

POST FALLS HIGHWAY DISTRICT

NOVEMBER 2024 MINUTES

**Regular Board Meeting**  
**November 6, 2024, 6:00pm**  
**5629 E. Selfice Way, Post Falls, ID 83854**

1) Chairman Tyler called the meeting to order at 6:00 pm

Present were:

Commissioners: Glen Heape, David Russell, Jeff Tyler

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)

Melissa Cleveland, PE, Welch Comer Engineers

Mark Hughes, Mathew Nightingale

2) PLEDGE OF ALLEGIANCE: Commissioner Russell led in 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.** [11/6/2024 Board Mtg]

5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [11/6/2024 Board Mtg]

6) PUBLIC COMMENTS: Matthew Nightingale had questions regarding the Prairie Trail Underpass project. He is a member of the Units Water District. His understanding is that they would be without water for a period of time, and that as a seven member district, the cost for a repair/replacement line would be quite a burden to the Water District. He has also contacted JUB Engineering. Director Lenz stated he would be willing to meet with Mr. Nightingale soon about the project. As there were no others present or online for comments Chairman Tyler, closed the public comments period at 6:06pm.

7) OLD BUSINESS: **NONE**

8) CURRENT BUSINESS:

a. **MS4 Annual Permit & Report**: Melissa Cleveland gave a presentation to the board and provided an annual update on the MS4 permit and water discharge monitoring. She is recommending that the wet water testing be moved to November as there is generally little or no rain in October. She listed a few changes she would like to see in the permit renewal regarding pollutants/levels monitored and the frequency of dry testing. There were questions regarding phosphonate levels, construction and development runoff mitigation. Commissioner Russell made a **Motion** to authorize the Director of Highways to submit the annual MS4 permit through the DEQ portal and post the report on the Post Falls Highway District web site. **Seconded** by Commissioner Heape. **Motion carried.** [11/6/2024 Board Mtg]

- b. **Development & Road Acceptance Agreement – Elkview Pines – Cielo View Ct:** Director Lenz summarized the agreement which includes a two-year maintenance bond in the amount of \$38,263.90 Commissioner Heape made a **Motion** to authorize Commissioner Tyler's signature on the road development and road acceptance agreement for Cielo View Court when the original document has been returned to the Post Falls Highway District. **Seconded** by Commissioner Russell. **Motion carried.** [11/6/2024 Board Mtg]
  - c. **Intersection Safety Improvements Scope of Services Agreement for Riverview Drive / Sunrise Lane Intersection – Ruen Yeager:** Director Lenz outlined the agreement to the board noting that Spokane County asked for public outreach with nearby property owners for a total of \$60,734.62. Commissioner Russell **Moved** to accept the Ruen-Yeager & Associates scope of services for the Riverview Dr / Sunrise Lane [Idaho Road] intersection safety improvements. **Seconded** by Commissioner Heape. **Motion carried.** [11/6/2024 Board Mtg]
  - d. **Delta Dental Contract Amendment:** District Clerk Fox explained that this will amend the contract to untie medical and dental plans. Current language reads that all employees must be enrolled in both programs. Commissioner Heape made a **Motion** to authorize staff to execute the Delta Dental contract as amended. **Seconded** by Commissioner Russell. **Motion carried.** [11/6/2024 Board Mtg]
  - e. **Delta Dental 2025 Rates:** District Clerk Fox reviewed rates and noted that we negotiated to coordinate dental plan renewal dates to match medical renewal plan dates going forward so this 2025 dental plan will not renew again until October 2026. Commissioner Russell made a **Motion** to accept the 2025 Delta Dental rates through September 2026 as presented. **Seconded** by Commissioner Heape. **Motion carried.** [11/6/2024 Board Mtg]
  - f. **TDS Telecommunications Service Agreement:** Director Lenz said that Deputy Clerk Helen Furbee has contacted vendors regarding the replacement of our current telephone carrier and internet provider. Current copper telephone lines are unreliable and they will only continue to deteriorate. Bids were requested from several providers and narrowed down to the two options presented. The TDS Telecommunications (TDS) two-year contract proposal would provide both telephone and internet services. TDS will run a fiber optic line to the Seltice office location at no cost to the District. TDS rates are approximately one-half of the second option. Commissioner Heape **Moved** to authorize the Director of Highways to execute the TDS Telecommunications service agreement. **Seconded** by Commissioner Russell. **Motion carried.** [11/6/2024 Board Mtg]
- 9) CORRESPONDENCE: **NONE**
  - 10) LEGAL: Attorney Susan Weeks mentioned that we should develop a Public Works Inter-Local Agreement with Spokane County for the Riverside Drive / Sunrise (Idaho Rd) interchange.
  - 11) ENGINEERING: Laura Winter, PE (RYA) stated that they are waiting on locates for the Church Road project before proceeding. They are moving forward with the Prairie/Beck realignment. BNSF will need to do a review on that project as well. Angela Comstock, PE (JUB) said they are working on the two supplementals which were previously mentioned. She discussed utilities that are in the path of the Prairie Trail Underpass project and said that JUB can work on ways to resolve the problem with some possible solutions for the Units Water District. There was a discussion on possible funding sources and alternatives for the water line relocation. More information and meetings are forthcoming. Ms. Comstock, PE noted that the Prairie Ave: Meyer to SH-41 widening project is moving into the right-of-way acquisition phase.
  - 12) DIRECTOR UPDATES: Director Lenz provided the following updates:
    - . A new mechanic was hired and lots of applications have been received for the open

