

**Regular Board Meeting – September 6, 2023, 6:00 P.M., 5629 E. Selfice Way, Post Falls, ID 83854**

- 1) Chairman Tyler called the meeting to order at 6:00 P.M.  
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:  
Laura Winter, Engineer, Ruen Yeager and Associates (RYA)  
(online/Google Meets) Angela Comstock, Engineer, J-U-B Engineering (JUB)  
(online/Google Meets) Susan Weeks, Attorney, James, Vernon & Weeks PA (JVW)
- 2) PLEDGE OF ALLEGIANCE: Commissioner Heape led in the Pledge of Allegiance.
- 3) CONFLICTS OR CHANGES: **NONE**
- 4) APPROVAL OF AGENDA: Commissioner Russell motioned to approve the agenda as presented. Seconded by Commissioner Heape. **Motion carried.** [09/06/2023 Board Mtg]
- 5) CONSENT AGENDA:
  - a. **August 2023 Minutes**
  - b. **Vouchers to Date**Commissioner Russell **moved** to accept the consent agenda as presented. Commissioner Heape seconded. **Motion carried.** [09/06/2023 Board Mtg]
- 6) PUBLIC COMMENTS:  
Chairman Tyler opened the public comment period then asked if there was anyone present or online for comments. As there was no one who wished to comment he closed the public comments period at 6:06pm.
- 7) PUBLIC HEARING:  
**Budget Hearing**: Chairman Tyler opened the Budget Hearing at 6:07pm. He then asked for public comments. There were no comments from the public in person or online. District Clerk Fox then spoke and said that two public workshops were held for the budget and a lot of work has gone into the final figures presented tonight. She outlined some of the capital expenditure items presented for approval in the FY2024 budget as follows: A plow truck, an F550 truck, a mini excavator, a magnesium tank and placement, and a receiver for the GIS systems. It also includes \$250,000 for future needs allocation for the Millview Widening project, a 5% staff wage increase, and a \$2.75 million reserve fund for our match of the federal road projects at full reimbursement value. It also includes a 1% reduction in the 3% allowable increase in property tax. The District has taken this 1% reduction in the previous two years as well, representing continued taxpayer savings in property taxes which is reflected in the Forgone Reserve Resolution 2023-1. That Resolution includes our current forgone reserve amount of \$1,156,781, the 1% tax reduction of \$32,493 for fiscal year 2024, and any subsequent increase allowable in the forgone amount. Chairman Tyler again asked for public comments and as there was no one to speak he closed the public hearing at 6:09pm. Commissioner Russell thanked the staff and said that he was pleased to see the 1% reduction in place for another year. Chairman Tyler said that it's good that we were able to pay our employees well and set aside funds for improvements while keeping the 1% reduction in place another year. Commissioner Russell moved that they approve the FY2024 budget as presented and direct the staff to execute the forgone tax resolution #2023-01. Seconded by Commissioner Heape. **Motion carried.** [09/06/2023 Board Mtg] Chairman Tyler closed the Public Budget Hearing at 6:11pm
- 8) OLD BUSINESS: **NONE**

- 9) CURRENT BUSINESS:           **NONE**
- 10) CORRESPONDENCE:       **NONE**
- 11) LEGAL: Attorney Susan Weeks (JVW) was online but did not speak at this time.
- 12) ENGINEERING: Laura Winter (RYA) stated that they successfully submitted a package for the strategic initiative grant for the Huetter Road Widening Project. She expects the results to be back in about a month. Angie Comstock (JUB) stated that they are getting ready for the Prairie 5 Lane and Meyer/Hayden open house September 20th. It will be followed by a public hearing.
- 13) DIRECTOR: Director Lenz said that much of the crew have been taking some of their vacation time lately. They have been ditching, addressing shoulder issues, mowing and finished up the striping. They are screening sand and starting to prep materials for winter. He has a preconstruction meeting tomorrow with LaRiviere for the new building at the Bodine yard. He has been wrapping up the budget and ordered plow blades, culverts, radio, safety equipment and other items. He has been working on contracts for Mag Chloride and asphalt to finish out fall and next spring. Bedrock road construction started last week.
- 14) OFFICE: District Clerk Fox stated that the budget has been the focus and thanked the staff. She will complete the County L-2 form which is due September 18, 2023. She is also preparing open enrollment packets for the medical plan to distribute to employees. Interviews for the new crew member will be next week. Director Lenz complimented District Clerk Fox on her work with the budget and rapid pick up of knowledge on the process.
- 15) COMMISSIONERS: Commissioner Heape stated that he is excited to do his road orientation with Director Lenz. Chairman Tyler stated that he met with Attorney Weeks regarding ways PFHD can help those not on our road maintenance schedule with some temporary maintenance or in another fashion. He is trying to get some legislation passed and is seeking other ideas to help with this issue.
- 16) ADJOURNMENT: With no further business, Chairman Tyler closed the regular meeting at 6:29 pm.
- 17) EXECUTIVE SESSION: Commissioner Russell **moved** to enter into Executive Session pursuant to the provisions of Idaho Code 74-206, Subsection 1(b) an executive session is being requested for the purpose to communicate with legal counsel for the public agency to discuss the legal ramifications for pending litigation. Commissioner Heape **seconded and requested a roll call vote**. Roll call vote: Commissioner Heape: aye; Chairman Tyler: aye; Commissioner Russell: aye. The Board entered into Executive Session at 6:29pm. The Board exited the Executive Session at 6:39pm, no actions were taken.

