

**Regular Board Meeting
October 1, 2025, 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, Deputy Clerk Helen Furbee

Guests in attendance were:

Kevin Smith, PE, J-U-B Engineers (JUB)
Susan Weeks, Attorney, James Vernon & Weeks (JVW)
Laura Winter, PE, Ruen-Yeager and Associates (RYA)
Monty Winter

- 2) PLEDGE OF ALLEGIANCE: Commissioner Russell led 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.** [10/1/2025 Board Mtg]
- 5) CONSENT AGENDA: Commissioner Heape moved to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [10/1/2025 Board Mtg]
- 6) PUBLIC COMMENTS: As there was no one online and no comments from the audience, Chairman Tyler closed the public comment period at 6:03 pm.
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS:
- a. **Units Water Agreement**: Director Lenz read the agreement which caps the District's portion of any relocation of the Units Water line due to Prairie Underpass project at \$12,000. He then went over some illustrations of the area to estimate the location of the water line, noting that the actual location is likely to follow the railroad for some distance and if so, it won't be disturbed by the underpass construction. However, this agreement needs to be in place before the project proceeds. Commissioner Russell **moved** to authorize Chairman Tyler's signature on the Units Utility Relocation and Encroachment Agreement for the Prairie Underpass Project, Key number 24398 once we receive the signed agreement from the Units Water representative. Commissioner Heape **seconded. Motion carried.** [10/1/2025 Board Mtg]
 - b. **HMH Engineering Contract – LHD 2025 Construction Projects**: Director Lenz explained the agreement is for professional services for survey and materials testing for a Lakes Highway District contract. Prairie Avenue from Stoddard Park to Atlas is included in those roads to be surveyed, materials tested and monument reset. Per a calculation which Director Lenz is comfortable with, the PFHD portion of the contract would not exceed a total of \$20,661.50. There were some general questions about materials testing. Commissioner Heape made a **motion** to accept the preliminary cost estimate with HMH as presented for survey and material testing services for the

Post Falls Highway District portion of Prairie Avenue. Commissioner Russell **seconded**. **Motion carried.** [10/1/2025 Board Mtg]

- 9) CORRESPONDENCE: Chairman Tyler read a letter from Ed Wines of Freddie Rd thanking the staff and crew for their excellent work on the road and culverts in his area.
- 10) LEGAL: Attorney Weeks (JW) stated that the attorney fees will be refunded in the Associated Highway District case. Additional reconciliations are needed from the County's final numbers.
- 11) ENGINEERING:
 - Kevin Smith, PE, JUB: No updates tonight.
 - Laura Winter, PE, RYA: Presented the Commissioners with the new realignment for the "Y" at Riverview project and thanked Commissioner Heape for his input to widen it a bit for trucks turning.
- 12) DIRECTOR UPDATES: Director Lenz gave the following updates:
 - Crew have been working on paving and patching on Poleline, tree and brush removal and other projects for fall.
 - A new mower will be demonstrated by the manufacturer this fall. Discussion regarding its capabilities.
 - Randy Neal (PFHD Lead Mechanic) was in the CDA Press in a nice article regarding his upcoming retirement.
 - A steel door has been ordered for the office to increase security.
 - Working with the Cedar Lumber company on the property access and making progress.
 - Talking again with the City of Coeur d'Alene regarding a signal at Prairie and Courcelles.
 - Mag and fuel tanks were filled prior to the close of the fiscal year.
 - Lancaster/Huetter roundabout should be open around October 27th.
- 13) OFFICE UPDATES: District Clerk Fox provided the following update:
 - A computer firewall was installed for additional security.
 - Audit dates have been set for December 15 – 19, 2025.
 - Answered questions regarding transfers of funds.
- 14) COMMISSIONERS:
Chairman Tyler commented about the Hayden/Meyer intersection. Director Lenz said it is currently scheduled for a roundabout in 2028. Discussion regarding this intersection as well as others in the area and continued congestion on the prairie.
- 15) EXECUTIVE SESSION: Commissioner Russell **motioned** that pursuant to the provisions of Idaho Code 74-206, Subsection 1[c] & 1[f] an executive session is being requested to for the purpose to discuss acquiring an 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. A roll call vote is required. **Seconded** by Commissioner Heape. **Roll call vote:** Commissioner Heape Aye; Chairman Tyler Aye; Commissioner Russell Aye. [10/15/2025 Board Mtg] The regular meeting was suspended at 6:48 pm. The regular meeting reconvened at 7:34pm.
- 16) MOTIONS RESULTING FROM EXECUTIVE SESSION: Commissioner Russell **moved** to direct the Director of Highways to proceed with employee compensation as discussed in executive session. Commissioner Heape **seconded**. **Motion carried.** [10/15/2025 Board Mtg] Exited from executive session at 7:33pm.
- 17) ADJOURNMENT: The regular session recommenced, and there being no further business, the meeting was adjourned at 7:34pm.