- Road Maintenance Specialist (crew) position.
  - The crew has been ditching, street sweeping and prepping for winter.
  - He has been spending substantial time mitigating a mailbox issue on Waterford Loop.
  - Specifications for a new plow truck are being developed. Other equipment is being prepped by the crew for winter plow season.
  - Winter schedule of five eight-hour days will begin on November 18.
  - Three road acceptance agreements will be on the next agenda for sections on Poleline, Bedrock and Big Horn to be accepted into our maintenance system.
  - He has been in discussions with engineers for several projects east of Huetter at Poleline and on Prairie Avenue.
  - The Idaho Association of Highway District's annual convention is next week in Coeur d'Alene.
  - Agreements on signal maintenance and a quit claim deed related to the state highway ID-53 are being addressed on in meetings with Idaho Transportation Department.
  - The traffic control plan for the new Seltice and Wellesley roundabout is being reviewed by engineering and will be on the next agenda.
- 13) OFFICE UPDATES: District Clerk Fox said that the resolution for the medical opt-out bonus is now in legal review. A new computer server was installed and is up and running. The new office back-up generator is also fully installed. The District received \$747,340 in Highway Users and HB312 revenue which is on target with the budget. Director Lenz and Ms. Fox met with the representative from the State Insurance Fund. The meeting went very well as the District has a very good safety and loss record. Auditing season is now fully underway.
- 14) COMMISSIONERS: Commissioner Heape asked if the intersection construction for Riverview and Sunrise (Idaho Rd) should include a turn lane for those turning south. Ms. Winter, PE (RYA) said that may be feasible and will look at adding a traffic counter to see if it is warranted.
- 15) EXECUTIVE SESSION: Commissioner Russell stated that pursuant to the provisions of Idaho Code 74-206, subsection 1(b) & 1(f) an **executive session was 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. **Seconded** by Commissioner Heape. **Motion carried.** [11/6/2024 Board Mtg] A **roll call vote** was held: Commissioner Heape yes, Commissioner Russell yes, Chairman Tyler yes. The **regular meeting ended at 7:37pm** and went into executive session. The **executive session ended at 8:13pm.**
- 16) ADJOURNMENT: Chairman Tyler adjourned the meeting at 8:14pm.