**Regular Board Meeting – September 20, 2023, 6:00 P.M., 5629 E. Selfice Way, Post Falls, ID 83854**

- 1) Chairman Tyler called the meeting to order at 6:00 P.M.

Present were:

Commissioners: Jeff Tyler, Glen Heape, David Russell  
 Director of Highways Michael Lenz, District Clerk Elaine Fox  
 Administrative Assistant Jonie Anderson

Guests in attendance were:

Laura Winter, Ruen-Yeager & Associates (RYA)  
 Angela Comstock, J-U-B Engineering (JUB)  
 Joe Huston, Attorney, James, Vernon & Weeks PA (JVW)  
 Muhammad Zubery, LHTAC  
 Michael Compton  
 Corey Stanley  
 Luke Stavros  
 Sandra White  
 Robert Palus, City of Post Falls  
 Mark Hughes  
 Wayne Earling

- 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.** [9/20/2023 Board Mtg]
- 5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [9/20/2023 Board Mtg]
- 6) PUBLIC COMMENTS           **NONE**  
 Chairman Tyler asked if anyone in the audience or online had comments. Having no one present or online for comments Chairman Tyler closed the public comments period at 6:02 pm.

7) PUBLIC HEARING

**Prairie 5 Lane & Hayden/Meyer Roundabout**: Director Lenz introduced Angela Comstock of J-U-B Engineers. Ms. Comstock presented the Prairie 5 Lane Widening and the Hayden/Meyer Roundabout projects to the Board and attendees. Comment forms from the open house were presented to Public Hearing Officer, Attorney Joe Huston. Chairman Tyler asked the Commissioners if they had any questions for JUB Engineer. With no questions from the Board, Chairman Tyler opened the Public Hearing at 6:04pm.

**Mike Compton**: 9547 N Meyer Rd, Post Falls. Mr. Compton is in favor of the roundabout. He has witnessed multiple accidents at the location. He asked that the Commissioners look into a temporary light at the intersection until the project is underway.

**Mark Hughes**: Hughes Farm, 7074 W Prairie Ave, Post Falls. Mr. Hughes pointed out his property on the map to the Commissioners and identified an area where he has concerns regarding access. Mr. Hughes stated that the plan is for the land to be developed, in the future and access into and out of the development are of concern and he would ask for accommodations for access be considered during the design phase of the Prairie project. Mr. Hughes is in favor of the widening of Prairie Ave. Mr. Hughes went on to comment on a section of the roadway, bordering his property, where there is a steep drop-off into the ditch and suggested a guardrail.

**Wayne Earling**: 3774 W Bean Ave, Post Falls. Mr. Earling likes roundabouts but as a truck driver, he asked that truck traffic be considered in the design of the roundabouts.

With no other comments Chairman Tyler closed the Public Hearing public comment period at 6:11pm and opened discussions for the Board. Commissioner Russell mentioned Mr. Compton's request for a temporary light at the Hayden/Meyer intersection and asked Director Lenz if the area is in the same location that had been discussed at a previous meeting as a location for a temporary light. Director Lenz confirmed that it is the same location. Commissioner Tyler mentioned that the Board had discussed and approved a temporary light at a previous meeting. Commissioner Heape asked about the roundabout design, in regards to Mr. Earling's comment. Ms. Comstock (JUB) explained the design of the roundabouts and how they are designed and built to accommodate trucks of size; the mountable curb and apron are reinforced and are intended to be used by trucks that are longer in length. There was discussion regarding roundabouts, Prairie Avenue, and the future of east/west routes in Kootenai County in general between the Commissioners. Having no more comments, Public Hearing Officer, Attorney Joe Houston of JW Law, presented District Clerk Fox with the Open House comment records. Commissioner Russell **moved** to close the Public Hearing. Commissioner Heape **seconded. Motion carried.** Chairman Tyler adjourned the Public Hearing at 6:19pm. [9/20/2023 Board Mtg]

