

POST FALLS HIGHWAY DISTRICT

January 2025 MINUTES

**Regular Board Meeting
January 15, 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:

Laura Winter, PE, Ruen Yeager and Associates, Inc. (RYA)

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

Monte Winter

2) 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.** [1/15/2025 Board Mtg]

5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [1/15/2025 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 6:03 pm.

7) OLD BUSINESS: **NONE**

8) CURRENT BUSINESS:

a. **Road Development Agreement (RDA) - Gra' M'or.** Director Lenz reviewed this agreement regarding Highland Drive with the Board. Commissioner Russell **moved** to authorize the Chairman's signature to accept the Gra' M'or RDA as presented. Commissioner Heape **seconded. Motion carried.** [1/15/2025 Board Mtg]

b. **Road Development Agreement (RDA) – Frassati Heights.** Director Lenz reviewed a second agreement regarding Highland Drive with the Board. Commissioner Heape **moved** to accept the Frassati Heights RDA for Chairman's signature. Commissioner Russell **seconded. Motion carried.** [1/15/2025 Board Mtg]

c. **2024 GEO Local Road Mileage Report:** Director Lenz presented the 2024 GEO Road Mileage Report outlining three additional roads being brought into the District System: Poleline, Big Horn, and Bed Rock Road totaling 1.23 miles of newly constructed roadways. The report also included a surface change from G-1 to G-2 on Beck road construction for 1.64 miles. 2024 PFHD Lane Miles totaled 190.397 lane miles. Commissioner Russell **moved** to accept the 2024 GEO Local Road Mileage Report and to authorize the Chairman's signature and to direct Staff to submit to the Idaho Transportation Department. Commissioner Heape **seconded. Motion carried.** [1/15/2025 Board Mtg]

d. **Set Utility Hearing Date for KN22875 Lancaster/Huetter Roundabout Project:** Director Lenz stated that a Cogent Telecommunications fiber line runs underneath the road. PFHD has requested that Cogent Telecommunications relocate into the new utility easement and Cogent Telecommunications has not responded. Director Lenz requested that the Board consider setting a Utility Hearing so that all parties can be heard. After the hearing, the Board can make a decision as to how to proceed. Attorney Weeks discussed the utility hearing procedure and possible outcomes regarding responsibility of project expense, timing, and planning. Melissa Cleveland with Welch Comer is the Engineer on the project. Commissioner Heape **moved** to set a Utility Hearing for KN22875 Lancaster/Huetter Roundabout Project to be held on Wednesday, March 5, 2025 at 6:00 pm at the regularly scheduled board meeting. Commissioner Russell **seconded. Motion carried.** [1/15/2025 Board Mtg]

9) CORRESPONDENCE: **NONE**

10) LEGAL: **NONE**

11) ENGINEERING:

- Laura Winter, PE (RYA) test pits are scheduled for **Church Road** for Wednesday, January 22, weather permitting. Surveyors are analyzing the boundary surveying for "**Y**" project on Riverview at state line. It appears that the state line right-of-way (ROW) is actually along the east ditch line of Sunrise Road in Spokane County. The analysis is currently being reviewed and it appears that a majority of the project resides in Washington. Ms. Winter will pursue reciprocity for Washington PE licensing. Discussion was held regarding options for driveway access.
- Kevin Smith, PE (JUB) said that for their three PFHD project, they are in various stages of environmental, utility and right of way acquisition. Appraisals came in for the **Prairie Ave: SH-41 to Meyer** (Prairie 5 lane) slightly under that the programmed budget. Primary consideration is going to bid and construction on the **Prairie Trail Underpass** project for 2025.

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

- Crew is plowing and deicing as needed. So far, a pretty mild winter.
- Patching potholes. Rebuilding the loading ramp out at Pleasant View (Boding) pit.
- New crew member started the week before Christmas and is fitting in very well and training up quickly.
- MAG usage to date is about the same as last year. We are at about the halfway mark. Approximately \$120,000 spent to date and \$500,000 was budgeted.
- Our new plow truck should arrive toward the end of the month.
- Met with Spokane County regarding **Seltice/Wellesley** roundabout project. They are continuing to move forward with design, including a potential outside slip-lane. Discussion regarding land issues go through the City of Stateline, road access is controlled by PFHD. Our traffic counters are being ordered and will be utilized in the traffic planning for this and other projects.
- Met with multiple developers on potential access for proposed subdivisions and commercial sites within the City of Hayden and the City of Post Falls.
- Working on a draft agreement for the **SH53-Pleasant View** interchange project which will come before the board for approval.
- Working with Attorney Weeks to develop the hardship agreement with Units Water Association regarding moving the water line associated with the **Prairie Trail Underpass** pedestrian project.

- Met with the City of Post Falls regarding a sewer main extension project out at **Prairie and Chase** intersection. Discussed access alternatives via adjacent properties to minimize disruption to the new constructed roundabout.
- A luminaire light has been installed on the power pole at **Poleline and Meyer**.

