

POST FALLS HIGHWAY DISTRICT

JUNE 2024 MINUTES

Regular Board Meeting - June 5, 2024, 6:00pm -- CANCELLED
5629 E. Selfice Way, Post Falls, ID 83854

Special Meeting – June 12, 2024, 4:00 pm
5629 E. Selfice Way, Post Falls, ID 83854

1) Chairman Tyler called the meeting to order at 4:00 pm

Present were:

Commissioners: Jeff Tyler, Glen Heape (David Russell, absent)

Director of Highways Michael Lenz, District Clerk Elaine Fox, Deputy Clerk Helen Furbee

Guests in attendance were:

Laura Winter, PE, Ruen-Yeager & Associates (RYA) (arrived 4:28pm)

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

Merle Van Houten, PE, Van Houten Engineering and Design (VHE)

Online Guests: None

2) PLEDGE OF ALLEGIANCE: Commissioner Heape led in the Pledge of Allegiance.

3) CONFLICTS OR CHANGES: None

4) APPROVAL OF AGENDA: Commissioner Heape **moved** to accept the agenda as presented. Chairman Tyler **seconded**. **Motion carried.** [6/12/2024 Board Mtg]

5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Chairman Tyler **seconded the motion**. **Motion carried.** [6/12/2024 Board Mtg]

6) PUBLIC COMMENTS: Chairman Tyler called for public comments. As no one present in the audience had comments, Chairman Tyler closed the public comment period at 4:02 pm.

7) OLD BUSINESS: **NONE**

8) CURRENT BUSINESS:

- **Road Development Agreement 1st Addendum – Big Sky Capital**

Director Lenz stated that this was an addition to the original agreement which will extend the date to December 31, 2024 for Big Sky Development to make roadway improvements to Kathleen Avenue. They ran into some utility issues and are currently working on the improvements. Commissioner Heape made a **motion** to Authorize Chairman Tyler's signature on the Big Sky Capital Inc. Road Development Agreement – First Addendum. Director Lenz noted that it was prepared by Attorney Susan Weeks. **Seconded** by Chairman Tyler. **Motion carried.** [6/12/2024 Board Mtg]

- **Elkview Pines – Variance Request**

Merle Van Houten, PE (VHE) went over the variance request noting the slope elevation will need to be 8.6% in two areas, as well as a 110 degree corner which falls within what was the mountainous terrain standard. Director Lenz read the letter from our engineer which included that they had no objections as these requests fall within the mountainous terrain standard requirements. Director Lenz said that he also recommends approval. Commissioner Heape made a **motion** to approve the Elkview Pines Variance Request as presented. Seconded by Chairman Tyler. **Motion carried.** [6/12/2024 Board Mtg]

- **2024 Budget & Financial Workshop – Set Date** District Clerk Fox requested a date be set for a budget workshop for the 2024-2025 budget. After discussion, Commissioner Heape made a **motion** to set the date for the 2024 Budget and Financial Workshop for Thursday, June 19, 2024 at 2:00 pm. Seconded by Chairman Tyler. **Motion carried.** [6/12/2024 Board Mtg]

9) CORRESPONDENCE: **NONE**

10) LEGAL: **NONE**

11) ENGINEERING: Angela Comstock, PE (JUB) gave an update on the Hayden/Meyer roundabout project. She is working with LHTAC to get a right of way agent assigned and have everything ready to qualify for early funding if that should become available. Prairie Avenue is days away from final environmental approval and the addition of the underpass portion of the overall project has presented some challenges in the finalizing design work. Options for the underpass structure itself are being assembled which have differing lead times, but they hope to present choices soon as there is a funding time constraint to meet. Ms. Comstock hopes to have this ready by the end of July. Beck Road construction is moving forward with construction likely starting in August and coordination details continue to be ironed out. Laura Winter PE (RYA) provided an update on the Beck Road project including notifications to the pipeline companies. RYA have been processing numerous reviews.