Regular Board Meeting
October 15th, 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: Kevin Smith, PE, J-U-B Engineers, Susan Weeks, Attorney, James Vernon & Weeks

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

3) CONFLICTS OR CHANGES: **NONE**

4) APPROVAL OF AGENDA: Commissioner Russell **moved** to approve the agenda as presented. Commissioner Heape **seconded. Motion carried.** [10/15/2025 Board Mtg]

5) CONSENT AGENDA: Commissioner Russell **moved** to accept the consent agenda as presented and authorize Chairman Tyler's signature on the Angels Rest Mylars. Commissioner Heape **seconded. Motion carried.** [10/15/2025 Board Mtg]

6) PUBLIC COMMENTS: As there were no guests in attendance or online that wished to address the Board, Chairman Tyler closed the public comment period at 6:03 pm.

7) OLD BUSINESS: **NONE**

8) CURRENT BUSINESS:

a. Mitchell Event Center Review Letter CUP25-0008: Director Lenz explained that the review letter is for a proposed Event Center off South Greensferry Road on Cedar Lane (private road). They have a capacity of 200. The review letter requires an approach permit and a trip generation calculation letter as per Associated Highway District standards. After some questions, Commissioner Heape **moved** to authorize the Director of Highways signature on the review letter for CUP25-0008 for the Mitchell Event Center as presented. Commissioner Russell **seconded. Motion carried.** [10/15/2025 Board Mtg]

b. Takings Resolution 2025-05 Right-of-Way Acquisition – STP Project KN 23028: Director Lenz read the proposed Resolution. Commissioner Russell said that he feels it is definitely in the public interest to complete the road and therefore he supports this. Commissioner Heape **moved** to approve Resolution 2025-05 and authorize the Director of Highways and legal counsel to proceed with all necessary litigation to finalize all takings related to the Prairie Avenue Road improvement project identified as Federal Aid Project Key Number 23028. Commissioner Russell **seconded. Motion carried.** [10/15/2025 Board Mtg.]

c. Takings Resolution 2025-06 Right-of-Way Acquisition – STP Project KN 22435: Director Lenz read the proposed Resolution, Chairman Tyler noted that while he is not a "fan" of eminent domain takings, he believes that these Resolutions are clearly needed since it appears that negotiations are far apart on the matter and they have to look out for the tax-paying citizens. Commissioner Russell **moved** to approve Resolution 2025-06 and authorize the Director of Highways and legal counsel to proceed with all necessary litigation to finalize all takings related to the Hayden Avenue and

Meyer Road intersection improvement project identified as Federal Aid Project Key Number 22435. Commissioner Heape **seconded. Motion carried.** [10/15/2025 Board Mtg]

9) CORRESPONDENCE: **NONE**

10) LEGAL: Attorney Weeks stated that she had no updates at this time.

11) ENGINEERING:

- Kevin Smith, PE, JUB: The Prairie Underpass project will have a bid opening on November 18 and construction begins spring of 2026. Commissioner Heape asked about the City's contribution which Director Lenz said will be reviewed and negotiated after the bid opening to determine the actual shortfall.

