

POST FALLS HIGHWAY DISTRICT  
MAY 2021 MINUTES

Regular Meeting – May 5, 2021, 6:00 pm, E. 5629 Seltice Way Chairman Tondee called the meeting to order at 6:00 P.M. Present were Commissioners Todd Tondee, Terry Werner, and Lynn Humphreys; Director Michael Lenz, District Clerk Shirley Walson; Treasurer Beth Rheinschmidt, and Ruen Yeager Engineer Laura Winter. Joining by GoogleMeet was attorney Susan Weeks, JUB's Kevin Smith. Chairman Tondee led in the Pledge of Allegiance.

CONFLICTS OR CHANGES

No conflicts were stated and no request for agenda changes.

APPROVAL OF AGENDA

Commissioner Humphreys moved to approve the agenda as presented. Commission Werner seconded. Motion carried unanimously. [5/5/2021 Board Mtg]

CONSENT AGENDA

Commissioner Humphreys moved to accept the Consent Agenda as presented. Commissioner Werner seconded. Motion carried unanimously. [5/5/21 Board Mtg]

PUBLIC COMMENTS

No requests were made.

OLD BUSINESS

Fee Schedule Revisit

Contracted prices for a half mile of road, breaking it down into a cost per lineal foot and a cost per lot using a 330-foot lot. Using a residential roadway and 4-inches of pavement, the cost breakdown is \$31,315 per lot and the local road is \$23,103. Linear foot cost One of the other District came in at \$24,75; he also used a 2% consumer index rise since 2005 came in at \$4,900 for a comparison and has asked his board to increase the fee-in-lieu-of to \$5,000 per lot and continue to increase based on the CPI each year. Commissioner Werner asked who would bring up the difference between \$5,000 to \$24,000 for construction. Director Lenz, first adding there is a Associated Highway Districts of Kootenai County meeting on May 13 and would like as many commissioners to be there as possible; he then added this particular highway district is in favor of adding impact fees as is one other highway district in the county where this Board is not in favor of moving forward with impact fees. Commissioner Werner provided an update that unless legislation changes the law, impact fees cannot be used on a project that already shows as a failure using Idaho and Prairie as an example. He added other issues stating legislation needs to set the fees because different entities are so far apart. Chairman Tondee added that development wants costs to be affordable but the public wants development to pay for itself. He has felt since his time on the Board the \$3,500 does not pay for itself and this data shows that and not just costs that are thrown out. Commissioner Humphreys agreed that we are not charging enough. Other costs were discussed as well as managing how the costs are applied. This item will be discussed after the association meeting. [5/5/21 Board Mtg]

CURRENT BUSINESS

No current business.

CORRESPONDENCE

No correspondence.

LEGAL

Attorney Susan Weeks provided an update on a Prairie and Idaho parcel. We have received notice from the Idaho Department of Water Resources an appeal period after receiving adjudication for approval of water rights for the Hayden Pit. Ms. Weeks added what was

recommended was our historical rights so no need to appeal. Other items will be discussed in Executive Session. [5/5/21 Board Mtg]

### ENGINEERING

Beck and Prairie – Engineer Laura Winter informed the Board staking will take place the end of this week. [5/5/21 Board Mtg]

Crushing – Updated crush information at the Beck Pit is the contractor is 100% complete with the ¾-minus; 55% complete with ½ seal coat chips; 98% complete with ¾-minus of base surface; and being a little behind schedule, they have not yet started ballast. [5/5/21 Board Mtg]

### DIRECTOR

Project Update Sheet – Ms. Aldrich of Tamalarch Lane has signed a contract with a contractor, PNW Dirtworks, and is scheduled to do the work August 31 through September 2. [5/5/21 Board Mtg]

Prairie and Idaho – Director Lenz found out the District was to do utility contracts for this project which he was not aware so will begin that asap. He also met with the City of Post Falls and discussed the Prairie/Spokane Street roundabout which they plan to build next year. Since our project hasn't gone out to bid yet, would it make sense to go out to bid this winter for a better price which will also affect the area one summer rather than two summers. Commissioner Werner stated he had no issue with one year but doesn't want it extended beyond that time and the public is expecting it to be done this year, however he has no problem going to bid in December to get a better price. The Board agreed with Commissioner Werner due to how late in this season it is and it may help in the funding shortfall. [5/5/21 Board Mtg]

Wash Bay – The catch basin and drains are in but the shop doors are out for approximately a month. [5/5/21 Board Mtg]