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

- . The crew has been stenciling and lining numerous roads.
- . The paving was done today on the Harbor/Riverview intersection project.
- . The Spokane Street River Bridge is moving along with the southbound lanes set to reopen soon and work will start on the northbound lane.
- . The bid on the Beck Road project was awarded to Poe Asphalt and came in at \$1 million less than projected by engineering. The District will save around \$75,000 in matching funds unless there are change orders. JUB was selected for Construction, Engineering and Inspection (CEI) services.
- . The Pleasant View/State Highway 53 project is out for bid and bid opening will be July 2, 2024. Utilities are currently being relocated.
- . We now have the occupancy permit for the Bodine facility.
- . The front counter in the office is now glassed for increased security.
- . We received a bid for a backup generator at what appears to be a good price. We will put it on the next agenda.
- . We received three (3) new magnesium tanks and they will be plumbed soon. Our capacity is now increased by 6,000 gallons.
- . We are on pace to process 200 permits this year. Permits and subdivision reviews have increased significantly.

13) OFFICE UPDATES: District Clerk Elaine Fox went over the requirements for the fire department inspection recently held in conjunction with our City of Post Falls annual business license renewal. Staff is working on ICRMP trainings and the spring LHTAC training crew trainings have been completed. Trainings will start up again in the fall. The two new employees have been processed and are starting in training. She is working on budget preparation.

- 14) COMMISSIONERS: Chairman Tyler said he spent a considerable amount of time watching the crew work on the Harbor/Riverview intersection and he was blown away with the teamwork and the quality of work performed. He also pointed out Deputy Director Darrel Stevens as doing a great job supervising the project.
- 15) ADJOURNMENT: There being no additional business, Chairman Tyler adjourned the meeting at 4:50pm.

2024 BUDGET & FINANCIAL WORKSHOP - June 19, 2024, 2:00pm
5629 E. Selfice Way, Post Falls, ID 83854

- 1) Chairman Tyler called the meeting to order at 2:00 pm.

Present were:

Commissioners: Jeff Tyler, Glen Heape, David Russell
Director of Highways Michael Lenz, District Clerk Elaine Fox

Director Lenz provided an overview of the revenues and expenses to date vs. projections.

- Highway Users Revenue -- on track
- Interest General Fund -- above budget in both LGIP accounts and CD's
- Sales Tax – a little light, but we have another installment in July
- Property Taxes – a portion of Kootenai County Ad Valorem.
(Includes: Transfer to Cities, Special Levy B&M, Insurance) (B&M = Bridge and Matching)

Director Lenz stated that Revenues are in good shape based on the preliminary budget, plus remaining estimated revenues receivable. Expense line savings estimated at \$500,000 from this past light winter include: overtime, magnesium chloride and deicer, diesel fuel, and maintenance/repairs, plus our contingency of approximately \$800,000. Budgets are always prepared using the hardest winter statistics. The three projects completed in the last four years (St. Dominic's, Jacobs Loop and the current Harbor Riverview Intersection Realignment) have saved the District approximately \$1M by doing these projects in-house and not contracting them out.

There was discussion regarding reduction of property taxes and the application of the 3% base budget allowance increase for Kootenai County property taxes (received via Ad Valorem) and how it affects the budget and the L-2 Form. Additional conversations regarding terminology by Commissioners of reducing the budget at a base level vs. reduction of the 3% allowance. The annual L-2 Form provided by Kootenai County projects at 3%. The way to reduce taxes is to reduce the 3% on the L-2 Form. Forgone is the amount of property taxes not levied and reserved for future use.

It was determined that the next budget workshop presentation will include all the years that this Board has taken a reduction including the L-2's, budgets, property taxes, and the percentage of forgone reserved each year.

Director Lenz began discussion regarding the District's Federal aid projects. All current Federal projects are fully funded in our LGIP accounts for design at estimated engineer costs. The District pays design at 100% from our LGIP account, and we are reimbursed @ 92.66%. Those reimbursement funds are reinvested back into the LGIP account to save for future construction. For construction and right of ways, the District pays the 100% estimate up front. LHTAC then pays all construction expenses at 100%, while the project goes through change orders and edits. When the project is closed out with ITD up to two years later, if there is a surplus, we take those LGIP funds and roll them into another project.

The in-house projects that we are currently funding are: the "Y" at Stateline/Riverview, Beck-Prairie re-alignment at SH 53, and Church Road. Commissioner Russel expressed concern Meyer and Poleline

and the need for a light or traffic mitigation of some kind at that intersection. Director Lenz mentioned that as we identify these areas of concern, and can show that the intersection is failing, that gives us the ability to apply for Federal grants. Commissioner Heape indicated concern for Mellick Road and the desire to assist those people, rather than go after something that is going to be annexed.