**Regular Board Meeting**  
**November 20, 2024, 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, absent)  
 Director of Highways Michael Lenz, District Clerk Elaine Fox, Jonie Anderson

Guests in attendance were:

Kevin Smith, PE, J-U-B Engineers [JUB]  
 Laura Winter, PE, Ruen-Yeager & Associates [RYA]  
 Monte Winter

Online Guests: None

- 2) PLEDGE OF ALLEGIANCE: Commissioner Heape led in the Pledge of Allegiance.
- 3) CONFLICTS OR CHANGES: Director Lenz asked to amend the consent agenda to remove Executive Session from the agenda
- 4) APPROVAL OF AGENDA: Commissioner Heape **moved** to accept the agenda as amended, removing Executive Session. Chairman Tyler **seconded. Motion carried.** [11/20/2024 Board Mtg]
- 5) CONSENT AGENDA: Commissioner **moved** to accept the Consent Agenda, as presented. Chairman Tyler **seconded. Motion carried.** [11/20/2024 Board Mtg]
- 6) PUBLIC COMMENTS: Chairman Tyler called for public comments. As no one present in the audience or online had any comments, Chairman Tyler closed the public comment period at 6:03 pm.
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS:
  - a. **Resolution 2024-05**: District Clerk Fox presented a Resolution for Adopting Policy Allowing a Conditional Opt-out Bonus for Employees Who Waive Medical Insurance Coverage. Commissioner Heape **moved** to accept and sign Resolution 2024-05, as presented, allowing a conditional opt-out bonus for employees who waive medical coverage. Chairman Tyler **seconded. Motion carried.** [11/20/24 Board Mtg]
  - b. **Actual Cost Utility Agreement SMA-7218 Lancaster & Huetter Roundabout**: Commissioner Heape **moved** to Authorize Chairman Tyler's signature on the Actual Cost Utility Agreement SMA-7218 Lancaster & Huetter Roundabout for Project No. A02298750 Key No. 22785, as presented. Chairman Tyler **seconded. Motion carried.** [11/20/24 Board Mtg]
  - c. **RDA – Jane's Plains Subdivision**: Commissioner Heape **moved** to Authorize Chairman Tyler signature on the Road Development Agreement for Jane's Plains Subdivision as presented. Chairman Tyler **seconded. Motion carried.** [11/20/24 Board Mtg]
  - d. **Notice of Board Meeting – 2025 Dates**: District Clerk Fox proposed the dates for 2025 Board Meetings scheduled @ 6:00 pm on the first and third Wednesdays' of each month. Commissioner Heape **moved** to Accept the Notice of Board Meetings – 2025 Dates, as presented. Chairman Tyler **seconded. Motion carried.** [11/20/24 Board Mtg]
  - e. **Consulting Engagement Letter – Mary W. Richter, CPA**: District Clerk Fox presented the Consulting Engagement Letter from Mary Richter, noting that the hourly rate has not increased from the prior year. Commissioner Heape **moved** to Authorize Chairman Tyler's signature on the Consulting Engagement Letter with Mary W. Richter, CPA, as presented. Chairman Tyler **seconded. Motion carried.** [11/20/24 Board Mtg]
  - f. **Big Horn Industrial Park Phase 3 – Final Construction Certification Letter**: Director Lenz reviewed the details of the final construction certification letter. Commissioner Heape **moved** to Accept W. Poleline Avenue from Pleasant View, 2,550' to the west and Bighorn Road from Hargrave Avenue to Poleline Avenue into the Post Falls Highway District System for ownership and maintenance. Chairman Tyler **seconded. Motion carried.** [11/20/24 Board Mtg]
  - g. **Bedrock Commercial – Final Construction Certification Letter**: Director Lenz outlined the details of the final construction certification letter. Commissioner Heape **moved** to Accept Bedrock Road from Beck Road, 2,600' to the west into the Post Falls Highway District System for ownership and maintenance. Chairman Tyler **seconded. Motion carried.** [11/20/24 Board