8) OLD BUSINESS                   **NONE**

9) CURRENT BUSINESS

**a. Ohana Estates Easement**: Director Lenz gave a summary on the easement. Commissioner Russell **moved** to authorize Chairman Tyler's signature on the easement. Commissioner Heape **seconded. Motion carried.** [9/20/2023 Board Mtg]

**b. Ohana Estates Mylars**: Commissioner Russell **moved** to authorize Chairman Tyler's signature on the Ohana Estates Mylars and have the instrument number from the easement added to the Mylars by

staff after the easement has been recorded. Commissioner Heape **seconded. Motion carried.**  
[9/20/2023 Board Mtg]

c. **ICRMP – Joint Powers Subscriber Agreement:** Director Lenz gave a summary of the agreement. Commissioner Heape **moved** to Authorize Chairman Tyler's signature on the ICRMP Subscriber Agreement. Commissioner Russell **seconded. Motion carried.** [9/20/2023 Board Mtg]

d. **JMT Petroleum – Addendum to Fuel Supply Agreement:** Director Lenz reviewed the fuel contract with the Board. Commissioner Heape **moved** to authorize Chairman Tyler's signature on the Addendum to Fuel Supply Agreement with JMT Petroleum. Commissioner Russell **seconded. Motion carried.** [9/20/2023 Board Mtg]

e. **Bone Yard Property Purchase Discussion (Ground Force):** Luke Stavros, President of Ground Force, 6001 E Seltice Way, Post Falls; addressed the Board in regards to Ground Force's desire to purchase the Bone Yard property from the PFHD. Mr. Stavros explained that this land is very critical to Ground Force's future. Ground Force wishes to own the entire lot but is currently asking to purchase the back portion, which they are currently leasing from the PFHD. There was discussion between Mr. Stavros, Director Lenz, Laura Winter (RYA) and the Board regarding the pros and cons of selling the property. Commissioner Heape **moved** to authorize the Director of Highways to move forward and discuss options with legal and staff to bring back to the Board. Commissioner Russell **seconded. Motion carried.** [9/20/2023 Board Mtg]

f. **Pleasant View Shop Gas & Electric Agreements – Avista:** Director Lenz reviewed the Avista gas and electric agreements for the Pleasant View Shop. Commissioner Russell **moved** to authorize Director Lenz to execute the Avista Gas & Electric Agreements for the Pleasant View Shop. Commissioner Heape **seconded. Motion carried.** [9/20/2023 Board Mtg]

10) CORRESPONDENCE            **NONE**

11) LEGAL                            **NONE**

12) ENGINEERING: Laura Winter (RYA) reported that they she has been busy with reviews. Ms. Winter brought to the Board's attention that there is a KCATT meeting next Tuesday and gave the Board an outline of what will be discussed at the meeting in regards to the Rathdrum Prairie Health Study.

13) DIRECTOR UPDATES: The crew is working on fall weed spray and replacing culverts. Next week we will be setting up new tanker for MAG and the screen plant at the Hern Pit. We are working on the road condition assessment report. Director Lenz is coordinating with LaRiviere on new building. Bedrock Road improvements. Met with Big Sky re: Ascent Trail improvements. Met with ICRMP re: safety/training survey. KMPO meeting review. Update on the Pleasant View/SH53 interchange project. Director Lenz asked that the main sponsor be changed from PFHD to Idaho Transportation Department (ITD) before having the agreement submitted to ITD. Review of the Run with the Sun Event at Stateline. Discussed the emergency plan for the District and upgrades we are exploring for generator power and HAM radio communication. Quote for John Deere mini-excavator came in \$10K higher than a brand-new one; Director Lenz plans to purchase the mini in October 2023. Letter from ITD regarding road mileage report; All roads inspected meet the standards of improved road as defined by Idaho code. Reviewed the report for the bridge inspection - Harbor Bridge. Meeting with Bureau of Land Management for inspection of Hayden Pit next week. Reviewed accident reports since August 11, 2023. Eleven reports total. New employee update. Mechanic position is open and closes October 2, 2023. Director Lenz will be on vacation October 12 – 17, 2023.

14) OFFICE UPDATES: District Clerk Elaine Fox reported that the Form L-2 for our budget has been finalized and was submitted on Monday, September 18, 2023. Preliminary review was completed for the Form L-2 by Kootenai County and Idaho State Tax Commission and the state has requested that our resolution be revised to be more specific. An updated resolution will be prepared and presented to the Board at a subsequent meeting and is due by December 31, 2023. Open enrollment for healthcare is underway. Idaho Association of Highway Districts conference is the first week of November; Commissioners Tyler and Heape will attend along with Director Lenz and District Clerk Fox.