In-house projects are a long process, and we are moving forward so that we can have a project to pick from. The original plan was to do one in-house project every other year so we don't fall behind on our normal maintenance. We are anticipating 2025 would be a bye year with purchasing of ROW, etc. Unused funds for Federal projects roll forward into the next year.

Chairman Tyler referenced the fact that that is the job of the PFHD to find the problem areas, as well as fully fund maintenance and equipment, while not increasing property taxes to taxpayers. That is the philosophy of this Board.

Director Lenz started the conversation regarding staff wages and benefits and the Board's direction for the budgeting workshop with the goal being giving our customers, the taxpayers, the best bang for their buck, hopefully reduces taxes a bit, and provide a good service. Review of other local Districts' budget recent adjustments for CPI inflation, the new budget year anticipated wages, competition within the market, and new growth in our area.

Direction on our \$2.65M CD's held at ICCU was given by the Board that at maturity on July 22, 2024, the Board would like to consider a motion at the July 2, 2024 board meeting to liquidate ICCU fund balances and move monies to Washington Trust Bank, and subsequently transfer balances to the existing LGIP Treasury accounts. References were made to the insured limits of the each of the financial entities.

2) ADJOURNMENT: The meeting was adjourned at 3:39 pm.

Regular Board Meeting – June 19, 2024, 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:

Ruedi & Susan Schuler
Kevin Smith, PE, J-U-B Engineers (JUB)
Laura Winter, PE, Ruen-Yeager & Associates (RYA)

Online Guests:

None

2) PLEDGE OF ALLEGIANCE: Commissioner Heape led in the Pledge of Allegiance.

3) CONFLICTS OR CHANGES: **NONE**

4) APPROVAL OF AGENDA: Commissioner Heape **moved** to accept the agenda as presented. Commissioner Russell **seconded**. **Motion carried.** [6/19/2024 Board Mtg]

5) CONSENT AGENDA: Commissioner Russell **moved** to accept the consent agenda as presented. Commissioner Heape **seconded the motion**. **Motion carried.** [6/19/2024 Board Mtg]

- 6) PUBLIC COMMENTS: Chairman Tyler called for public comments. As no one present in the audience had comments, and no one was online, Chairman Tyler closed the public comment period at 6:05 pm.
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS:
- **Andy's Heating & Cooling – Generator**
Director Lenz reviewed a copy of the estimate for a new generator from Andy's Heating & Cooling, for the office, as a back-up in the event of an emergency and we lose power. Commissioner Heape **moved** to authorize the Director of Highways to proceed with Andy's Heating and Cooling for the purchase and installation of a generator. Commissioner Russell **seconded** the motion. **Motion carried.** [6/19/2024 Board Mtg]
 - **Set Date for Budget Workshop**
District Clerk Fox asked the Board to set a date for a Budget Workshop. Commissioner Russell **moved** to authorize staff to set the date for the Budget Workshop for Thursday, July 18, 2024 at 2:00pm. Commissioner Heape **seconded** the motion. **Motion carried.** [6/19/2024 Board Mtg]
- 9) CORRESPONDENCE: District Clerk Fox shared an anonymous communication that came into the office. The caller wanted to say what a fantastic job the crew did on the Harbor job and to thank the crew for being efficient and hard-working... they are appreciated.
- 10) LEGAL: Attorney Weeks stated the brief was filed on the law suit with Kootenai County.
- 11) ENGINEERING: Laura Winter, PE (RYA) provided the Board with information on the public hearing for the Rathdrum Prairie Planning & Environmental Linkages (PEL) Study, which will be held next week
- 12) DIRECTOR UPDATES: Director Lenz provided the following updates --
- Crew was working on Harbor Drive and will finish up the project after chip seal season is over.
 - Crew is mowing throughout District, paving and getting ready to start striping.
 - Spokane Street River Bridge malfunction with the light sequence happened last Thursday evening. Director Lenz worked with the contractor to get the signals functioning properly and the issue was resolved. Also, regarding this project, we will be having some change orders coming in for the following items: 1. the migratory bird mitigation; 2. the underwater debris inspection; 3. The bridge deck patching; and 4. the lattice member plans.
 - Director Lenz spoke with Ben Weymouth (Director at Eastside Highway District) regarding the participation agreement.
 - Working with the developer for Kathleen Avenue.
 - Working with the developer for a new private road off Riverview (Conifer Ridge).
- 13) OFFICE UPDATES: District Clerk Fox said she is looking forward to budgeting season this year.
- 14) COMMISSIONERS:
Commissioner Heape: Appreciates the participation agreement and thinks this is a good first step for the future. Commissioner Heape also asked about the Big Rock Road workshop. Director Lenz and Attorney Weeks said we are ready to schedule a workshop. District Clerk Fox will send out an email poll tomorrow morning.
- 15) EXECUTIVE SESSION: Commissioner Russell **moved** to enter into Executive Session 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. Commissioner Heape **seconded**. A roll call vote was requested. **Roll call vote**: Commissioner Heape: **yes**; Chairman Tyler:

