

POST FALLS HIGHWAY DISTRICT

JANUARY 2023 MINUTES

Regular Meeting – January 4, 2023 6:00 P.M., 5629 E. Selfice 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

District Clerk Beth Rheinschmidt

Guests in attendance were:

Laura Winter - Ruen Yeager

2. Commissioner Russell led in the Pledge of Allegiance.

3. CONFLICTS OR CHANGES

Commissioner Humphreys **motioned** to add an item per section 1(b) to the executive session section, a personnel matter. Commissioner Russell seconded. **Motion carried.** [01/04/2023 Board Mtg]

4. APPROVAL OF AGENDA

Commissioner Humphreys **moved** to accept the revised agenda. Commissioner Russell seconded. **Motion carried.** [01/04/2023 Board Mtg]

5. CONSENT AGENDA

- a. December Minutes

- b. Vouchers to Date

- c. Idaho Industrial Properties (RYA Review Letter) Commissioner Humphreys directed a question to Ms. Winter (Ruen Yeager) asking whether the new approach will no longer be aligned with Bedrock and did the county allow that? She affirmed that, and noted that she submitted a comment to move the approach to the southwest corner of the parcel to avoid an offset with another adjacent approach which they adopted but did not update the site disturbance permit to reflect the change. Commissioner Humphreys stated that it appeared to him that Bedrock Rd being extended to the east in the future was not taken into consideration and a south approach might be problematic considering future development prospects and the north approach may make more sense. Commissioner Russell commented that this area is likely to be full of housing and shopping in the future. Commissioner Tyler asked Ms. Winter to explain the current safety concern. She answered that there is a concern with the ongoing big trucks pulling out from existing businesses. Commissioner Humphreys stated that he believes her concern to be the current industrial park and truss manufacturer, the concrete company and the proposed asphalt company all have large trucks pulling out although he noted there is currently not a large daily traffic count of trucks. He said that the concrete facility's tank would be an obstruction for small cars to see the trucks pulling out but he noted that the tank was in compliance for setback at the time it was put in. He also mentioned the slope of the road favoring an approach on the north vs the south for visibility. Ms. Winter agreed that there are more things to consider at this point. After more discussion, Commissioner Humphreys **moved** to accept the consent agenda items "a & b" as presented, but to deny item "c" and to table it while asking for engineering (Ms. Winter, Ruen Yeager) to change the recommendation letter and return to the next board meeting with those concerns and changes taken into consideration. Commissioner Russell seconded. **Motion carried.** [01/04/2023 Board Mtg]

6. PUBLIC COMMENTS (No online participants) Commissioner Tyler asked if there were any public comments and as no one else was present the public comment period closed at 6:34 P.M.
7. OLD BUSINESS: NONE
8. CURRENT BUSINESS: NONE
9. CORRESPONDENCE: NONE
10. LEGAL: Counsel was not present, so Chairman Tyler moved on.
11. ENGINEERING: Laura Winter (Ruen Yeager) stated that they would like to hold a workshop with the commissioners in January prior to the next meeting for the transportation plan update. Commissioner Russell pointed out that he already notified the board that he will not be able to attend the meeting in person on the 18th and that the Feb 1st meeting conflicts with the "Day at the Capitol" date. After brief discussion, it was agreed to hold the workshop at 5:00pm on February 15th at the District office prior to the board meeting that day.
12. DIRECTOR: Director Lenz did not attend tonight due to illness. District Clerk Rheinschmidt stated that she did not have any information conveyed to her regarding the project update sheet except that she was aware of pick up #11 (which was problematic) having had its fuel injector system repaired which was apparently the problem.
13. OFFICE: District Clerk Beth Rheinschmidt brought up the upcoming "Day at the Capitol" which Commissioners Russell and Humphreys will not be attending. Director Lenz and Commissioner Tyler will be in Boise on Feb 1st for that event which is a scheduled board meeting date. There was discussion as whether to hold the Feb 1st meeting and Commissioner Tyler said that "why don't we just all agree to forgo that meeting at this time" (no formal vote was taken and there was no dissent or additional discussion.) District Clerk Rheinschmidt concluded with the office is busy, the audit is still in process and then she and the board went over some logistics regarding travel for the Day at the Capitol. There was discussion as to which commissioner will sign paychecks on or about the 2nd of February for 2/3/23 payroll and ultimately Commissioner Russell volunteered.
14. COMMISSIONERS: no comments from commissioners.
15. EXECUTIVE SESSION: As regular meeting business was concluded (6:46pm) Commissioner Russell **moved** that they enter into Executive session pursuant to the provisions of Idaho Code 74-206, Subsection 1(b) & 1(f) for the purpose of communicating among the commissioners on a personnel matter and to discuss the legal ramifications of pending litigation and a roll call vote is requested. Commissioner Humphreys pointed out that counsel is not present so 1 (f) should be withdrawn. All three commissioners voted aye, **motion carried** and executive session began at 6:47pm. [01/04/2023 Board Mtg] Commissioner Humphreys **moved** to end the Executive session, seconded my Commissioner Russell, **motion carried** and Executive session ended at 7:29pm. [01/04/2023 Board Mtg]
16. ADJOURNMENT
With no further business, the meeting was adjourned at 7:30 P.M.