15) COMMISSIONERS: Commissioner Heape commented that it was nice to have public input on our projects. Commissioner Russell asked if there are any concerns regarding our HVAC as winter is approaching. Director Lenz responded that the HVAC is safe for now but he will continue to monitor. Commissioner Tyler recapped the County's disaster preparedness open house that he attended and reiterated the importance of having back-up power and tools for communication in the event of an emergency; there was discussion between the Board and Director Lenz regarding several scenarios.

16) ADJOURNMENT: With no other business, Chairman Tyler adjourned the regular meeting at 7:20 pm.

**VOUCHERS TO DATE SEPTEMBER 2023**

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Sep			
23			
	47669	DARREL STEVENS	-2,316.26
	47670	DAVID A TUCKER	-2,232.93
	47671	DAVID RUSSELL	-505.12
	47672	EDWARD F. MAEL VOID new ck #47690	0.00
	47673	ERIC PRESTEGAARD	-2,195.60
	47674	GLEN HEAPE	-685.12
	47675	HELEN A FURBEE	-2,003.18
	47676	JAMES B WINES	-2,348.69
	47677	JASON B COFFMAN	-2,441.49
	47678	JEFFREY TYLER	-677.04
	47679	JONIE ANDERSON	-1,682.88
	47680	LARRY P HOWELL, JR	-1,608.33
	47681	LESLIE R LIKES	-2,332.34
	47682	LUCAS A BICANDI	-2,267.33
	47683	MICHAEL C LENZ	-2,975.06
	47684	MICHAEL J KETCHUM	-2,262.60
	47685	MIRIAM E FOX	-2,442.53
	47686	RANDY L NEAL	-2,284.99
	47687	TRAVIS A HALL	-2,444.68
	47688	TUEKOTA TATE-VANDEVER	-2,365.63
	47689	ZANE A. KLEIN	-2,217.45
	47690	EDWARD F. MAEL	-2,194.50
	47691	CREDIT UNION	-725.00
	47692	NEW YORK LIFE	-20.00
	47693	CORRIE MICHELLE SANDE VOID wrong payee	0.00
	47694	MONTES ACRES 2ND ADDITION VOID	0.00
	47695	AVISTA UTILITIES - CUT FEES IN ROW	-924.00
	47696	OLINGER ACRES VOID	0.00
	47697	QUANTA TELECOM VOID	0.00
	47698	HEAVENS GATE VOID	0.00
	47699	MOTION AUTO SUPPLY	-316.78
	47700	765TECH INC	-75.00
	47701	ACE HARDWARE	-103.01
	47702	ADVANCED COMPRESSOR & HOSE, INC.	-165.77
	47703	ALSCO	-559.48
	47704	AMERICAN ON-SITE SERVICES	-248.20

47705	ARROW CONSTRUCTION SUPPLY	-10,993.58
47706	BADGER BUILDING CENTER	-108.76
47707	CDA GARBAGE	-323.50
47708	CDA POWER TOOL	-299.00
47709	CDA PRESS	-349.00
47710	CENTRAL PRE-MIX	-245.70
47711	CITY OF POST FALLS.	-254.00
47712	COLEMAN OIL COMPANY	-2,895.19
47713	CONSOLIDATED SUPPLY CO.	-142.88
47714	CULLIGAN	-15.90
47715	COUNTRY CLEANERS	-216.00
47716	DELTA DENTAL	-1,339.03
47717	DOBBS PETERBILT - SPOKANE WA	-314.05
47718	ELJAY OIL COMPANY, INC.	-1,927.12
47719	FASTENAL	-145.28
47720	ICRMP	-28,289.00
47721	IDAHO ASPHALT	-2,299.90
47722	JMT PETROLEUM	-3,617.38
47723	JUB	-38,101.90
47724	KENWORTH SALES - SPOKANE	-478.36
47725	KOOTENAI COUNTY SOLID WASTE	-131.80
47726	LES SCHWAB	-333.36
47727	MIKE WHITE FORD OF CDA	-19.40
47728	MOUNTAIN PLATING	-433.05
47729	NCPERS	-336.00
47730	NORTHWEST TRAFFIC CONTROL LLC	-6,456.24
47731	R. D. OLSON MFG., INC.	-1,070.64
47732	NORCO	-329.70
47733	PACIFIC STEEL	-160.00
47734	PACWEST MACHINERY LLC	-145.97
47735	POE ASPHALT	-19,114.22
47736	RUSH DELIVERY	-26.00
47737	RWC GROUP	-17.32
47738	SIX ROBBLEES	-24.02
47739	SPECTRUM BUSINESS	-139.99
47740	SPOKANE HOUSE OF HOSE	-727.22
47741	TECHNICHEM	-1,603.00
47742	TEXAS REFINERY CORP - TRC	-915.00
47743	UPS	-14.92
47744	VERIZON WIRELESS	-370.90
47745	VSP dba VISION SERVICE PLAN	-210.33
47746	WELCH COMER & ASSOCIATES	-2,437.75
47747	WESTERN STATES EQUIPMENT - CAT	-365.84
47748	ZIPLY FIBER	-304.53
47749	VOID cancelled pymt	0.00
47750	VOID cancelled pymt	0.00
47751	GAIL STEPHENS VOID cancelled pymt	0.00
47752	OLINGER PROPERTIES LLC cancelled pymt	0.00