yes; Commissioner Russell: **yes.** The regular session attendees were dismissed at 6:27 pm. The Board entered into Executive Session at 6:28 pm. The Board exited Executive Session at 6:53 pm.

MOTIONS RESULTING FROM EXECUTIVE SESSION:

- Commissioner Russell **moved** to Authorize the Director of Highways to proceed with personnel matters as discussed in executive session. Commissioner Heape **seconded.** **Motion carried.** [6/19/2024 Board Mtg]

16) ADJOURNMENT: The meeting was adjourned at 6:55pm.

**VOUCHERS TO DATE
JUNE 2024**

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Jun 24	48773	COREY KRAFT	-2,088.02
	48774	DARREL STEVENS	-2,284.76
	48775	DAVID A TUCKER	-2,443.68
	48776	DAVID RUSSELL	-505.12
	48777	EDWARD F. MAEL	-2,169.19
	48778	ERIC PRESTEGAARD	-2,107.80
	48779	GLEN HEAPE	-685.12
	48780	HELEN A FURBEE	-1,659.26
	48781	JAMES B WINES	-2,182.24
	48782	JASON B COFFMAN	-2,291.95
	48783	JEFFREY TYLER	-676.23
	48784	JONIE ANDERSON	-1,586.87
	48785	LARRY P HOWELL, JR	-1,447.52
	48786	LESLIE R LIKES	-2,244.53
	48787	LUCAS A BICANDI	-2,179.54
	48788	MICHAEL C LENZ	-3,281.03
	48789	MICHAEL J KETCHUM	-2,323.89
	48790	MIRIAM E FOX	-1,983.67
	48791	RANDY L NEAL	-2,121.36
	48792	STEVEN K FRANKS	0.00
	48793	TUEKOTA TATE-VANDEVER	-2,102.79
	48794	JEFFERY N FERGUSON	-1,636.85
	48795	NEW YORK LIFE	-20.00
	48796	ICCU	-725.00
	48797	STEVEN K FRANKS	-1,946.27
	48798	ACE HARDWARE	-1,062.64
	48799	ALSCO	-539.42
	48800	ARROW CONSTRUCTION SUPPLY	-15,800.21
	48801	CULLIGAN	-15.90
	48802	DELTA DENTAL	-1,410.56
	48803	ELJAY OIL COMPANY, INC.	-766.65
	48804	EMERALD SERVICES, INC	-212.30
	48805	JUB	-4,761.83
	48806	KOOTENAI COUNTY SOLID WASTE	-165.75
	48807	ROMAINE ELECTRIC	-460.10
	48808	SPECTRUM BUSINESS	-139.99