Special Meeting – January 11, 2023, 1:30 pm, E. 5629 Selfice Way

1. CALL TO ORDER: Chairman Tyler called the meeting to order at 1:30 P.M.
Present were:
Commissioners: Jeff Tyler Lynn Humphreys Director Michael Lenz
Commissioner David Russell attended virtually via Google Meet

tonight. Commissioner Russell seconded. **Motion carried.** [1/18/2023 Board Mtg]

8. CURRENT BUSINESS: **NONE**

9. CORRESPONDENCE: **NONE**

10. LEGAL: Susan Weeks stated that there is a hearing with Western Construction on February 23, 2023 with Judge Christiansen. Ms. Weeks has requested a hearing date on the Associated Highway District lawsuit and she is waiting to hear back from Judge Mitchell's Clerk. Commissioner Tyler asked for details regarding attendance for the hearing with Western Construction.

11. ENGINEERING: Laura Winter (Ruen-Yeager) informed the commissioners that she has caught up on all recent reviews. Angie Comstock (JUB Engineers) provided an update on the Hayden/Meyer/Prairie project, stating they have reached the concept milestone. Michael will attend tomorrow with the City of Post Falls, KMPO and JUB design team. Field collection is complete. Boundary analysis is complete. Traffic analysis is complete. Environmental is just kicking off. Materials collection is on hold at this time. The board will probably hear from Ms. Comstock in the next few months on the planning for an Open House. There will be more to share after the meeting tomorrow.

12. DIRECTOR:

Crew has been out cutting ice floor and durapatching (especially out on Beck and Hayden Ave). The crew has also been hauling snow off. Two new crew (Luke and David) have started and are currently training on snowplows and routes.

The lease agreement with Kootenai County at McGuire Park at Breezy Way will be coming up on a future agenda. There was a brief description of the area given by Commissioner Humphreys.

There was an Open House last week at Lakes Highway District for the Lancaster/Huetter roundabout project. Avista has a pole that is in an easement which we would have to pay to have relocated. We have two options available. The first alternative is centering the roundabout in the current location and paying to relocate the pole. The second alternative is to shift the roundabout to the northwest and put the pole in center of roundabout. We will need to schedule a workshop with Lakes and Welch-Comer to decide which option to go with. Director Lenz will notify the board of the date and time of the workshop.

We are working on getting a quote to bring an architect onboard for the shed out at Bodine.

We are currently working on getting a quote to replace truck #2 with a similar truck as #19. Commissioner Tyler asked about the vacuum truck's status. Director Lenz stated it is on the railcar. Because our oil tanker seam burst last year, the District is looking at quotes for replacing the oil tanker. Prior to the new commissioners being elected, pick up #9 was rolled on Millsap Lp. There wasn't a lot of damage to the truck but the de-icer tank was smashed. We are now looking at replacing the de-icer tank after deciding we can't get by without it due to needing a back-up to pick up #11. Director Lenz provided an update on pick up #11 explaining that it was the injectors that were causing problems and they have been replaced with no cost to the District as the replacement was covered by warranty. Director Lenz is also getting quotes to replace MAG tanks.

Director Lenz has asked RYA to provide a cost estimate for creating a traffic count plan. Ms. Winter (RYA) gave the commissioners information on how and why traffic count plans are done. Commissioner Tyler asked Director Lenz if we were ever able to traffic counts on St. Anthony's/Horsehaven area right of way. Director Lenz stated that the decision was made not to use traffic counters but he has sat out at the area at various times to assess and record the traffic and he will continue to monitor the location.

Director Lenz stated the MS4 permit contract will be up at the end of December and will be coming in front of the board again.

Director Lenz will be on vacation March 27 – April 2. Director Lenz asked the board if there were any questions. Commissioner Humphreys asked about the current Load Limit status. Director Lenz notified the Commissioner that limits have been posted across the Prairie Roads.

