

**Regular Board Meeting
March 5, 2025, 6:00 pm
5629 E. Seltice 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:

Susan Weeks, Attorney with James, Vernon & Weeks (JVW)

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

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

2) PLEDGE OF ALLEGIANCE: Commissioner Russell lead 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.** [3/5/2025 Board Mtg]

5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented and authorize Chairman Tyler's signature on the Stoll Estates Mylars. Commissioner Russell **seconded**. **Motion carried.** [3/5/2025 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. **Set Public Hearing for Right of Way transfer to ITD**: Director Lenz explained that as the Idaho Transportation Department (ITD) project KN23067 for I-90 progressed, it was found that there is an orphan small parcel that extends into I-90 that is still in PFHD's name. A public hearing is a requirement by statute to transfer this parcel to ITD. Commissioner Russell **moved** to set a public hearing for March 19, 2025 to consider entering into a transfer agreement with the Idaho Transportation Department for transfer of unused public right-of-way to the Idaho Transportation Department. Commissioner Heape **seconded**. **Motion carried.** [3/5/2025 Board Mtg]

b. **BLR Materials Road Development Agreement, 1st Addendum**: Director Lenz explained that this is an addendum to the original agreement for the purposes of getting the interior roads up to highway district standards. There are some punch-list items remaining to be completed. The District is willing to give final plat approval if BLR posts a cash bond for those remaining items. The cash bond would be for \$10,275.00 which is 150% of the estimated cost of completion with a completion deadline of August 1, 2025. Commissioner Heape **moved** to authorize Chairman Tyler's signature on the BLR Materials, LLC Road Development Agreement, 1st Addendum. **Seconded** by Commissioner Russell. **Motion carried.** [3/5/2025 Board Mtg]

c. **Big Sky Capital Road Development Agreement, 2nd Addendum**: Director Lenz said this is regarding the second addition of the Ridge at Hauser, Ascent Trail and Katheen Avenue. Only hydroseeding remains to be done. Big Sky Capital reduced their bond to \$6,454.00 to cover the hydroseeding. Commissioner Russell **moved** to authorize Chairman Tyler's signature on the Big

Sky Capital Road Development agreement, 2nd Addendum. Commissioner Heape **seconded**. **Motion carried.** [3/5/2025 Board Mtg]

- d. **Acceptance of Ascent Trail and Kathleen Avenue into the Post Falls Highway District Maintenance system:** As previously discussed, there are two new sections of road as the Ridge at Hauser subdivision nears completion and Big Sky Capital Inc is asking for acceptance by the District of these new roads. Commissioner Heape moved to accept Ascent Trail and Kathleen Avenue into the Post Falls Highway District maintenance system. **Seconded** by Commissioner Russell. **Motion carried.** [3/5/2025 Board Mtg]
- e. **Washington Trust Bank – Small Business Analyzed Account:** District Clerk Fox explained that the District has a simple checking account with Washington Trust Bank. We would need to move up to a Small Business Analyzed Account to access additional fraud security measures as outlined on the information provided to the Commissioners. After some questions and discussion, Commissioner Russell **moved** to authorize staff to transfer the Post Falls Highway District's Washington Trust Bank Business Checking account to a Washington Trust Bank Small Business Analyzed Account for additional fraud protection services regarding ACH transactions. Commissioner Heape **seconded**. **Motion carried.** [3/5/2025 Board Mtg]
- f. **Review Letter – CUP C2-25-001 – US Cedar Inc.:** Director Lenz stated that US Cedar is building a lumber outlet located in the Jane's Plains plat. He went over the conditions of the PFHD in the review letter. Commissioner Heape **moved** to authorize Director Lenz to submit the review letter for US Cedar Inc, C2-25-001, as presented. **Seconded** by Commissioner Russell. **Motion carried.** [3/5/2025 Board Mtg]
- g. **Local Public Agency's Certificate of Completion of Right-of-Way Activities for Prairie Trail Underpass: Key #24398/Project A(024)398:** Director Lenz explained that per the Federal aid rules, we have to certify that we have obtained all rights-of-way and confirm that all impacted utilities are in agreement with the project. The City of Post Falls has provided their License Document to use real property for the project as well. Commissioner Russell **moved** to authorize Chairman Tyler's signature on the Local Public Agency's Certificate of Completion of Right-of-Way activities for the Prairie Trail Underpass, Key #24398. Commissioner Heape **seconded**. **Motion carried.** [3/5/2025 Board Mtg]

9) CORRESPONDENCE: **NONE**

10) LEGAL: **NONE**

11) ENGINEERING:

- Laura Winter, PE (RYA): Progress continues on the **Church Road** project and the **"Y" on Riverview, Prairie/Beck** realignment is finishing up.
- Angela Comstock, PE (JUB)
Prairie Widening Project: This has moved into the acquisition phase.
Hayden/Meyer: We are moving into the right-of-way phase of the roundabout project.
Underpass: The certificate is one of the last pieces of the preliminary work. Funding issues continue.
GIS: Met with the staff and are working on what layers will be public, or when one zooms in, etc. A presentation to the board will be made for their approval upon completion.

