

POST FALLS HIGHWAY DISTRICT

NOVEMBER 2025 MINUTES

**Regular Board Meeting
November 5, 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, David Russell (Glen Heape absent)
Director of Highways Michael Lenz, District Clerk Elaine Fox, Deputy Clerk Helen Furbee

Guests in attendance were:

Angela Comstock, PE, J-U-B Engineers (JUB)
Darius Ruen, PE, Ruen-Yeager and Associates (RYA)
Amanda LaMott, Local Highway Technical Assistance (LHTAC)
Jeff Ferguson, PFHD Employee

2) PLEDGE OF ALLEGIANCE: Chairman Tyler led the Pledge of Allegiance.

3) CONFLICTS OR CHANGES: **NONE**

4) APPROVAL OF AGENDA: Commissioner Russell **moved** to accept the agenda as presented. Chairman Tyler **seconded. Motion carried.** [11/5/2025 Board Mtg]

5) CONSENT AGENDA: Commissioner Russell **moved** to accept the consent agenda as presented. Chairman Tyler **seconded. Motion carried.** 11/5/2025 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 6:03 pm.

7) OLD BUSINESS: **NONE**

8) CURRENT BUSINESS:

a. **Amanda LaMott, LHTAC Presentation of awards**: Amanda LaMott thanked the District and briefly stated the qualifications for the Road Master and Road Scholar awards. She then awarded both awards to Jeff Ferguson. Corey Kraft and Steven Franks were not in attendance but were acknowledged for both Road Master and Road Scholar awards.

b. **Mary Richter, CPA consulting engagement letter**: District Clerk Elaine Fox explained that Ms. Richter helps to prepare for the December annual audit of the District's books. The hourly rate of \$150 per hour has not changed from the last year. Commissioner Russell made a **motion** authorize Chairman Tyler's signature on the consulting engagement letter with Mary W Richter, CPA as presented. Chairman Tyler **seconded. Motion carried.** [11/5/2025 Board Mtg]

9) CORRESPONDENCE: We received the quarterly update from LHTAC on upcoming projects. Director Lenz noted a need for a correction for the Prairie section of Meyer to SH-41 as it should be FY 2026.

10) LEGAL: **NONE**

- 11) ENGINEERING:
- Angela Comstock, PE, JUB: **Prairie Trail Underpass** project is out to bid. The **Prairie: Meyer to SH-41** widening project is completed for engineering and will go going to Glen Miles for the Urban Balancing meeting to address the last of the funding shortfalls. They are going to wait up to a month to see if **Prairie Trail Underpass** can be bundled with the **Prairie: Meyer to SH-41** widening project. The **Hayden/Meyer** roundabout is on a brief hold for right-of-way issues.
 - Darius Ruen PE, RYA: Mr. Ruen indicated that they have recently received information and will update legal and the Director next week. Laura Winter is finishing up the work on the **Riverview "Y"** project.
- 12) DIRECTOR UPDATES: Director Lenz gave the following updates:
- The crew has been screening sand and stockpiling. They are also finished up the truck and plow prep and conversions for winter.
 - The temporary signal at Hayden/Meyer should be up and running November 10th. Notifications were sent.
 - Chairman Tyler and Director Lenz attended the City of Hayden meeting regarding **Hayden/Huetter** intersection.
 - He has been working with the developers on **Summit Ridge, Elkview Pines** and **Cielo View**.
 - We will go to winter hours, 8-hour days, starting November 17.
 - Weather recently washed out a portion of **Huetter Rd** where Avista had been working. The Avista claims department is receiving claims on tire damage from the public. PFHD smoothed it out over the weekend and Avista paved on Monday.
- 13) OFFICE UPDATES: District Clerk Fox provided the following updates:
- We received \$774K in Highway Users Revenues from the state
 - This year's Holiday luncheon will be on Friday, December 5.
 - She is working with benefits regarding corrections to prior submittals, and is also requesting an amendment for dependent coverage to be in alignment with federal standards.
- 14) COMMISSIONERS: No comments tonight.
- 15) EXECUTIVE SESSION: Commissioner Russell **motioned** 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 to communicate with legal counsel for the public agency to discuss the legal ramification for pending litigation. A roll call vote is required. **Seconded** by Chairman Tyler. **Roll call vote:** Commissioner Russell Aye; Chairman Tyler Aye; The regular meeting was suspended at 6:34 pm
- 16) MOTIONS RESULTING FROM EXECUTIVE SESSION: Commissioner Russell **moved** to direct the Director of Highways to proceed with the personnel matter as discussed in executive session. Chairman Tyler **seconded. Motion carried.** [11/5/25 Board Mtg] Exited from executive session at 6:51pm.
- 17) ADJOURNMENT: The regular session recommenced, and there being no further business, the meeting was adjourned at 6:51 pm.