- 13) OFFICE UPDATES: District Clerk Fox provided the following updates:
- Final audit wrap-up with CPA Scott Hoover. He is planning to present the FY2024 Audited Financial Statements at the February 19 board meeting.
 - PFHD W-2's and year end reporting have been prepared and distributed.
 - Progress report on meeting with PFHD staff and JUB staff Angie Comstock, PE and Chris Yake regarding our new PFHD GIS platform. All previous requests have been completed and additional layers will now be added including load limits, road openings and closings, etc. Ms. Comstock will provide details regarding an annual subscription for PFHD to have a dedicated site in the near future.
 - Handouts are being compiled for a Day at the Capitol scheduled for Tuesday, February 4. We will include the House Bills, revenue funding that PFHD receives, flow charts on fuel taxes, etc.
- 14) COMMISSIONERS: No Comments
- 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. David Russell **seconded. Motion carried. A roll call vote was held:** Commissioner Heape **Yes**. Chairman Tyler **Yes**. David Russell **Yes**. The regular session attendees were dismissed at 6:55 pm. The Board entered into Executive Session at 6:57 pm. The Board Exited Executive Session at 7:48 pm.
- 16) ADJOURNMENT: Chairman Tyler adjourned the meeting at 7:48 pm.

**JANUARY 2025
VOUCHERS TO DATE**

Jan 25	<u>Num</u>	<u>Name</u>	<u>Amount</u>
	49662	MOTION AUTO SUPPLY	-392.40
	49663	ABOVE AND BEYOND JANITORIAL INC	-650.00
	49664	ACE HARDWARE	-680.15
	49665	ADVANCED COMPRESSOR & HOSE, INC.	-181.37
	49666	AG ENTERPRISE SUPPLY INC	-254.49
	49667	ALSCO	-793.94
	49668	BADGER BUILDING CENTER	-302.62
	49669	CDA POWER TOOL	-149.00
	49670	CITY OF POST FALLS.	-184.49
	49671	COUNTRY CLEANERS	-261.00
	49672	CULLIGAN	-15.90
	49673	ELJAY OIL COMPANY, INC.	-840.79
	49674	NAPA - POST FALLS	-1,482.30
	49675	GMCO CORPORATION	-33,776.18
	49676	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-757.74
	49677	INTERMOUNTAIN SIGN & SAFETY	-12,900.00

49678	JMT PETROLEUM	-3,098.79
49679	JUB	-9,135.52
49680	KENWORTH SALES - SPOKANE	-493.36
49681	KOOTENAI COUNTY SOLID WASTE	-203.45
49682	LES SCHWAB	-311.56
49683	MIKE WHITE FORD OF CDA	-140.88
49684	M ELAINE FOX REIMBURSEMENT	-9.68
49685	NORCO	-163.92
49686	RAGAN EQUIPMENT COMPANY	-191.38
49687	ROMAINE ELECTRIC	-288.06
49688	SIX ROBBLEES	-580.85
49689	SPALDING AUTO PARTS	-152.00
49690	SPECTRUM BUSINESS	-139.99
49691	SPOKANE HOUSE OF HOSE	-245.68
49692	SPRAY CENTER	-85.68
49693	TRANSPORT EQUIPMENT	-183.79
49694	VERIZON WIRELESS	-414.91
49695	VSP dba VISION SERVICE PLAN	-357.54
49696	WELCH COMER & ASSOCIATES	-310.50
49697	WESTERN STATES EQUIPMENT - CAT	-5,544.30
49698	ZIPLY FIBER	-286.54
49699	NORTHSTAR CLEAN CONCEPTS	-33.56
49700	MICHAEL LENZ REIMBURSEMENT	-135.00
49701	COLEMAN OIL COMPANY	-2,051.18
49702	DAVID J. RUSSELL - REIMBURSEMENT	-117.34
49703	DELTA DENTAL	-1,551.72
49704	COREY KRAFT	-2,658.20
49705	DARREL STEVENS	-2,925.87
49706	DAVID RUSSELL VOID NEW CK 49728	0.00
49707	EDWARD F. MAEL	-2,457.18
49708	ERIC PRESTEGAARD	-2,477.26
49709	GLEN HEAPE VOID NEW CK 49729	0.00
49710	HELEN A FURBEE VOID NEW CK 49727	0.00
49711	JAMES B WINES	-2,654.00
49712	JASON B COFFMAN	-2,604.60
49713	JEFFERY N FERGUSON	-2,548.20
49714	JEFFREY TYLER VOID NEW CK 49730	0.00
49715	JESSE HAMMER VOID NEW CK 49735	0.00
49716	JONIE ANDERSON	-1,811.96
49717	LARRY P HOWELL, JR	-1,740.94
49718	LESLIE R LIKES	-2,502.20