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

- Crew have put in a dry well on Havichur Road for drainage to help with flooding in the area.
- Crew set up the screen plant and continue to work on tree trimming.
- Met with the City of Coeur d'Alene regarding a signal at Prairie & Courcelles which went well. The City will get back to him on specific commitments to engineering etc.
- Met with the team working on the Prairie Medical Campus off SH-41 and Prairie. The projected trip distribution numbers will be revised to reflect the full build out of the project. He briefly went over the roads and projected traffic pattern using Google maps and fielded a few questions. The City has annexed much of this, but it will affect the PFHD portion of Hayden/Meyer intersection.
- Received an updated cost on the Prairie: Meyer to SH41 project which currently shows a shortfall of \$380,000. That information was provided to Glen Miles to take to the Urban Balancing committee meeting in November.
- Lancaster/Huetter roundabout is now open at night and soon will be fully open.

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

- Working with Mary Richter, CPA (consultant) on some audit items Mary's engagement letter will be on the November agenda.
- Washington Bank new Business Checking account fees are averaging \$22.62 per month.
- There will be a large group of staff attending SEEP training (including site visit) on October 23 conducted by the University of Idaho.
- PFHD Annual Safety Day is Thursday, October 30. We will also recognize and thank Randy Neal as he retires that day.

14) COMMISSIONERS:

Commissioner Heape: Gave an update that he will be attending the IAHD convention in November.
Chairman Tyler: Stated that the deadline for the AHD questionnaires for engineers was extended.

15) EXECUTIVE SESSION: **ACTION ITEM**

Commissioner Russell **motioned**, 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. Commissioner Heape **seconded. Roll call vote**: Commissioner Heape Aye; Chairman Tyler Aye; Commissioner Russell Aye. The regular meeting was suspended at 6:35 pm. [10/15/25 Board Meeting] Executive session was exited at 7:08pm.

16) MOTIONS RESULTING FROM EXECUTIVE SESSION: **NONE**

17) ADJOURNMENT: Chairman Tyler adjourned the regular meeting at 7:08 pm.

(OCTOBER VOUCHERS CONTINUE ON PAGE 5)


OCTOBER 2025 VOUCHERS


	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Oct 25	50827	ANDREW T CYNOVA	-2,534.57
	50828	COREY KRAFT	-2,631.41
	50829	DARREL STEVENS	-2,935.21
	50830	DAVID RUSSELL	-886.92
	50831	EDWARD F. MAEL	-2,600.82
	50832	ERIC PRESTEGAARD	-2,343.68
	50833	GLEN HEAPE	-766.92
	50834	HELEN A FURBEE	-1,837.03
	50835	JAMES B WINES	-2,515.54
	50836	JASON B COFFMAN	-2,546.55
	50837	JEFFERY N FERGUSON	-2,505.17
	50838	JEFFREY TYLER	-1,092.86
	50839	JESSE D HAMMER	-2,312.74
	50840	JONIE ANDERSON	-1,850.08
	50841	LARRY P HOWELL, JR	-1,481.68
	50842	LESLIE R LIKES	-2,497.54
	50843	LUCAS A BICANDI	-2,415.41
	50844	MICHAEL C LENZ	-3,790.45
	50845	MICHAEL J KETCHUM	-2,410.68
	50846	MIRIAM E FOX	-568.12
	50847	RANDY L NEAL	-2,623.05
	50848	STEVEN K FRANKS	-2,400.11
	50849	TUEKOTA TATE-VANDEVER	-2,504.73
	50853	ICCU	-675.00
	50854	NEW YORK LIFE	-20.00
	50879	CLASSICAL CHRISTIAN ACADEMY	-125.00
	50880	MARC ARCHER LIVING TRUST - TBD SMITH AVE	-50.00
	50881	MVR HOMES - BENTLEY	-45.92
	50882	MALLEY - MAY	-50.00
	50883	GRA' MOR' - YOY DBA VERDIS	-50.00
	50884	STOLL ESTATES - RIVERVIEW DR	-50.00
	50886	JOHNSON SURVEYING - JOYFUL PINES	-50.00
	50887	POHL - CARPENTER LOOP	-50.00
	50888	AMERICAN UNIVERSAL STORAGE LLC	-50.00
	50889	BEL CIELO	-550.00
	50890	EVERETT CONCRETE-EVERTTANN PROPERTIES	-50.00
	50891	JOHNSON SURVEYING - FLOR MORADA - DE TAR	-50.00
	50892	TRI STATE CONSULT-FOX HLDING COMM PROP	-50.00
	50893	FRASSATI HGTS - MAGGIE JOHNSON	-50.00
	50894	AVISTA UTILITIES - WWP	-3,054.03