Regular Board Meeting
November 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: Kevin Smith, PE, J-U-B Engineers (JUB)

Laura Winter, PE, Ruen-Yeager & Assoc. (RYA)

Terry Leigh, Kevin Overton, Michael Pauckert, Joe Wachter (public guests)

Guests online: None

- 2) PLEDGE OF ALLEGIANCE: Commissioner Russell led the Pledge of Allegiance.
- 3) CONFLICTS OR CHANGES: Director Lenz requested the Board remove item #15 [executive session] from the agenda, as legal council will not be in attendance. Commissioner Russell **moved** to remove item #15 from the agenda. Commissioner Heape **seconded. Motion carried.** [11/19/2025 Board Mtg]
- 4) APPROVAL OF AGENDA: Commissioner Russell **moved** to approve the agenda as amended. Commissioner Heape **seconded. Motion carried.** [11/19/2025 Board Mtg]
- 5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [11/19/2025 Board Mtg]
- 6) PUBLIC COMMENTS:
 - Kevin Overton 12210 W Parkway. Mr. Overton asked the Board to look into the homeowners responsibility for the maintenance of landscaping that encroaches into the right-of-way so that the tax payers do not have to pay for the District to maintain the right-of-way. Mr. Overton also commented that there needs to be better enforcement of the no parking zone at Q'emiln Park.
 - Michael Pauckert 9717 N Cloverleaf, Terry Leigh 10045 N Los Ranchos Ln, and Joe Wachter 10058 N Fay Place, came to speak on behalf of the Hauser Lake Water Association regarding a potential waterline project that they would like to place within the District's easement and requested a letter of understanding. Director Lenz added that he sent an email earlier in the day regarding clarification on the process and provided information on what the District would need to issue an encroachment permit for the project.

With no further comments from the audience, Chairman Tyler closed the public comment period at 6:21 pm. [11/19/2025 Board Mtg]
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS: **NONE**
- 9) CORRESPONDENCE: Chairman Tyler read a thank you note that the Board received, from Randy Neal [retired PFHD mechanic].
- 10) LEGAL: **NONE**
- 11) ENGINEERING:
 - Laura Winter, PE, RYA: Received report from ITD that the Prairie/Beck realignment was reviewed [Hwy 53/Pleasant View] by FRA and approved. Open House last night regarding the 190/Hwy 95/Appleway Interchange.
 - Kevin Smith, PE, JUB: No updates
- 12) DIRECTOR UPDATES: Director Lenz provided the following updates:
 - Crew converting plow trucks over and relocating sand pile at Bodine and mowing.
 - Mower Max called and may be able to do demonstration 1st week of December.

- Idaho Association of Highway Districts (IAHD) convention went well. Commissioner Tyler spoke with a representative of FPT Infrastructure about a product called patch pack. Director Lenz requested they send us a sample and is hoping to see how it works in the Spring.
- Eric Shanley, Director of Lakes Highway District (LHD), will be asking his board about sharing the expense of a traffic signal with PFHD and splitting the local match. If LHD Board does not approve the split, PFHD will take full ownership of the traffic signal.
- At the Associated Highway Districts of Kootenai County (AHDKC) meeting yesterday the Phase II contract with J-U-B was approved for the updated standards.
- The C & I submittals for the Prairie Trail Underpass were due today.
- Prairie Trail Underpass construction bid opening has been moved to December 2.
- Hayden City Council decided to move forward with a roundabout at the Hayden/Huetter intersection; stating the reasons of: if there is a power outage they would need to man the signals and safety concerns with people running red lights
- Director Lenz will be out of the office Wednesday, November 26.