48809	STATE INS. FUND	-1,175.00
48810	TITAN TRUCK EQUIPMENT	-40,932.22
48811	TRAFFICALM	-2,795.40
48812	SIX ROBBLEES	-97.09
48813	VSP dba VISION SERVICE PLAN	-242.40
48814	ZIPLY FIBER	-264.63
48815	MOTION AUTO SUPPLY	-196.60
48816	LHTAC	-620.00
48817	ULTRA-LAWN	-395.50
48818	VERIZON WIRELESS	-401.56
48819	NAPA - POST FALLS	-334.26
48820	RODDA PAINT	-39,600.00
48821	POE ASPHALT	-403.20
48822	AMERICAN ON-SITE SERVICES	-335.00
48823	ABOVE AND BEYOND JANITORIAL INC	-650.00
48824	COLEMAN OIL COMPANY	-2,348.86
48825	FIREX CDA SALES AND SERVICES LLC	-943.30
48826	A-V SUPPLY	-213.50
48827	NORCO	-155.50
48828	NORTHWEST TRAFFIC CONTROL LLC	-1,639.68
48829	BADGER BUILDING CENTER	-43.84
48830	BERENDSEN FLUID POWER	-593.48
48831	BLUEJAY INDUSTRIAL INC	-122.97
48832	COUNTRY CLEANERS	-261.00
48833	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-235.12
48834	IDAHO MINING APPAREL & SUPPLY INC	-276.34
48835	INTERMOUNTAIN SIGN & SAFETY	-176.00
48836	JMT PETROLEUM	-2,688.21
48837	MODERN MACHINERY	-4,151.96
48838	PACWEST MACHINERY LLC	-1,662.80
48839	TRUCKPRO	-45.12
48840	WANCO	-293.00
48841	WESTERN STATES EQUIPMENT - CAT	-743.37
48842	DARREL STEVENS	-2,071.46
48843	DAVID A TUCKER	-2,039.75
48844	EDWARD F. MAEL	-1,923.22
48845	ERIC PRESTEGAARD	-2,056.06
48846	HELEN A FURBEE	-1,485.75
48847	JAMES B WINES	-2,072.53
48848	JASON B COFFMAN	-2,015.58
48849	JEFFERY N FERGUSON	-1,886.27
48850	JONIE ANDERSON	-1,398.08
48851	LARRY P HOWELL, JR	-1,241.69
48852	LESLIE R LIKES	-2,238.55
48853	LUCAS A BICANDI	-2,053.62
48854	MICHAEL C LENZ	-3,296.37
48855	MICHAEL J KETCHUM	-2,049.90
48856	MIRIAM E FOX	-1,898.93
48857	RANDY L NEAL	-1,983.46
48858	STEVEN K FRANKS	-1,995.26
48859	TUEKOTA TATE-VANDEVER	-1,884.95
48860	COREY KRAFT	-1,913.16
48861	ICCU	-725.00

48862	AFLAC	-104.52
48863	WTB - CREDIT CARD DIV.	-2,521.75
48864	ABOVE AND BEYOND JANITORIAL INC	-650.00
48865	AG ENTERPRISE SUPPLY INC	-50,000.00
48866	AMERICAN MOBILE DRUG TESTING	-190.00
48867	CDA GARBAGE	-161.75
48868	CITY OF POST FALLS.	-281.18
48869	CUMMINS	-107.99
48870	ELJAY OIL COMPANY, INC.	-986.70
48871	FORSGREN ASSOCIATES INC	-641.25
48872	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-108.29
48873	HRA VEBA TRUST	-11,000.00
48874	IMPERIAL SUPPLIES LLC	-278.18
48875	MODERN MACHINERY	-30.34
48876	NCPERS GROUP LIFE INS.	-384.00
48877	NORTHWEST TRAFFIC CONTROL LLC	-1,668.96
48878	OXARC	-131.00
48879	BISCO	-636.23
48880	JUB	-10,866.25
48881	AVISTA UTILITIES - WWP	-2,908.58
48882	ESRI, INC.	-460.00
48883	KEC	-521.54
48884	JMT PETROLEUM	-6,626.89
48885	POST FALLS CHAMBER	-300.00
48886	PRECISION GRADING & PAVING	-9,000.00
48887	REGENCE BLUE SHIELD of IDAHO	-20,625.36
48888	SCOTTY'S BACKFLOW LLC	-206.36
48889	USPS	-1,088.00
48890	RUEN-YEAGER & ASSOC, INC	-16,698.43
48891	GOODYEAR	-1,091.82
48892	IDAHO ASPHALT	-2,925.20
48893	HRA VEBA TRUST	-1,000.00
EFT	WASHINGTON TRUST BANK	-13,694.24
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-12,708.65
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-11,400.92
EFT	WASHINGTON TRUST BANK	-12,051.96
EFT	STATE TAX COMMISSION	-3,918.00

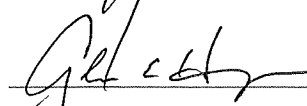
Jun 24

-409,268.88

APPROVED



ATTEST



DATE