50895	KEC	-447.17
50896	ALSCO	-523.27
50897	ARROW CONSTRUCTION SUPPLY	-567.02
50898	AWARDS ETC.	-92.22
50899	KCUC	-20.00
50900	KENWORTH SALES - SPOKANE	-128.13
50901	KMPO	-2,993.00
50902	NCPERS GROUP LIFE INS.	-368.00
50903	CDA PAVING	-910.00
50904	COSTCO	-65.00
50905	DAVID J. RUSSELL - REIMBURSEMENT	-136.60
50906	FASTENAL	-189.88
50907	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-143.16
50908	LACAL EQUIPMENT INC	-306.77
50909	MODERN MACHINERY	-819.40
50910	NORCO	-415.57
50911	NORTH 40 OUTFITTERS	-103.28
50912	POE ASPHALT	-23,827.21
50913	RUSH DELIVERY	-30.00
50914	RUEN-YEAGER & ASSOC, INC	-14,985.76
50915	SPOKANE HOUSE OF HOSE	-360.53
50916	SWS EQUIPMENT, LLC	-48.52
50917	AFLAC	-203.71
50918	HRA VEBA TRUST	-11,000.00
50919	REGENCE BLUE SHIELD of IDAHO	-24,608.54
50920	CDA GARBAGE	-167.20
50921	IDAHO ASPHALT	-903.00
50922	ANDREW T CYNNOVA	-2,609.87
50923	COREY KRAFT	-3,009.51
50924	DARREL STEVENS	-2,955.77
50925	EDWARD F. MAEL	-2,426.89
50926	ERIC PRESTEGAARD	-2,411.17
50927	HELEN A FURBEE	-1,802.12
50928	JAMES B WINES	-2,573.89
50929	JASON B COFFMAN	-2,625.03
50930	JEFFERY N FERGUSON	-2,505.16
50931	JESSE D HAMMER	-2,312.74
50932	JONIE ANDERSON	-1,809.00
50933	LARRY P HOWELL, JR	-2,026.19
50934	LESLIE R LIKES	-2,481.40
50935	LUCAS A BICANDI	-2,415.40
50936	MICHAEL C LENZ	-3,803.67
50937	MICHAEL J KETCHUM	-2,410.68
50938	MIRIAM E FOX	-568.13
50939	RANDY L NEAL	-2,756.33
50940	STEVEN K FRANKS	-2,400.13

50941	TUEKOTA TATE-VANDEVER	-2,623.57
50942	ICCU	-675.00
50943	UNIVERSITY OF IDAHO	-1,000.00
50944	VERIZON WIRELESS	-422.84
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-14,345.47
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-3,964.78
EFT	WASHINGTON TRUST BANK	-18,029.32
EFT	WTB - CREDIT CARD DIV.	-4,484.79
EFT	WASHINGTON TRUST BANK	-17,755.04
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-3,957.59
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-14,204.86
EFT	STATE TAX COMMISSION	-5,123.00
TRF	LGIP: AD VALOREM INSURANCE	-120.47
		<u><u>-272,043.97</u></u>

Oct 25

APPROVED  _____

ATTEST  _____

DATE 11-5-25 _____