Annexation Meeting – Director Lenz met with the City of Post Falls regarding annexations that are creating 'hop-scotching' of right-of-way jurisdictions. As some of the roadway is prescriptive easement, the City cannot include it in the annexation. Attorney Susan Weeks explained the District can do validations of the prescriptive parcels in which case the Highway District Board makes the decision; or by takings in which case the District Court makes the decision. The Board wants to move forward with the validations. In other discussions regarding annexations, the City offered their GIS staff create a map the includes phases of annexation projects which would also provide a map for the City and the Highway District's maintenance crew. [5/5/21 Board Mtg]

Traffic Counts – Crew put out counters on Beck Road and Bedrock Road. After discussion from a previous meeting, no agreement is found from development of Coeur d'Alene Paving. [5/5/21 Board Mtg]

Director's Pickup – The pickup first broke down with 500 miles and has again at 6,000 miles with the piston lifter failing. It is at Robideaux Motors and will put in a new motor. Mr. Lenz is in talks with Robideaux about them providing a full replacement. [5/5/21 Board Mtg]

### OFFICE

Administration Assistant Applications – Receiving applications will close the following day; the Board was impressed with the amount of applications received as other businesses are having a hard time hiring. [5/5/21 Board Mtg]

### COMMISSIONERS

No comments.

### EXECUTIVE SESSION

Commissioner Werner **moved** pursuant to the provisions of Idaho Code 74-206, Subsection 1(b) and 1(f), an executive session is requested for the purpose of the executive session is to discuss

a personnel matter and to discuss a litigation matter with legal counsel with a roll call vote as required. Commissioner Humphreys seconded. Chairman Tondee asked for the roll call to be taken by the District Clerk. Commissioner Humphreys – aye; Chairman Tondee-aye; Commissioner Werner-aye. **Motion carried** unanimously; the Board entered into executive session at 7:20 pm.

The Board exited Executive Session and had no motions. With no further business, the meeting adjourned at 7:50 pm.

#### Regular Meeting – May 19, 2021, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:00 P.M. Present were Commissioners Todd Tondee, Terry Werner, and Lynn Humphreys; Director Michael Lenz, District Clerk Shirley Walson; Treasurer Beth Rheinschmidt. Guests were Ruen Yeager Engineer Laura Winter and HDR Engineer Daniel Baker. Chairman Tondee led in the Pledge of Allegiance.

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

Commissioners had no conflicts of interest. No additions to the agenda were requested. Commissioner Werner **moved** to approve the agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. [5/19/2021 Brd Mtg]

#### CONSENT AGENDA

Items on the Consent Agenda are Vouchers to Date, the April 2021 Treasurer's Report and Invoice #2, Phase 2 for the Greensferry Crossing payable to HDR Engineering in the amount of \$2,551.56. Commissioner Humphreys **moved** to approve the January 2021 Minutes as presented on the Consent Agenda. Commissioner Werner seconded asking when this project will be completed with Mr. Baker stating the survey is 50% complete; in June the Director will receive the final survey draft for the District's review. **Motion carried** unanimously. [5/19/21 Brd Mtg]

#### PUBLIC COMMENTS

No requests.

#### OLD BUSINESS

Director Lenz explained the 'fee in lieu of' (FILO) will be removed from the fee list as decided at the Association meeting allowing the fee schedule to move forward since the Districts have not come to a conclusion on the FILO fees. Commissioner Werner understood the FILO fees would also be adopted at \$7,500 so as not to raise this amount too high at one time. Commissioner Humphreys added the \$3,500 FILO is long overdue to be raised. Director Lenz explained the Standards Manual will explain each highway district will set their own as there was such a divide between the Districts; two want impact fees, two do not. Each District will have to hold a public hearing for the fee increase. Commissioner Werner **moved** to accept the \$7,500 Fee-In-Lieu-Of and publish the fees as presented for a public hearing for June 16, 2021. Commissioner Humphreys seconded. Chairman Tondee asked for the record to show our engineer presented true costs for the Fee-In-Lieu-Of fees came in at \$26,000 to \$31,000 depending on the development and road asking for clarification of the motion. Commissioner Werner added to include the \$7,500 fee-in-lieu-of to the fees and set June 16, 2021 for a public hearing for the new fees. **Motion carried** unanimously. [5/19/21 Brd Mtg]

#### CURRENT BUSINESS

There was no Current Business.

