	-998.23

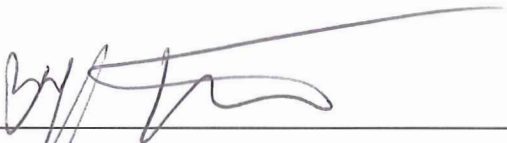

45275	BLUEJAY INDUSTRIAL INC	8.25	-8.25
45276	BROWN BEARING	117.43	-117.43
45277	CDA PRESS	43.42	-43.42
45278	COLEMAN OIL COMPANY	2,001.00	-2,001.00
45279	COUNTRY CLEANERS	337.50	-337.50
45280	COUNTRY LOCK & KEY INC.	13.20	-13.20
45281	CULLIGAN	34.75	-34.75
45282	CUMMINS	147.08	-147.08
45283	D. LYNN HUMPHREYS	180.30	-180.30
45284	DELTA DENTAL	1,555.90	-1,555.90
45285	DOBBS PETERBILT - SPOKANE WA	839.16	-839.16
45286	ELJAY OIL COMPANY, INC.	503.80	-503.80
45287	FASTENAL	115.69	-115.69
45288	GCR TIRE CENTERS	3,436.17	-3,436.17
45289	GMCO CORPORATION	24,513.99	-24,513.99
45290	GORDON TRUCK CENTERS, INC	813.65	-813.65
45291	JAMES, VERNON & WEEKS, P.A.	4,085.00	-4,085.00
45292	JMT PETROLEUM	14,170.85	-14,170.85
45293	KENWORTH SALES - SPOKANE	300.52	-300.52
45294	KOOTENAI COUNTY SOLID WASTE	156.00	-156.00
45295	KXLY	1,043.75	-1,043.75
45296	LAWSON PRODUCTS	293.41	-293.41
45297	LES SCHWAB	40.02	-40.02
45298	MINUTEPRESS	119.60	-119.60
45299	MOTION AUTO SUPPLY	111.19	-111.19
45300	NAPA	338.51	-338.51
45301	NCPERS	384.00	-384.00
45302	NORCO	301.05	-301.05
45303	NORTH 40 OUTFITTERS	159.96	-159.96
45304	PACWEST MACHINERY LLC	1,139.25	-1,139.25
45305	PAPE MACHINERY	245.54	-245.54
45306	RELIABLE AUTO GLASS	1,100.00	-1,100.00
45307	RUEN-YEAGER & ASSOC, INC	12,653.66	-12,653.66
45308	RUSH DELIVERY	22.00	-22.00
45309	SIX ROBBLEES	102.56	-102.56
45310	SPALDING AUTO PARTS	49.00	-49.00
45311	SPECTRUM BUSINESS	129.99	-129.99
45312	SPOKANE HOUSE OF HOSE	259.08	-259.08
45313	TNT TRUCK PARTS - SPOKANE	412.50	-412.50
45314	VARI SALES CORPORATION	990.00	-990.00
45315	VERIZON WIRELESS	275.06	-275.06
45316	VSP dba VISION SERVICE PLAN	333.24	-333.24
45317	WESTERN STATES EQUIPMENT - CAT	4,449.43	-4,449.43