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

- Culvert cleaning, ditch maintenance by the crew in recent weeks.
- Load limits are on.
- We had some severe quick run off damage, particularly to Poleline and Fay Roads. Fay Road from Hauser Lake Road to the launch parking lot needs to be rebuilt. He will assemble some numbers for the cost to fix those two roads and bring those numbers to the next board meeting as an in-house project for repairs.
- We resubmitted to ITD for the Prairie Underpass to see if carbon funds are still available.
- Title VI and Kootenai County All Hazards Mitigation plans are being updated.

- He went over some visual illustrations of the Highway/Pleasant View interchange and how it effects our roads.
 - He will be on vacation from March 28 to April 4, 2025.
- 13) OFFICE UPDATES: District Clerk Fox provided the following updates:
- The Shop Mechanic position has re-opened and resumes have been received.
 - One more employee has chosen the Medical Opt-out Bonus.
 - The ESRI contract to support the ArcGIS platform developed by JUB Engineers will be presented soon.
- 14) COMMISSIONERS:
Chairman Tyler brought up that he would like to see a sign added to the Seltice property and have some employee photos displayed in the office where the public can see them.
- 15) EXECUTIVE SESSION: Commissioner Russell made a **motion** that pursuant to the provisions of Idaho Code 74-206, subsection 1(c) and 1(f), an executive session is being requested for the purpose 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. **Seconded** by Commissioner Heape. A **roll call vote** was held: Glen Heape – aye, David Russell – aye, Jeff Tyler – aye. **Motion passed.** [3/5/2025 Board Mtg] The regular meeting was suspended at 7:01 pm.
- 16) MOTIONS FROM EXECUTIVE SESSION: The regular meeting was resumed at 7:55pm.
Item 1: Commissioner Russell **moved** to authorize Director Lenz to sign the waiver of conflict of interest and direct the attorney to answer the complaint as discussed in executive session. **Seconded** by Commissioner Heape, **motion carried.** [3/5/2025 Board Mtg]
Item 2: Commissioner Russell **moved** to authorize Director Lenz to proceed with the right-of-way acquisition as discussed in executive session. **Seconded** by Commissioner Heape, **motion carried.** [3/5/2025 Board Mtg]
- 17) ADJOURNMENT: Chairman Tyler adjourned the meeting at 7:56 pm.

Regular Board Meeting
March 19, 2025, 6:00 pm
5629 E. Seltice 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, with Ruen Yeager & Associates, Inc (RYA)
Kevin Smith, PE with J-U-B Engineers, Inc. (JUB)
Susan Weeks, Attorney with James, Vernon & Weeks (JVW)

Guests on-line were:

Pam Hodaka

- 2) PLEDGE OF ALLEGIANCE: Commissioner Russell led the pledge of allegiance.