## ENGINEER

Beck Road – Engineer Laura Winter reports they are still waiting for an agreement on Beck Road and has been in contact with Scott Wood multiple times. They will continue to pursue. [5/19/21 Brd Mtg]

## DIRECTOR

Project Sheet Review – Susan Weeks reports she set a meeting with Ray Kimball to discuss Honeysuckle Park the week of May 31; funding has arrived to the County for the Seltice Bus Shelter; Precision Engineering was chosen to perform the Hauser Lake Loop Safety Audit; progress of the W. Riverview project in front of the St. Dominic's school and informed the Board approximately 16,000 yards of soil were removed however they hit a huge rock. [5/19/21 Brd Mtg]

Other Updates – Director Lenz informed the Board of a change order in the wash bay in regards to the floor drains. The amount will be \$1,880 for additional items; this will be on the next agenda. Regarding the ITD property the District just received that is located directly east of Ground Force will have a necessary take from ITD for the Huetter interchange should the Huetter Byway come forward. [5/19/21 Brd Mtg]

## OFFICE

New Hire – District Clerk Shirley Walson informed the Board staff held interviews for the Administrative Assistant and offered the job to Shannon Schranck who accepted; her first day will be June 1. [5/19/21 Brd Mtg]

Board Changes– After speaking with attorney Susan Weeks, the outgoing board members will be done June 30, therefore their benefits will also expire the end of June. Regarding the day the new board members take office, Ms. Weeks interjected stating she called the attorney general's office who stated you don't have to call a special meeting for July 1 however the former Board will not be a controlling board; the new members can be sworn in on the first regular meeting which is July 7, 2021. [5/19/21 Brd Mtg]

Highway Users Fund Distribution – Ms. Walson informed the Board the quarterly funds were received in the amount of \$1,299,696.26 with \$1,145,034.10 received in Highway Users, \$154,662.16 in HB312 funds, and an additional \$631,430.84 in the State's excess general fund account. We will open the budget this summer to add that to the budget and will appoint the use. [5/19/21 Brd Mtg]

IAHD Regional Meeting – The Board was reminded the Board of the May 26, 2021 luncheon meeting. [5/19/21 Brd Mtg]

Certificate of Deposits – Two CD's were closed and will be reappointed into other dedicated accounts that earn more interest the end of June. [5/19/21 Brd Mtg]

## COMMISSIONERS

No comments.

## EXECUTIVE SESSION

Commissioner Werner **moved** pursuant to the provisions of Idaho Code 74-206, Subsection 1(f), an executive session is requested for the purpose of the executive session is to discuss a litigation matter with legal counsel with a roll call vote as required. Commissioner Humphreys seconded. Chairman Tondee asked for the roll call to be taken by the District Clerk. Commissioner Humphreys – aye; Chairman Tondee-aye; Commissioner Werner-aye. **Motion carried** unanimously; the Board entered into executive session at 6:27 pm.

The Board exited Executive Session and had no motions. With no further business, the meeting adjourned at 6:42 pm.

Special Meeting - May 11, 2021, 10:00 a.m., URD Proposals. Present were Chairman Todd Tondee and Commissioner Terry Werner along with Shelly Enderud, City Administrator of Post Falls and Diane Fountain, Executive Director for Post Falls Urban Renewal Agency, who proposed two new URDs. The meeting dismissed at 11:35.

May Vouchers:

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
May 21			
	44175	BETH L RHEINSCHMIDT	1,451.09
	44176	BRIAN D CRUMB	1,573.62
	44177	DANIEL G PETERSON	1,564.22
	44178	DARREL L HUMPHREYS	637.04
	44179	DARREL STEVENS	1,793.24
	44180	EDWARD F. MAEL	1,608.33
	44181	ERIC PRESTEGAARD	1,635.46
	44182	JAMES B WINES	1,700.40
	44183	KORREI M KRUGER	3,428.90
	44184	LARRY P HOWELL, JR	1,050.18
	44185	LESLIE R LIKES	1,779.59
	44186	MARK F ROBERTS	1,588.18
	44187	MICHAEL C LENZ	2,694.63
	44188	MICHAEL J KETCHUM	1,626.45
	44189	RANDY L NEAL	1,653.64
	44190	SHIRLEY J. WALSON	1,774.84
	44191	TAYLOR WOOD	1,687.23
	44192	TERRY WERNER	679.34
	44193	TRAVIS A HALL	1,730.07
	44194	TRAVIS S MITLEY	1,487.27
	44195	Lost paycheck; replaced by 44244	0.00
	44196	WILLIAM T TONDEE	641.38
	44197	CREDIT UNION	775.00
	44198	NEW YORK LIFE	20.00
	44199	VOID – mag refund to PF cancelled	0.00
	44200	CITY OF POST FALLS.	181.39
	44201	A-V SUPPLY	52.75
	44202	ABOVE AND BEYOND JANITORIAL INC	500.00
	44203	ACE HARDWARE	73.25
	44204	ADD ELECTRONICS	1,572.95
	44205	ADVANCED COMPRESSOR & HOSE, INC.	925.45
	44206	ALSCO	454.02
	44207	ARROW CONSTRUCTION SUPPLY	6,733.71
	44208	BADGER BUILDING CENTER	458.75
	44209	CDA POWER TOOL	45.95