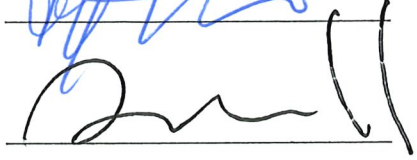
47753	DARREL STEVENS	-1,893.22
47754	DAVID A TUCKER	-1,790.67
47755	EDWARD F. MAEL	-1,753.23
47756	ERIC PRESTEGAARD	-1,880.69
47757	HELEN A FURBEE	-1,634.21
47758	JAMES B WINES	-1,854.18
47759	JASON B COFFMAN	0.00
47760	JEFFERY N FERGUSON	0.00
47761	JONIE ANDERSON	-1,346.96
47762	LARRY P HOWELL, JR	-1,225.07
47763	LESLIE R LIKES	-1,927.08
47764	LUCAS A BICANDI	-1,880.07
47765	MICHAEL C LENZ	-2,993.25
47766	MICHAEL J KETCHUM	-1,874.34
47767	MIRIAM E FOX	-2,025.03
47768	RANDY L NEAL	-1,807.04
47769	TRAVIS A HALL	-1,899.96
47770	TUEKOTA TATE-VANDEVER	-1,899.45
47771	ZANE A. KLEIN VOID new ck #47773	0.00
47772	JEFFERY N FERGUSON VOID new ck #47775	0.00
47773	ZANE A. KLEIN	-1,940.82
47774	JASON B COFFMAN	-2,169.93
47775	JEFFERY N FERGUSON	-881.53
47776	OLINGER PROPERTIES LLC	-125.00
47777	MONTES ACRES 2ND ADDITION	-50.00
47778	HRA VEBA TRUST	-10,500.00
47779	REGENCE BLUE SHIELD	-18,748.17
47780	AFLAC	-104.52
47781	CREDIT UNION	-725.00
47782	AVISTA UTILITIES - WWVP	-2,786.25
47783	ABOVE AND BEYOND JANITORIAL INC	-650.00
47784	ALL PHAZE DEVELOPMENT LLC	-4,250.00
47785	CDA PRESS	-208.16
47786	COSTCO	-60.00
47787	EMERALD SERVICES, INC	-5,644.51
47788	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-140.75
47789	INTERMOUNTAIN SIGN & SAFETY	-10,565.50
47790	IMPERIAL SUPPLIES LLC	-1,063.63
47791	KEC	-446.92
47792	KOOTENAI COUNTY SOLID WASTE	-162.50
47793	MIKE WHITE FORD OF CDA	-488.61
47794	MILLER STAUFFER ARCHITECTS	-3,900.00
47795	MODERN MACHINERY	-469.75
47796	NORCO	-131.67
47797	RUEN-YEAGER & ASSOC, INC	-6,533.18
47798	TRACKMAN PARTS & SERVICE	-14,246.70
47799	ULTRA-LAWN	-395.50
47800	WELCH COMER & ASSOCIATES	-3,150.00

47801	WESTERN TIRE CHAIN	-5,424.72
47802	WTB - CREDIT CARD DIV.	-886.72
47803	YOUNG CONSTRUCTION	-100.00
EFT	WASHINGTON TRUST BANK PUBLIC EMPLOYEES RETIREMENT SYSTEM	-14,511.74
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-11,599.66
EFT	WASHINGTON TRUST BANK	-9,603.98
EFT	WASHINGTON TRUST BANK	-11,169.62
EFT	STATE TAX COMMISSION	-3,903.00
Sep 23		<u>-</u>
		<u>351,086.21</u>

APPROVED



ATTEST



DATE

10-4-23