13. OFFICE:

Clerk Rheinschmidt notified the commissioners that the office is working on year end items, getting W-2s out, moving computers in the main office to alleviate public traffic in the main office and creating a safer work space. No updates from auditor. Clerk Rheinschmidt will be contacting Angie (JUB) to schedule a time for her and Helen to work with them on GIS before 15th of February. The attendees travel arrangements have been corrected for the Day at the Capitol conference.

14. COMMISSIONERS:

Commissioner Russell asked for an update on Winch Rd. Director Lenz stated that he has no update and he needs to get back to working on that situation. Commissioner Russell asked about the possibility of passing a resolution to change the speed limit. Ms. Winter (RYA) gave information about the typical process for changing a speed limit. Susan Weeks informed the group that if a road is not posted it is presumed to be 25MPH and if a road is posted it is the speed that is posted. The Highway District Standards do not overrule the posted speed limit. Ms. Weeks also stated that to change a speed limit you do need to have a traffic study. Commissioner Russell requested that we move forward, quickly, on this as he has received multiple calls from the public on this.

15. ADJOURNMENT

With no further business, Chairman Tyler adjourned the meeting at 6:47pm.

Special Meeting – January 31, 2023, 1:30 pm, E. 5629 Sellice Way

1. CALL TO ORDER: Chairman Tyler called the meeting to order at 1:30 P.M.

Present were:

Commissioners: Jeff Tyler	Lynn Humphreys	Director Michael Lenz
District Clerk Beth Rheinschmidt	Admin Asst. Jonie Anderson	
Angie Comstock – JUB Engineers		

Commissioner David Russell attended online via Google Meets

2. APPROVAL OF AGENDA

Commissioner Humphreys **moved** to accept the agenda. Commissioner Russell seconded. **Motion carried.** [01/31/2023 Special Mtg]

3. CURRENT BUSINESS

a. Idaho Industrial Properties, LLC Commissioner Tyler said that there was additional information that needs to be discussed and asked Director Lenz to explain. He talked to legal after Idaho Industrial Properties, LLC pointed out that per previous agreement with Post Falls Highway District the design was performed with the approach to the south. The legal opinion was that we could not now require the south approach. Commissioner Humphreys stated that this was an unfortunate set of circumstances and that in the future the preliminary approval needs to be moved from the consent agenda as he feels that this has the potential to result in an unsafe environment for motorists. Then he **moved** to rescind the letter to the county of January 11, 2023 which stated that the approach be on the north part end of the parcel and that the approval letter now show that the approach will be the south as previously agreed upon between Director Lenz and Idaho Industrial Properties, LLC last June. Commissioner Russell seconded; **Motion carried.** [01/31/2023 Special Mtg]

Commissioner Russell spoke and said that he wanted to bring up that he is amazed at the increased traffic on Prairie, Poleline and other streets and while he realizes that much of these roads may or may not be in the jurisdiction, that Director Lenz needs to keep an eye on the need for additional rights of way for the future. Director Lenz explained that rights of way cannot be obtained by a site disturbance permit, but are by major or minor subdivisions permits.

4. DIRECTOR: Director Lenz said that he wanted to update the board on the Prairie 5 lane and Hayden/Meyer roundabout project funding as he has more knowledge and wanted to expand on how it will work. Once we go over the \$1 million threshold (we are currently at \$899,476 for both projects), we will have to go back to the Idaho Transportation Department (ITD) board and that can take two months. The new total for PS&E will be \$1,184,619 which includes an additional \$124,230 for the Prairie 5 Lane and \$160,813 additional for the roundabout. He stated that now that the traffic counts are in, it appears that the roundabout will be a single lane. Angie Comstock (JUB) stated that both projects are moving forward and the action to approve preliminary engineering will probably be before the board as early as February. Ms. Comstock stated that she didn't foresee any changes to the design of either project by ITD and anticipates construction of the roundabout could start as early as 2025 but later for the Prairie project. There was general discussion regarding funding and annexation possibilities as well as current and future plans that the City of Post Falls has made for road improvements. Commissioner Humphreys suggested that the discussion with the City of Post Falls take place sooner prior to funding so that there is agreement on funding and annexations. No motions or actions were taken.
5. EXECUTIVE SESSION: Commissioner Humphreys moved to enter into Executive Session at 1:57 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1(b) an executive session is being requested for the purpose to consider a personnel topic. Commissioner Russell seconded. Roll call vote: Commissioner Humphreys: aye; Chairman Tyler: aye; Commissioner Russell: aye. **Motion carried.** [01/31/2023 Special Mtg] The executive session was exited at 2:16 p.m.
6. MOTION RESULTING FROM EXECUTIVE SESSION **NONE**
7. ADJOURNMENT With no further business, meeting adjourned at 2:17 p.m.