44210	CDA PRESS	99.25
44211	CITY OF POST FALLS.	73.89
44212	COLEMAN OIL COMPANY	1,207.55
44213	CONSOLIDATED SUPPLY CO.	179.30
44214	COUNTRY CLEANERS	193.00
44215	CULLIGAN	6.35
44216	DELTA DENTAL	1,381.66
44217	DOBBS PETERBILT - SPOKANE WA	747.00
44218	GORDON TRUCK CENTERS, INC	617.85
44219	IDAHO DEPARTMENT OF LABOR	672.90
44220	JMT PETROLEUM	10,374.40
44221	KENWORTH SALES - SPOKANE	140.78
44222	LES SCHWAB	430.92
44223	LHTAC	100.00
44224	MARY RICHTER, CPA	2,612.50
44225	MIKE WHITE FORD OF CDA	130.54
44226	MOTION AUTO SUPPLY	40.72
44227	NAPA	530.69
44228	NCPERS	336.00
44229	NORTH 40 OUTFITTERS	63.96
44230	PACWEST MACHINERY LLC	917.56
44231	PLATT ELECTRIC SUPPLY	241.63
44232	RAGAN EQUIPMENT COMPANY	591.96
44233	RODDA PAINT	4,912.80
44234	ROMAN LOGGING, INC.	11,434.25
44235	SIX ROBBLEES	265.78
44236	SMITH POWER PRODUCTS INC	9,684.36
44237	SPOKANE HOUSE OF HOSE	52.86
44238	TRANSPORT EQUIPMENT	1,207.25
44239	VERIZON WIRELESS	378.41
44240	VSP dba VISION SERVICE PLAN	280.78
44241	WESTERN STATES EQUIPMENT - CAT	705.42
44242	WM WELCH CORP	16,725.70
44243	ZIPLY FIBER	288.31
44244	TUEKOTA TATE-VANDEVER	1,789.23
44245	BETH L RHEINSCHMIDT	1,451.08
44246	BRIAN D CRUMB	1,648.18
44247	DANIEL G PETERSON	1,564.22
44248	DARREL STEVENS	1,813.78
44249	EDWARD F. MAEL	1,709.50
44250	ERIC PRESTEGAARD	1,635.44
44251	JAMES B WINES	1,774.99
44252	LARRY P HOWELL, JR	1,187.82

44253	LESLIE R LIKES	1,749.19
44254	MARK F ROBERTS	1,588.17
44255	MICHAEL C LENZ	2,711.17
44256	MICHAEL J KETCHUM	1,793.62
44257	RANDY L NEAL	1,621.22
44258	SHIRLEY J. WALSON	1,774.83
44259	TAYLOR WOOD	1,599.44
44260	TRAVIS A HALL	1,730.06
44261	TRAVIS S MITLEY	1,598.18
44262	TUEKOTA TATE-VANDEVER	1,697.45
44263	AFLAC	355.22
44264	CREDIT UNION	775.00
44265	AMERICAN MOBILE DRUG TESTING	225.00
44266	AMERICAN ON-SITE SERVICES	179.04
44267	AVISTA UTILITIES - WWP	2,238.95
44268	BACKFLOW PREVENTIONS	90.00
44269	CANNON HILL INDUSTRIES	810.00
44270	CAPITAL PLUMBING & HEATING INC	447.00
44271	CDA GARBAGE	177.50
44272	ELJAY OIL COMPANY, INC.	82.90
44273	EMERALD SERVICES, INC	3,465.19
44274	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	147.35
44275	HDR ENGINEERING INC	2,551.56
44276	HRA VEBA TRUST	3,150.00
44277	INTERMOUNTAIN SIGN & SAFETY	16.00
44278	KEC	747.52
44279	KOOTENAI COUNTY DISTRICT CLERK	2,190.00
44280	KOOTENAI COUNTY SOLID WASTE	175.50
44281	LAWSON PRODUCTS	188.80
44282	LHTAC	200.00
44283	PANHANDLE SPRAY SERVICE	5,648.07
44284	REGENCE BLUE SHIELD	16,388.24
44285	RODDA PAINT	403.80
44286	RUEN-YEAGER & ASSOC, INC	33,126.11
44287	ULTRA-LAWN	100.00
44288	WTB - CREDIT CARD DIV.	1,089.65
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	11,656.47
ACH	WASHINGTON TRUST BANK	12,116.50
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	10,558.38
ACH	WASHINGTON TRUST BANK	10,614.02
ACH	STATE TAX COMMISSION	3,036.00
		<hr/>
		<b>268,571.99</b>
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May  
21

APPROVED W. Wald

ATTEST Jenny Williams

DATE 06/02/2021

Submitted by:  
Shirley Walson, District Clerk