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

- Confirmation from VSP [vision plan] on the amendment for dependent eligibility.
- Clerk Fox read an email from Regence Blue Sheild regarding contract negotiations with Kootenai Health.
- Clerk Fox has been working with CPA Mary Richter on pre-audit accounting. The formal audit with CPA Scott Hanson scheduled for week of December 15th.

14) COMMISSIONERS:

Commissioner Heape: Thanked staff for a great convention and getting everyone registered

Chairman Tyler: Asked Director Lenz for clarification on comments

15) EXECUTIVE SESSION: **NONE**

16) ADJOURNMENT: Chairman Tyler adjourned the meeting at 6:46 pm

NOVEMBER 2025 VOUCHERS

<u>Num</u>	<u>Name</u>	<u>Amount</u>
Nov 25		
50945	ANDREW T CYNOVA	-2,534.56
50946	COREY KRAFT	-2,631.42
50947	DARREL STEVENS	-2,940.00
50948	DAVID RUSSELL	-886.93
50949	EDWARD F. MAEL	-2,426.90
50950	ERIC PRESTEGAARD	-2,561.09
50951	GLEN HEAPE	-766.93
50952	HELEN A FURBEE	-1,802.13
50953	JAMES B WINES	-2,496.42
50954	JASON B COFFMAN	-2,546.55
50955	JEFFERY N FERGUSON	-2,485.04
50956	JEFFREY TYLER	-1,092.86
50957	JESSE D HAMMER	-2,312.73
50958	JONIE ANDERSON	-1,808.98
50959	LARRY P HOWELL, JR	-1,481.68
50960	LESLIE R LIKES	-2,630.34

50961	LUCAS A BICANDI	-2,415.42
50962	MICHAEL C LENZ	-3,787.66
50963	MICHAEL J KETCHUM	-2,410.68
50964	MIRIAM E FOX	-2,594.11
50965	RANDY L NEAL	-2,638.79
50966	STEVEN K FRANKS	-2,400.11
50967	TUEKOTA TATE-VANDEVER	-2,338.68
50968	ICCU	-675.00
50969	RANDY L NEAL	-9,221.13
50970	JUB	-13,227.15
50971	HERC RENTALS	-581.63
50972	WELCH COMER & ASSOCIATES	-3,676.00
50973	WESTERN SYSTEMS	-375.00
50974	ABOVE AND BEYOND JANITORIAL INC	-650.00
50975	ACE HARDWARE	-385.89
50976	ALSCO	-304.23
50977	AMERICAN MOBILE DRUG TESTING	-295.00
50978	AMERICAN ON-SITE SERVICES	-360.00
50979	BADGER BUILDING CENTER	-391.92
50980	BISCO	-2,026.01
50981	BLUEJAY INDUSTRIAL INC	-270.03
50982	GMCO CORPORATION	-7,069.42
50983	CDA REDI MIX & PRECAST, INC.	-63.00
50984	CITY OF POST FALLS.	-509.88
50985	COLEMAN OIL COMPANY	-2,092.54
50986	CULLIGAN	-31.80
50987	CW WRAPS	-213.06
50988	COUNTRY CLEANERS	-321.00
50989	DELTA DENTAL	-1,597.15
50990	ELJAY OIL COMPANY, INC.	-278.40
50991	FASTENAL	-46.27
50992	GOODYEAR	-718.94
50993	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-1,938.87
50995	INTERMOUNTAIN SIGN & SAFETY	-1,505.20
50996	JMT PETROLEUM	-5,109.18
50997	KENWORTH SALES - SPOKANE	-431.66
50998	KOOTENAI COUNTY SOLID WASTE	-146.30
50999	LAKES HIGHWAY DIST	-171.53
51000	LES SCHWAB	-3,259.76
51001	LHTAC	-40.00
51002	MIKE WHITE FORD OF CDA	-2,723.58
51003	MOTION AUTO SUPPLY	-215.57
51004	NORCO	-52.56
51005	ULTRA-LAWN	-340.00
51006	NAPA - POST FALLS	-6,628.53
51007	RAGAN EQUIPMENT COMPANY	-62.50