49719	LUCAS A BICANDI	-2,436.20
49720	MICHAEL LENZ VOID NEW CK 49736	0.00
49721	MICHAEL J KETCHUM	-2,545.26
49722	MIRIAM E FOX	-2,695.52
49723	NATHAN DAHLIN	-2,767.27
49724	RANDY L NEAL	-2,656.74
49725	STEVEN K FRANKS	-2,872.83
49726	TUEKOTA TATE-VANDEVER	-2,359.47
49727	HELEN A FURBEE	-1,895.12
49728	DAVID RUSSELL	-886.92
49729	GLEN HEAPE	-766.92
49730	JEFFREY TYLER	-1,092.86
49731	JESSE HAMMER VOID NEW CK 49735	0.00
49732	NEW YORK LIFE	-10.00
49733	ICCU	-675.00
49734	NEW YORK LIFE	-10.00
49735	JESSE D HAMMER	-1,428.63
49736	MICHAEL C LENZ	-3,481.68
49737	MICHAEL C LENZ VOID new ck 49736	0.00
49738	NCPERS GROUP LIFE INS.	-352.00
49739	RUEN-YEAGER & ASSOC, INC	-21,436.75
49740	BADGER BUILDING CENTER	-146.35
49741	REHN & ASSOCIATES	-150.00
49742	BISCO	-368.42
49743	JUB	-6,184.38
49744	JUB	-6,052.54
49745	WTB - CREDIT CARD DIV.	-1,679.01
49746	ZIPLY FIBER	-286.56
49747	JMT PETROLEUM	-5,002.97
49748	RANDY NEAL REIMBURSEMENT	-45.56
49749	GMCO CORPORATION	-27,582.66
49750	765TECH INC	-234.00
49751	AMERICAN MOBILE DRUG TESTING	-95.00
49752	AMERICAN ON-SITE SERVICES	-244.00
49753	CANNON HILL INDUSTRIES	-12.00
49754	COUNTRY LOCK & KEY INC.	-50.88
49755	NORTH MCGUIRE MINI STORAGE	-625.00
49756	ELJAY OIL COMPANY, INC.	-989.45
49757	FASTENAL	-16.20
49758	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-139.82
49759	LHTAC VOIDED DUPLICATE CHECK	0.00
49760	MARY RICHTER, CPA	-3,000.00
49761	MIKE WHITE FORD OF CDA	-1,321.49
49762	NORTH 40 OUTFITTERS	-141.94
49763	ROBIDEAUX	-69.51

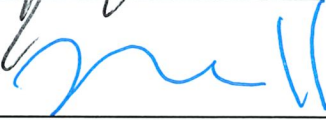
49764	RUSH DELIVERY	-90.00
49765	SIX ROBBLEES	-155.14
49766	SPOKANE HOUSE OF HOSE	-94.14
49767	TACOMA SCREW PRODUCTS, INC	-51.48
49768	COUNTRY CLEANERS	-117.00
49769	LES SCHWAB	-39.99
49770	MOUNTAIN PLATING	-906.51
49771	COREY KRAFT VOID 49795	0.00
49772	DARREL STEVENS	-2,721.26
49773	EDWARD F. MAEL	-2,247.57
49774	ERIC PRESTEGAARD VOID NEW CK 49796	0.00
49775	HELEN A FURBEE	-1,723.69
49776	JAMES B WINES	-3,178.82
49777	JASON B COFFMAN	-2,760.02
49778	JEFFERY N FERGUSON	-2,435.26
49779	JESSE D HAMMER	-2,144.37
49780	JONIE ANDERSON	-1,650.94
49781	LARRY P HOWELL, JR	-1,930.36
49782	LESLIE R LIKES	-2,331.19
49783	LUCAS A BICANDI	-2,847.31
49784	MICHAEL C LENZ	-3,498.25
49785	MICHAEL J KETCHUM	-2,501.02
49786	MIRIAM E FOX	-2,456.25
49787	NATHAN DAHLIN	-2,547.71
49788	RANDY L NEAL	-2,421.10
49789	STEVEN K FRANKS	-2,729.40
49790	TUEKOTA TATE-VANDEVER	-2,317.22
49791	AFLAC	-104.52
49792	ICCU	-675.00
49793	HRA VEBA TRUST	-12,000.00
49794	REGENCE BLUE SHIELD of IDAHO	-21,109.35
49795	COREY KRAFT	-3,204.25
49796	ERIC PRESTEGAARD	-2,610.68
49797	AVISTA UTILITIES - WWP	-4,084.75
49798	KEC	-488.41
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,749.27
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-5,402.08
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-8,983.59
EFT	WASHINGTON TRUST BANK	-17,819.76
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-14.85
EFT	WASHINGTON TRUST BANK	-17,197.84
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-15,834.28
EFT	STATE TAX COMMISSION	-5,324.00
TFR	TO LGIP AD VALOREM	-1,425,000.00

	TFR	INSURANCE AD VALOREM TO LGIP	-21.20
	TFR	INSURANCE AD VALOREM TO LGIP	<u>-30,191.72</u>
Jan 25			<u><u>-1,826,748.42</u></u>

APPROVED



ATTEST



DATE

2-5-25