Mtg]

9) CORRESPONDENCE:       **NONE**

10) LEGAL:                   **NONE**

11) ENGINEERING:

- Laura Winter, PE (RYA) met with AllWest regarding Church Rd
- Kevin Smith, PE (JUB) no updates
- Director Lenz mentioned that we received a supplemental agreement from JUB for Hayden/Meyer for the right-of-way consultant and it will be on the agenda for the next meeting
- Chairman Tyler asked if there are any updates regarding the gentleman [Mr. Nightingale] that spoke at the 11/06/24 meeting; Director Lenz has been in touch with Mr. Nightingale and Director Lenz has also requested a cost estimate from J-U-B for relocating the waterline and will follow-up with Mr. Nightingale and the board when the cost estimate is completed.

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

- Crew clearing drains, posting encroachments, grading Bodine where utilities went through
- Plowing at higher elevations
- Following up on previous items from the 11/06/24 meeting
- Idaho Association of Highway District's (IAHD) annual conference recap
- Winter schedule began 11/18/24 Mon-Fri 6:00am – 2:30pm
- New mechanic started
- PFHD will be closed on 11/28/24 & 11/29/24 for Thanksgiving & Native Heritage holidays

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

- IAHD Conference review
- Local Government Registry (LGR) - Idaho Transparency reporting is due 12/01/24.
- Onboarding new Mechanic
- Day at the Capital Tuesday, 2/04/2025
- Christmas lunch is scheduled for Friday, 12/13/24
- Idaho Central Credit Union (ICCU) savings account was closed

14) COMMISSIONERS:

- Commissioner Heape had no comments
- Commissioner Tyler mentioned IAHD convention

15) EXECUTIVE SESSION:       **NONE**

16) ADJOURNMENT: Chairman Tyler adjourned the meeting at 6:37 pm

### VOUCHERS TO DATE OCTOBER 2024

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Oct 24	49283	COSTCO	-65.00
	49284-49288	September checks	
	49289	KMPO	-2,993.00
	49290	PAPE MACHINERY	-29,760.50

49291	JUB	-9,060.30
49292	JUB	-40,995.71
49293-49302	September checks	
49303	COREY KRAFT	-2,656.05
49304	DARREL STEVENS	-2,793.65
49305	DAVID A TUCKER	-2,330.81
49306	DAVID RUSSELL	-501.36
49307	EDWARD F. MAEL	-2,570.88
49308	ERIC PRESTEGAARD	-2,226.72
49309	GLEN HEAPE	-381.36
49310	HELEN A FURBEE	-1,793.35
49311	JAMES B WINES	-2,371.15
49312	JASON B COFFMAN	-2,377.67
49313	JEFFERY N FERGUSON	-2,239.45
49314	JEFFREY TYLER	-676.24
49315	JONIE ANDERSON	-1,689.40
49316	LARRY P HOWELL, JR	-1,607.36
49317	LESLIE R LIKES	-2,363.44
49318	LUCAS A BICANDI	-2,447.37
49319	MICHAEL C LENZ	-3,500.29
49320	MICHAEL J KETCHUM	-2,294.71
49321	MIRIAM E FOX	-2,475.10
49322	RANDY L NEAL	-2,475.02
49323	STEVEN K FRANKS	-2,285.34
49324	TUEKOTA TATE-VANDEVER	-2,222.72
49325-49336	September checks	
49337	DELTA DENTAL	-1,410.56
49338	IAHD	-435.00
49339	VSP dba VISION SERVICE PLAN	-304.10
49400-49351	September checks	
49352	ICCU	-675.00
49353	SMOKIN GLORY BBQ & CATERING, LLC	-292.00
49354	COREY KRAFT	-2,457.78
49355	DARREL STEVENS	-2,811.33
49356	DAVID A TUCKER	-2,330.81
49357	EDWARD F. MAEL	-2,296.19
49358	ERIC PRESTEGAARD	-2,226.71
49359	HELEN A FURBEE	-1,758.45
49360	JAMES B WINES	-2,371.16
49361	JASON B COFFMAN	-2,377.67
49362	JEFFERY N FERGUSON	-2,239.45
49363	JONIE ANDERSON	-1,689.41
49364	LARRY P HOWELL, JR	-1,458.45
49365	LESLIE R LIKES	0.00