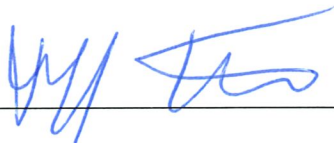
51008	SCOTTY'S BACKFLOW LLC	-65.00
51009	SIX ROBBLEES	-129.93
51010	SPRAY CENTER	-126.38
51011	TDS	-204.63
51012	TEXAS REFINERY CORP - TRC	-1,959.20
51013	THORCO INC.	-353.00
51014	TPI EMBROIDERY	-569.99
51015	TRUCKPRO	-583.99
51016	VSP dba VISION SERVICE PLAN	-271.54
51017	VERIZON WIRELESS	-428.66
51018	WESTERN STATES EQUIPMENT - CAT	-577.64
51019	ADVANCED COMPRESSOR & HOSE, INC.	-270.46
51020	FRANK GURNEY, INC	-9,407.00
51021	ANDREW T CYNOVA	-2,353.01
51022	COREY KRAFT	-2,747.90
51023	DARREL STEVENS	-2,602.14
51024	EDWARD F. MAEL	-2,151.12
51025	ERIC PRESTEGAARD	-2,118.08
51026	HELEN A FURBEE	-1,606.45
51027	JAMES B WINES	-2,234.82
51028	JASON B COFFMAN	-2,558.64
51029	JEFFERY N FERGUSON	-2,475.85
51030	JESSE D HAMMER	-2,097.27
51031	JONIE ANDERSON	0.00
51032	LARRY P HOWELL, JR	0.00
51033	JONIE ANDERSON	-1,597.78
51034	LARRY P HOWELL, JR	-1,583.16
51035	LESLIE R LIKES	-2,252.82
51036	LUCAS A BICANDI	-2,339.74
51037	MICHAEL C LENZ	-3,803.67
51038	MICHAEL J KETCHUM	-2,185.08
51039	MIRIAM E FOX	-2,347.47
51040	TUEKOTA TATE-VANDEVER	-2,112.09
51041	STEVEN K FRANKS	-2,155.41
51042	ICCU	-400.00
51043	KOOTENAI COUNTY SOLID WASTE	-188.64
51044	REGENCE BLUE SHIELD of IDAHO	-24,608.54
51045	VSP dba VISION SERVICE PLAN	-309.92
51046	AVISTA UTILITIES - WWVP	-3,024.74
51047	AMERICAN ON-SITE SERVICES	-250.00
51048	AFLAC	-203.71
51049	ADD ELECTRONICS	-1,449.64
51050	APPLIED INDUSTRIAL TECHNOLOGIES	-195.43
51051	BLUEJAY INDUSTRIAL INC	-68.91
51052	EMERALD SERVICES, INC	-229.35
51053	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-98.87

51055	JMT PETROLEUM	-3,149.67
51057	IDAHO MINING APPAREL & SUPPLY	-1,784.15
51058	KEC	-441.97
51059	HRA VEBA TRUST	-35,267.60
51060	LHTAC	-80.00
51061	JUB	-6,287.66
51062	JUB	-4,516.88
51063	JUB	-10,973.60
51064	NCPERS GROUP LIFE INS.	-368.00
51065	PACIFIC STEEL	-50.00
51066	R. D. OLSON MFG., INC.	-923.91
51067	ROMAINE ELECTRIC	-612.44
51068	RUEN-YEAGER & ASSOC, INC	-4,304.43
51069	SIX ROBBLEES	-231.82
51070	SWS EQUIPMENT, LLC	-122.24
51071	765TECH INC	-150.00
51072	CDA GARBAGE	-167.20
51073	TACOMA SCREW PRODUCTS, INC	-17.00
51074	ULTRA-LAWN	-409.00
51075	WESTERN TIRE CHAIN	-1,455.60
EFT	WASHINGTON TRUST BANK	-22,641.30
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-17,074.97
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,957.59
EFT	WTB - CREDIT CARD DIV.	-999.53
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-12,036.89
EFT	WASHINGTON TRUST BANK	-14,494.04
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,783.96
EFT	STATE TAX COMMISSION	-5,187.00
TRF	REINVEST KN22435 ROW-EBERLE LHTAC REIMBURSEMENT	-33,284.40
TRF	LGIP TREASURY - INSURANCE TRANSFER	-91.34

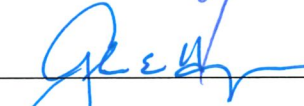
Nov 25

-390,157.56

APPROVED _____



ATTEST _____



DATE _____

Dec 3, 2025