- 3) CONFLICTS OR CHANGES: Commissioner Russell **moved** to amend the agenda to add the Frassatti Heights mylars to the consent calendar as item 5c. Director Lenz added that pursuant to Idaho Code 74-204 subsection 4b the request to amend the agenda to add Frassatti Heights mylars, under the consent calendar, as it was included in the board packet, but for erroneous reasons was left off of the current agenda. Commissioner Heape **seconded. Motion carried.** [3/19/2025 Board Mtg]
- 4) APPROVAL OF AGENDA: Commissioner Russell **moved** to approve the agenda as amended. Commissioner Heape **seconded. Motion carried.** [3/19/2025 Board Mtg]
- 5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented and to authorize Chairman Tyler's signature on the Frassatti Heights mylars. Commissioner Russell **seconded. Motion carried.** [3/19/2025 Board Mtg]
- 6) PUBLIC COMMENTS: As no one in the audience or online wished to address the Board, Chairman Tyler closed the public comment period at 6:04 pm.
- 7) PUBIC HEARING: **To consider entering into a Transfer Agreement with the Idaho Transportation Department, to transfer unused public right-of-way, to the Idaho Transportation Department.**
Chairman Tyler appointed himself as the Hearing Officer and opened the public hearing at 6:05 pm. Chairman Tyler invited Director Lenz to present the staff recommendations. Director Lenz addressed the Board and delivered the staff report for the Transfer Agreement, to transfer unused public right-of-way to the Idaho Transportation Department and recommended to authorize Chairman Tyler's signature on the real property transfer agreement with the Idaho Transportation Department, because it is in the public's best interest. As well, he recommended execution of the proposed Order Transferring Right-of-Way to the Idaho Transportation Department and execution of a Quitclaim Deed to the Idaho Transportation Department upon the Idaho Transportation Department executing the Transfer Agreement. Chairman Tyler asked if there were any written comments submitted or if there was anyone in the audience or online wishing to comment. As there were none, Chairman Tyler closed the public comment period and the Board began discussion and deliberations. Chairman Tyler closed deliberations at 6:11 pm. Commissioner Russell **moved** to authorize Chairman Tyler's signature on the Real Property Transfer Agreement with the Idaho Transportation Department because it is in the public's best interest, and **move** to execute the proposed Order Transferring Right-of-Way to the Idaho Transportation Department and execution of a quitclaim deed to the Idaho Transportation Department if the Idaho Transportation Department executes the agreement. Commissioner Heape **seconded. Motion carried.** [3/19/2025 Board Mtg]
- 8) OLD BUSINESS: **NONE**
- 9) CURRENT BUSINESS:
 - a. **Cooperative Agreement SH-53 & Pleasant View Interchange [KN10005]:** Director Lenz provided a summary of the project and details of the agreement. Commissioner Heape **moved** to authorize Chairman Tyler's signature on the Cooperative Agreement for Project No. A010[005] Key Number 10005 between the Idaho Transportation Department and the Post Falls Highway District. Commissioner Russell **seconded. Motion carried.** [3/19/2025 Board Mtg]
 - b. **Quitclaim Deed, SH-53 & Pleasant View Interchange [KN10005]:** Director Lenz provided a recap and details of the project. Commissioner Russell **moved** to Authorize Chairman Tyler's signature on the Quitclaim Deed between the Post Falls Highway District and the Idaho Transportation Department, for a portion of parcel 15, for Project A010[005], Key Number 10005. Commissioner Heape **seconded. Motion carried.** [3/19/2025 Board Mtg]
 - c. **Mellick Road Cost Estimate:** Director Lenz relayed to the Board that after discussions with the property owners on Mellick Road and explaining the Local Improvement District [LID] process, the residents are curious about the cos estimates. Director Lenz is requesting that the Board authorize Ruen-Yeager & Associates to provide a general cost estimate (30,000-foot view) for

improving Mellick Road to highway district standards. Commissioner Heape **made a motion** to authorize Ruen-Yeager & Associates to provide a general cost estimate for improving Mellick Road to highway district standards. Commissioner Russell **seconded. Motion carried.** [3/19/2025 Board Mtg]

- d. **2025 Weed Spraying Agreement with Panhandle Spray Service:** Director Lenz reviewed the 2025 Weed Spraying Agreement with the Board, stating there are no changes in the agreement, or in pricing, from last year. Commissioner Russell **moved** to authorize Chairman Tyler's signature on 2025 Weed Spraying Agreement between Panhandle Spray Service and the Post Falls Highway District. Commissioner Heape **seconded. Motion carried.** [3/19/2025 Board Mtg]
- e. **Surplus Equipment Transfer to Eastside Highway District [Equipment T-02 & PL-10]:** Director Lenz presented to the Board that Eastside Highway District has asked to purchase our surplus equipment [T-02 & PL10], as their current equipment is in pretty bad shape. The PFHD recently purchased a new plow truck to replace Truck-02 and Plow-10 Director Lenz is requesting the Board approve selling T-02 & PL-10 to Eastside Highway District for \$6,000.00. Commissioner Heape **made a motion** to direct staff to proceed with drafting a Surplus Equipment Resolution and Transfer Agreement to transfer surplus equipment T-02 & PL-10 to Eastside Highway District for amount discussed. Commissioner Russell **seconded. Motion carried.** [3/19/2025 Board Mtg]

10) CORRESPONDENCE: **NONE**

11) LEGAL: **NONE**

12) ENGINEERING:

- Laura Winter, PE (RYA): Ms. Winter provided updates on the **Church Rd** and **Prairie/Beck** projects and she is busy with reviews for the district.
- Kevin Smith, PE (JUB): Mr. Smith provided updates on the **Prairie Trail Underpass** and **Hayden/Meyer** projects. JUB is working with staff on the PFHD GIS map.

