

**Regular Board Meeting  
September 3, 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, 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)

Laura Winter, PE, Ruen-Yeager and Associates (RYA)

Monte 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 consent agenda as presented by staff and to authorize Chairman Tyler's signature on the minutes, vouchers to date and McMath Estates mylars. Chairman Tyler **seconded. Motion carried.** [9/3/2025 Board Mtg]
- 5) CONSENT AGENDA: Commissioner Russell **moved** to accept the consent agenda as presented Chairman Tyler **seconded. Motion carried.** [9/3/2025 Board Mtg]
- 6) PUBLIC COMMENTS: As there was no one online or in person for comments, Chairman Tyler closed the public comment period at 6:04 pm.
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS:
- a. **Run with the Sun – Special Event**: Director Lenz said it was the 9<sup>th</sup> year for this event and there were no changes in the plan for the event from last year. Commissioner Russell **moved** to approve permit 25-0137, for the Run with the Sun special event as presented. Chairman Tyler **seconded. Motion carried.** [9/3/2025 Board Mtg]
- 9) CORRESPONDENCE: **NONE**
- 10) LEGAL: **NONE**
- 11) ENGINEERING:
- Laura Winter, PE, RYA: 1) Ms. Winter said the radius and shoulders at the **Riverview "Y" /Stateline** project are being revised. 2) The **ITD Rathdrum Prairie PEL** (Planning and Environmental Linkages) public meetings will be held on the 17th and 18th of this month. The public is invited to comment on the proposed ideas for traffic concerns on the prairie. Ms. Winter provided a very quick recap of the proposals after Chairman Tyler requested an overview. Chairman Tyler indicated that he made comment at the last Kootenai Metropolitan Planning Organization (KMPO) meeting regarding a need for access to I-90 in the Huetter area.
  - Angela Comstock PE, JUB: 1) Ms. Comstock stated that the **Prairie Trail Underpass** milestones have been met. It is expecting to go out for bid early October 2025 for the 2026 construction

season. 2) The Hayden/Meyer acquisition phase is down to the last parcel. 3) The **Prairie: Meyer to SH-41** project is still in right-of-way acquisition phase and engineering should be completed in October. 4) The PFHD GIS support project is ready and will be presented at the next meeting. 5) Feedback is still being processed on the Associated Highway District (AHDKC) Highway Standards project and JUB is allowing more time for the survey.

- 12) DIRECTOR UPDATES: Director Lenz gave the following updates:
  - Several subdivisions are coming, after having several meetings with developers. Another gas station proposal will be before the Board soon.
  - **Prairie Trail Underpass:** The agreement has been sent Units Water District. We plan to go out to bid soon.
  - The crew have been ditching, striping and maintaining culverts, as well as patching asphalt.
  - The Idaho Transportation Department (**ITD**) **I-53 project** has been suspended due to the asphalt strike.
  
- 13) OFFICE UPDATES: District Clerk Fox provided the following updates:
  - The Kootenai County **2025 Form L-2** was filed and accepted and that completes the budgeting season.
  - **PERSI Choice** plan will soon add Roth capability. More Information on this soon.
  - **Open Enrollment** for medical health plans is from September 4 to September 25, 2025.
  
- 14) COMMISSIONERS: (No comments)
  
- 15) EXECUTIVE SESSION: Commissioner Russell **motioned** that pursuant to the provisions of Idaho Code 74-206, Subsection 1 [f] 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. **Seconded** by Chairman Tyler. **Roll call vote:** Chairman Tyler Aye; Commissioner Russell Aye. [9/3/2025 Board Mtg] The regular meeting was suspended at 6:25 pm.
  
- 16) MOTIONS RESULTING FROM EXECUTIVE SESSION: **NONE** Exited from executive session at 6:42pm.
  
- 17) ADJOURNMENT: The regular session recommenced at 6:42pm, and there being no further business, the meeting was adjourned at 6:42pm.

**Regular Board Meeting**  
**September 17th, 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: Laura Winter, PE, Ruen-Yeager & Associates [RYA]  
Kevin Smith, PE, J-U-B Engineers  
Melissa Cleveland, PE, Welch-Comer

- 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.** [9/17/2025 Board Mtg]

5) CONSENT AGENDA:

Commissioner Heape **moved** to accept the consent agenda as presented and authorize Chairman Tyler's signature on the mylars for Crawford Acres. Commissioner Russell **seconded**. **Motion carried.** [9/17/2025 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 6:04 pm.