JANUARY VOUCHERS:

Jan
23

46671	BETH L RHEINSCHMIDT	\$	2,197.90
46672	DARREL L HUMPHREYS	\$	647.04
46673	VOIDED WRONG AMOUNT REPLACED BY CK #46739	\$	-
46674	DAVID RUSSELL	\$	501.52
46675	EDWARD F. MAEL	\$	1,951.41
46676	ERIC PRESTEGAARD	\$	2,521.91
46677	HELEN A FURBEE	\$	1,303.62
46678	JAMES B WINES	\$	2,854.53
46679	JASON B COFFMAN	\$	3,169.16
46680	JEFFREY E BRATON	\$	1,978.25
46681	JEFFREY TYLER	\$	677.04
46682	JONIE ANDERSON	\$	1,486.47
46683	LARRY P HOWELL, JR	\$	1,857.15
46684	LESLIE R LIKES	\$	2,466.51
46685	VOIDED WRONG AMOUNT REPLACED BY CK #46740	\$	-
46686	MICHAEL J KETCHUM	\$	2,388.68

46687	RANDY L NEAL	\$	2,708.38
46688	TAYLOR WOOD	\$	2,293.77
46689	TRAVIS A HALL	\$	2,078.58
46690	TUEKOTA TATE-VANDEVER	\$	2,485.55
46691	ZANE A. KLEIN	\$	2,084.69
46692	3M COMPANY	\$	2,305.98
46693	ABOVE AND BEYOND JANITORIAL INC	\$	650.00
46694	ACE HARDWARE	\$	222.84
46695	ADD ELECTRONICS	\$	210.84
46696	ADVANCED COMPRESSOR & HOSE, INC.	\$	207.75
46697	AMERICAN ON-SITE SERVICES	\$	246.40
46698	BROWN BEARING	\$	60.02
46699	COLEMAN OIL COMPANY	\$	1,642.49
46700	COUNTRY CLEANERS	\$	270.00
46701	CULLIGAN	\$	6.95
46702	ENVIROTECH SERVICES, INC	\$	4,170.12
46703	GMCO CORPORATION	\$	53,421.55
46704	JMT PETROLEUM	\$	15,100.95
46706	CREDIT UNION	\$	725.00
46707	NEW YORK LIFE	\$	10.00
46708	NEW YORK LIFE	\$	10.00
46712	ADVANCED COMPRESSOR & HOSE, INC.	\$	241.68
46713	ALSCO	\$	522.31
46714	DOBBS PETERBILT - SPOKANE WA	\$	44.02
46715	ELJAY OIL COMPANY, INC.	\$	2,530.97
46716	FASTENAL	\$	98.41
46717	GORDON TRUCK CENTERS, INC	\$	409.21
46718	KXLY	\$	95.00
46719	LAWSON PRODUCTS	\$	560.30
46720	LES SCHWAB	\$	48.28
46721	MOTION AUTO SUPPLY	\$	321.38
46722	NAPA - POST FALLS	\$	370.78
46723	NCPERS	\$	368.00
46724	NORCO	\$	54.70
46725	ROMAINE ELECTRIC	\$	277.93
46726	RUSH DELIVERY	\$	58.50
46727	RWC GROUP	\$	148.66
46728	SPECTRUM BUSINESS	\$	139.99
46729	SPOKANE HOUSE OF HOSE	\$	763.08
46730	VOIDED WRONG AMOUNT REPLACED BY CK #46737	\$	-
46731	TEXAS REFINERY CORP - TRC	\$	1,327.10
46732	TRACKMAN PARTS & SERVICE	\$	1,599.89
46733	VOIDED WRONG AMOUNT REPLACED BY CK #46736	\$	-
46734	WESTERN STATES EQUIPMENT - CAT	\$	11,980.95
46735	ZIPLY FIBER	\$	292.63