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

- Crew working on ditching, brooming, drainage issues
- Fay Place in Hauser; proposed improvements
- Paint and asphalt quotes for this year
- Oil Contract
- Reminded the Board about upcoming vacation

14) OFFICE UPDATES: District Clerk Fox provided the following updates:

- Spring 2025 LHTAC T2 training registrations complete
- An LHTAC representative from Boise will present Road Scholar and Road Master awards at the June 4, 2025 board meeting.
- Updating Title VI submittal.
- Working on updating Kootenai County Emergency Services Hazard Mitigation plan for the PFHD.

15) COMMISSIONERS: There were no comments from the Commissioners

16) EXECUTIVE SESSION: Commissioner Russell 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. A roll call vote was held: David Russell – aye; Glen Heape – absent; Jeff Tyler – aye. **Motion carried.** The regular session attendees were dismissed at 6:52 pm. The Board entered into Executive Session at 6:53 pm. The Board exited Executive Session at 7:32 pm. [3/19/2025 Board Mtg]

17) MOTIONS RESULTING FROM EXECUTIVE SESSION: NONE

18) ADJOURNMENT: Chairman Tyler adjourned the meeting at 7:32 pm [3/19/2025 Board Mtg]


Vouchers to Date
February 2025

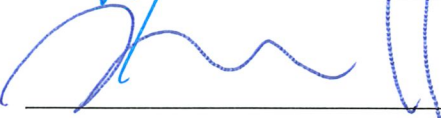
	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Mar 25	49940	CITY OF POST FALLS.	-450.31
	49941	ABOVE AND BEYOND JANITORIAL INC	-650.00
	49942	SPECIALTY ROCK PRODUCTS LLC	-1,540.68
	49943	DELTA DENTAL	-1,597.15
	49944	JUB	-1,140.80
	49945	COREY KRAFT - REISSUED CK 49973	0.00
	49946	DARREL STEVENS	-2,603.39
	49947	DAVID RUSSELL	-886.92
	49948	EDWARD F. MAEL	-2,037.97
	49949	ERIC PRESTEGAARD	-2,600.36
	49950	GLEN HEAPE	-766.92
	49951	HELEN A FURBEE	-1,525.54
	49952	JAMES B WINES	-3,264.56
	49953	JASON B COFFMAN	-2,188.01
	49954	JEFFERY N FERGUSON	-2,747.79
	49955	JEFFREY TYLER	-1,472.92
	49956	JESSE D HAMMER	-2,542.76
	49957	JONIE ANDERSON	-1,552.33
	49958	LARRY P HOWELL, JR	-1,311.32
	49959	LESLIE R LIKES	-2,480.59
	49960	LUCAS A BICANDI	-2,624.19
	49961	MICHAEL C LENZ	-3,613.13
	49962	MICHAEL J KETCHUM	-2,667.37
	49963	MIRIAM E FOX	-2,374.04
	49964	NATHAN DAHLIN - REISSUED CK 49968	0.00
	49965	RANDY L NEAL	-2,802.99
	49966	STEVEN K FRANKS	-2,664.06
	49967	TUEKOTA TATE-VANDEVER	-2,009.45
	49968	NATHAN DAHLIN	-1,685.36
	49969	COREY KRAFT - REISSUED CK 49973	0.00
	49970	NEW YORK LIFE	-20.00
	49971	ICCU	-675.00
	49972	MOTION AUTO SUPPLY	-353.73
	49973	COREY KRAFT	-2,281.14
	49974	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-631.57