45318	WESTERN SYSTEMS	5,000.00	-5,000.00
45319	ZIPLY FIBER	276.17	-276.17
45320	BETH L RHEINSCHMIDT	1,633.99	-1,633.99
45321	BRIAN D CRUMB	1,854.31	-1,854.31
45322	DANIEL G PETERSON	1,761.81	-1,761.81
45323	DARREL L HUMPHREYS	640.03	-640.03
45324	DARREL STEVENS	1,901.12	-1,901.12
45325	DAVID RUSSELL	501.52	-501.52
45326	EDWARD F. MAEL	1,827.91	-1,827.91
45327	ERIC PRESTEGAARD	1,833.03	-1,833.03
45328	JAMES B WINES	1,981.27	-1,981.27
45329	JASON B COFFMAN	1,930.62	-1,930.62
45330	JEFFREY TYLER	677.03	-677.03
45331	JONIE ANDERSON	1,295.61	-1,295.61
45332	LARRY P HOWELL, JR	1,317.98	-1,317.98
45333	LESLIE R LIKES	1,969.77	-1,969.77
45334	MICHAEL C LENZ	2,784.98	-2,784.98
45335	MICHAEL J KETCHUM	1,865.02	-1,865.02
45336	RANDY L NEAL	1,858.96	-1,858.96
45337	SHANNON M SCHRANCK	1,367.26	-1,367.26
45338	SHIRLEY J. WALSON	1,835.34	-1,835.34
45339	TAYLOR WOOD	1,797.02	-1,797.02
45340	TRAVIS A HALL	1,969.21	-1,969.21
45341	TRAVIS S MITLEY	1,953.88	-1,953.88
45342	TUEKOTA TATE-VANDEVER	1,987.81	-1,987.81
45343	NEW YORK LIFE	20.00	-20.00
45344	CREDIT UNION	725.00	-725.00
45345	NAPA	169.52	-169.52
45346	3M COMPANY	1,135.38	-1,135.38
45347	AMERICAN ON-SITE SERVICES	123.20	-123.20
45348	AR TOOLS & MACHINERY	102.00	-102.00
45349	BROWN BEARING	119.40	-119.40
45350	CANNON HILL INDUSTRIES	494.00	-494.00
45351	CDA GARBAGE	161.75	-161.75
45352	CITY OF POST FALLS.	631.06	-631.06
45353	FASTENAL	110.77	-110.77
45354	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	287.80	-287.80
45355	HRA VEBA TRUST	3,300.00	-3,300.00
45356	IWORQ SYSTEMS	7,800.00	-7,800.00
45357	KEC	740.94	-740.94
45358	MINUTEPRESS	95.00	-95.00
45359	REGENCE BLUE SHIELD	19,345.76	-19,345.76

45360	RUEN-YEAGER & ASSOC, INC	9,602.05	-9,602.05
45361	TITAN TRUCK EQUIPMENT	4.12	-4.12
45362	UNITED STATES TREASURY	17,967.72	-17,967.72
45363	WTB - CREDIT CARD DIV.	454.71	-454.71
45363			
45365	NORWEST SHOP EQUIPMENT LLC	250.00	-250.00
45366	BETH L RHEINSCHMIDT	1,943.05	-1,943.05
45367	BRIAN D CRUMB	1,793.20	-1,793.20
45368	DANIEL G PETERSON	1,761.80	-1,761.80
45369	DARREL STEVENS	1,927.45	-1,927.45
45370	EDWARD F. MAEL	1,827.91	-1,827.91
45371	ERIC PRESTEGAARD	1,833.02	-1,833.02
45372	JAMES B WINES	1,902.87	-1,902.87
45373	JASON B COFFMAN	1,965.13	-1,965.13
45374	JONIE ANDERSON	1,295.60	-1,295.60
45375	LARRY P HOWELL, JR	1,246.75	-1,246.75
45376	LESLIE R LIKES	2,004.87	-2,004.87
45377	MICHAEL C LENZ	2,806.32	-2,806.32
45378	MICHAEL J KETCHUM	1,865.04	-1,865.04
45379	RANDY L NEAL	1,892.57	-1,892.57
45380	SHANNON M SCHRANCK	1,367.24	-1,367.24
45381	SHIRLEY J. WALSON	1,835.34	-1,835.34
45382	TAYLOR WOOD	1,885.81	-1,885.81
45383	TRAVIS A HALL	2,030.87	-2,030.87
45384	TRAVIS S MITLEY	1,737.50	-1,737.50
45385	TUEKOTA TATE-VANDEVER	1,900.02	-1,900.02
45386	AFLAC	355.22	-355.22
45387	CREDIT UNION	725.00	-725.00
45388	WESTERN CONSTRUCTION OF LEWISTON, INC.	592,300.04	-592,300.04
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	12,708.19	-12,708.19
ACH	WASHINGTON TRUST BANK	13,140.62	-13,140.62
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	12,541.24	-12,541.24
ACH	WASHINGTON TRUST BANK	12,725.74	-12,725.74
ACH	STATE TAX COMMISSION	3,475.00	-3,475.00
			-
TRNSF	Jan Ad Valorem to General Savings	1,330,000.00	1,330,000.00
TRNSF	Jan Ad Valorem to Insurance Savings	11,821.65	-11,821.65
TRNSF	Feb Ad Valorem to Insurance Savings	1,074.35	-1,074.35
			-
			<u><u>2,223,831.27</u></u>

Feb  
22



APPROVED   
ATTEST   
DATE 3-2-2017

Submitted by:  
Shirley Walson, District Clerk