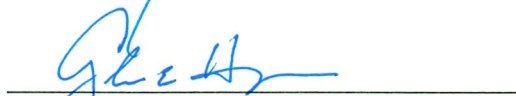
49366	LUCAS A BICANDI	-2,299.45
49367	MICHAEL C LENZ	-3,494.68
49368	MICHAEL J KETCHUM	-2,294.72
49369	MIRIAM E FOX	-2,475.12
49370	RANDY L NEAL	-2,475.02
49371	STEVEN K FRANKS	0.00
49372	TUEKOTA TATE-VANDEVER	-2,222.71
49373	NEW YORK LIFE	-20.00
49374	ICCU	-675.00
49375	AFLAC	-104.52
49376	765TECH INC	-149.00
49377	ADVANCED PEST CONTROL	-86.00
49378	AMERICAN MOBILE DRUG TESTING	-245.00
49379	ANDYS HEATING AND AIR CONDITIONING	-13,775.00
49380	ARROW CONSTRUCTION SUPPLY	-2,646.27
49381	AVISTA UTILITIES - WWP	-2,905.44
49382	BLUEJAY INDUSTRIAL INC	-112.04
49383	CDA GARBAGE	-161.75
49384	CDA PRESS	-117.72
49385	DAVID J. RUSSELL - REIMBURSEMENT	-133.96
49386	LESLIE R LIKES	-2,512.38
49387	STEVEN K FRANKS	-2,285.35
49388	GOODYEAR	-533.54
49389	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-152.39
49390	HRA VEBA TRUST	-10,500.00
49391	IACERS	-95.00
49392	KEC	-449.44
49393	LAWSON PRODUCTS	-134.62
49394	LHTAC	-960.00
49395	NCPERS GROUP LIFE INS.	-352.00
49396	PACIFIC STEEL	-25.00
49397	REGENCE BLUE SHIELD of IDAHO	-19,927.49
49398	REHN & ASSOCIATES	-28.00
49399	SPECIALTY ROCK PRODUCTS LLC	-427.18
49400	RUEN-YEAGER & ASSOC, INC	-5,680.19
49401	WESTERN STATES EQUIPMENT - CAT	-302.51
49402	EMERALD SERVICES, INC	-4,430.16
49403	WTB - CREDIT CARD DIV.	-1,431.27
49404	SONSRAY MACHINERY	-98.95
49405	PETROLEUM STORAGE	-50.00
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-14,528.83
EFT	WASHINGTON TRUST BANK	-16,104.30
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-14,089.84
EFT	WASHINGTON TRUST BANK	-15,129.84

EFT	STATE TAX COMMISSION	-4,640.00
TFR	INSURANCE AD VALOREM TRANSFER	-91.13
TFR	KN22435 HAYDEN/MEYER REINVEST	-8,395.27
TFR	KN24398 PRAIRE TRL UNDERPASS REINVEST	<u>-37,986.62</u>
Oct 24		<u><u>-354,022.72</u></u>

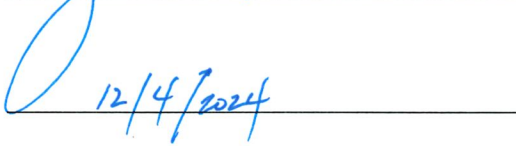
APPROVED



ATTEST



DATE

  
12/4/2024