49975	NAPA - POST FALLS	-313.67
49976	NORCO	-159.68
49977	OVERHEAD DOOR, INC.	-195.00
49978	LES SCHWAB	-480.47
49979	CULLIGAN	-31.80
49980	LHTAC	-60.00
49981	CITY OF POST FALLS.	-4,128.32
49982	COUNTRY CLEANERS	-304.00
49983	BADGER BUILDING CENTER	-170.94
49984	BLUE OVAL	-5,190.11
49985	FASTENAL	-149.22
49986	H & H EXPRESS	-38.28
49987	SCOTT HOOVER, CPA	-9,000.00
49988	SPECTRUM BUSINESS	-139.99
49989	SPRAY CENTER	-845.77
49990	SWS EQUIPMENT, LLC	-134.67
49991	TITAN TRUCK EQUIPMENT	-392.91
49992	COLEMAN OIL COMPANY	-1,753.62
49994	JMT PETROLEUM	-5,908.75
49995	VERIZON WIRELESS	-427.07
49997	ALSCO	-1,003.03
49998	INTERMOUNTAIN SIGN & SAFETY	-462.00
49999	ACE HARDWARE	-65.38
50000	ADVANCED COMPRESSOR & HOSE, INC.	-1,056.28
50001	ELJAY OIL COMPANY, INC.	-2,930.20
50002	GMCO CORPORATION	-62,073.42
50003	MIKE WHITE FORD OF CDA	-412.07
50004	RUSH DELIVERY	-30.00
50005	RWC GROUP	-1,447.88
50006	SPOKANE HOUSE OF HOSE	-1,402.50
50007	UTILITY TRAILER SALES OF BOISE	-647.17
50008	MARY RICHTER, CPA	-600.00
50009	EMERALD SERVICES, INC	-434.70
50010	WESTERN STATES EQUIPMENT - CAT	-5,425.41
50011	COREY KRAFT	-2,574.73
50012	DARREL STEVENS	-2,631.63
50013	EDWARD F. MAEL	-2,037.99
50014	ERIC PRESTEGAARD	-2,022.44
50015	HELEN A FURBEE	-1,525.54
50016	JAMES B WINES	-2,128.17
50017	JASON B COFFMAN	-2,188.00
50018	JEFFERY N FERGUSON	-2,135.77
50019	JESSE D HAMMER	-1,983.88
50020	JONIE ANDERSON	-1,552.32

50021	LARRY P HOWELL, JR	-1,518.99
50022	LESLIE R LIKES	-2,218.05
50023	LUCAS A BICANDI	-2,095.18
50024	MICHAEL C LENZ	-3,632.48
50025	MICHAEL J KETCHUM	-2,090.44
50026	MIRIAM E FOX	-2,251.23
50027	RANDY L NEAL	-2,384.54
50028	STEVEN K FRANKS	-2,250.97
50029	TUEKOTA TATE-VANDEVER	-2,166.36
50030	AFLAC	-104.52
50031	ICCU	-675.00
50036	AVISTA UTILITIES - WWP	-4,049.17
50037	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-137.27
50038	HRA VEBA TRUST	-11,500.00
50039	JUB	-19,940.10
50040	KEC	-450.66
50041	ICRMP	-33,947.00
50042	JUB	-13,815.03
50043	LAKES HIGHWAY DIST	-10,366.19
50044	JUB	-4,837.50
50045	LAKES HIGHWAY DIST	-88,065.00
50046	IDAHO ASPHALT	-525.00
50047	JMT PETROLEUM	-4,774.59
50048	KOOTENAI COUNTY SOLID WASTE	-138.60
50049	AMERICAN ON-SITE SERVICES	-314.00
50050	L & M	-511.05
50051	LAWSON PRODUCTS	-95.29
50052	NCPERS GROUP LIFE INS.	-368.00
50053	REGENCE BLUE SHIELD of IDAHO	-20,358.65
50054	ROMAINE ELECTRIC	-99.80
50055	RUEN-YEAGER & ASSOC, INC	-11,295.61
50056	VSP dba VISION SERVICE PLAN	-309.92
50057	WTB - CREDIT CARD DIV.	-762.27
50058	TRACKMAN PARTS & SERVICE	-5,699.04
50059	TITAN TRUCK EQUIPMENT	-1,136.98
50060	NOVUS GLASS	-315.00
50061	RODDA PAINT	-9,520.00
50062	SWS EQUIPMENT, LLC	-467.85
50063	ZIPLY FIBER	-287.67
50064	UNIVERSITY OF IDAHO	-1,250.00
EFT	WASHINGTON TRUST BANK	-17,147.82
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-13,652.30
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,665.36
EFT	STATE TAX COMMISSION	-4,590.00
EFT	WASHINGTON TRUST BANK	-13,618.36

	EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-11,448.90
	EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,633.36
	TFR	AD VALOREM INSURANCE TO LGIP	-548.77
	TFR	TO LGIP - TREASURY SAVINGS	<u>112,000.00</u>
Mar			-
25			<u><u>629,387.00</u></u>

APPROVED 

ATTEST 

DATE 4-2-25