46736	VSP dba VISION SERVICE PLAN	\$	238.98
46737	SPRAY CENTER	\$	660.84
46738	DELTA DENTAL	\$	1,339.03
46739	DARREL STEVENS	\$	2,302.87
46740	MICHAEL C LENZ	\$	2,963.72
46741	BETH L RHEINSCHMIDT	\$	1,994.20
46742	DARREL STEVENS	\$	1,886.79
46743	EDWARD F. MAEL	\$	1,755.72
46744	ERIC PRESTEGAARD	\$	1,808.82
46745	HELEN A FURBEE	\$	1,228.29
46746	JAMES B WINES	\$	2,255.61
46747	JASON B COFFMAN	\$	2,106.49
46748	JONIE ANDERSON	\$	1,353.17
46749	LARRY P HOWELL, JR	\$	1,221.55
46750	LESLIE R LIKES	\$	1,921.56
46751	MICHAEL C LENZ	\$	2,986.83
46752	MICHAEL J KETCHUM	\$	1,827.83
46753	RANDY L NEAL	\$	1,809.61
46754	TAYLOR WOOD	\$	1,772.81
46755	TRAVIS A HALL	\$	1,902.44
46756	TUEKOTA TATE-VANDEVER	\$	1,868.83
46757	ZANE A. KLEIN	\$	1,868.42
46758	JEFFREY E BRATON	\$	1,817.42
46759	PETE TACCONELLI	\$	247.51
46760	HRA VEBA TRUST	\$	11,000.00
46761	REGENCE BLUE SHIELD	\$	16,844.00
46762	AFLAC	\$	82.56
46763	CREDIT UNION	\$	725.00
46764	765TECH INC	\$	496.25
46765	AG ENTERPRISE SUPPLY INC	\$	1,218.69
46766	AHDKC	\$	1,500.00
46767	AMERICAN ON-SITE SERVICES	\$	246.40
46768	AVISTA UTILITIES - WWP	\$	4,585.54
46769	CAPITAL PLUMBING & HEATING INC	\$	380.00
46770	CDA GARBAGE	\$	161.75
46771	CDA METALS	\$	77.66
46772	CITY OF POST FALLS.	\$	397.83
46773	DAVID J. RUSSELL	\$	111.03
46774	ELJAY OIL COMPANY, INC.	\$	887.70
46775	ENVIROTECH SERVICES, INC	\$	12,475.93
46776	FASTENAL	\$	176.99
46777	GMCO CORPORATION	\$	36,869.82
46778	BLUEJAY INDUSTRIAL INC	\$	1,083.30
46779	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	\$	88.95
46780	HELEN FURBEE - REIMBURSEMENT	\$	11.79

46781	IAHD	\$	5,700.00
46783	JMT PETROLEUM	\$	7,379.13
46784	JONIE L ANDERSON	\$	10.20
46785	KCUC	\$	20.00
46786	KEC	\$	501.89
46787	KOOTENAI COUNTY SOLID WASTE	\$	160.05
46788	MICHAEL LENZ	\$	135.00
46789	D. LYNN HUMPHREYS	\$	166.70
46790	MOUNTAIN PLATING	\$	300.00
46791	NORCO	\$	143.48
46792	NOVUS GLASS	\$	49.95
46793	REBUILDING & HARDFACING INC	\$	1,531.00
46794	REHN & ASSOCIATES	\$	25.00
46795	RELIABLE AUTO GLASS	\$	200.00
46796	RUEN-YEAGER & ASSOC, INC	\$	6,472.07
46797	SPRAY CENTER	\$	60.13
46798	TITAN TRUCK EQUIPMENT	\$	387.44
46799	TRAFFICALM	\$	336.00
46800	TRUCKPRO	\$	285.13
46801	UTILITY TRAILER SALES OF SPOKANE	\$	2,558.89
46802	VERIZON WIRELESS	\$	388.07
46803	WESTERN STATES EQUIPMENT - CAT	\$	75.94
46804	WINTER EQUIPMENT CO.	\$	852.04
46805	IDAHO ASPHALT	\$	321.00
46806	BISCO	\$	52.85
46807	CDA PRESS	\$	547.67
EFT	WASHINGTON TRUST BANK	\$	15,084.00
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$	1,592.76
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$	4,419.36
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$	7,369.70
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$	0.01
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$	10,819.18
EFT	WASHINGTON TRUST BANK	\$	10,818.30
EFT	STATE TAX COMMISSION	\$	3,738.00
TRNS	TO LGIP INSURANCE ACCOUNT	\$	24,339.40
TRNS	TO LGIP EQUIPMENT ACCOUNT FOR FY23 BUDGET APPROPRIATIONS	\$	867,000.00
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		\$	1,243,567.69
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Jan
23

APPROVED _____

ATTEST _____

DATE _____

Submitted by:
Beth Rheinschmidt, District Clerk