7) OLD BUSINESS:

Director Lenz and Jonie Anderson gave a brief presentation of PFHD's new GIS platform and highlighted layers and features that will assist staff in the field. They also referenced the layers that will be available for the public to view.

8) CURRENT BUSINESS:

- a. **2025 MS4 Annual Permit & Report:** Melissa Cleveland, PE presented a slide show to the Board summarizing the requirements and actions completed for the 2025 MS4 permit renewal. Ms. Cleveland asked the Board to authorize Director Lenz to submit the annual MS4 permit through the DEQ portal by September 30, 2025 and to post the report on the PFHD website. Commissioner Russell **moved** to authorize Director Lenz to submit the annual MS4 permit through the DEQ portal by September 30, 2025 and to post the report on the PFHD website. Commissioner Heape **seconded**. **Motion carried.** [9/17/2025 Board Mtg]
- b. **Use of Right-of-Way Agreement – Schindler:** Director Lenz explained the agreement and provided the Board details on the unopened right-of-way and original agreement between the PFHD and Mr. Schindler. Commissioner Heape moved to authorize Chairman Tyler's signature on Use of Right-of-Way Agreement 25-0159 between the Post Falls Highway District and Joseph Schindler. Commissioner Russell **seconded**. **Motion carried.** [9/17/2025 Board Mtg]

9) CORRESPONDENCE:           **NONE**

10) LEGAL:                           **NONE**

11) ENGINEERING:

- Laura Winter, PE, RYA: 1) **Riverview "Y" Stateline** survey is continuing and Ms. Winter updated the Board on the radius and shoulder at the "Y". 2) Ms. Winter provided the Board with information booklets on the Rathdrum Prairie Avenue Transportation Study.
- Kevin Smith, PE, JUB: 1) **Prairie: Meyer to SH-41** project continues with right-of-way negotiations and acquisitions. 2) **Prairie Trail Underpass:** working with Attorney Weeks on the agreement with Units Water District. 3) **Hayden/Meyer Roundabout:** in the middle of right-of-way phase and working on an agreement with Avista.

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

- Crew is working on Poleline doing overlay patches and widened the radius at **Meyer & Poleline**.
- Sinkhole in **Pinevilla Subdivision**.
- Accident at **Prairie & Courcelles** – reaching out to the Cities regarding a meeting to try and move forward at this location for a signal.
- Operator strike has ended. Checking with ITD on status for projects.
- **Cloverleaf and Hauser Lake Road:** inquired about Director Lenz reaching out to the property owners about obtaining right-of-way through the area to create a safer travel way for the public.
- **Lancaster / Hueffer roundabout:** Avista set transmission poles. Contractor will begin pouring curbing and apron and then paving in mid-October.

- **Church Rd** project: Director Lenz received a call from a developer and that may open up some options for us.
- Director Lenz is out of town beginning tomorrow returning on Tuesday.

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

- She and Helen attended a **PERSI 401(k)** training for newly available Roth contributions and limitations.
- **Open Enrollment** for all employees is underway and will end September 25.
- LHTAC winter training registrations for crew. Staff has completed the **SEEP training** preliminary requirements for the Re-certification program scheduled for September 23. SEEP Re-certification is required every three years.
- Working on annual submission for the Idaho State **Local Government Registry** due December 1.
- **PFHD annual Safety Day** will be on Thursday, October 30 beginning at 8:00 am at the Bodine shop on Pleasant View.

14) COMMISSIONERS:

Commissioner Tyler: Attended the KMPO meeting last week and the Board was asked by Glenn Miles where they thought roads need to be improved. Commissioner Tyler offered the only response and proposed that the Huetter bypass is important; providing an on/off ramp from I-90 to Huetter in important. He has been hearing from constituents that Hayden Ave needs improved. Commissioner Tyler asked Commissioners Russell and Heape for their thoughts and if they agreed with his response. Commissioners Russell and Heape agreed with Chairman Tyler on his response.

Commissioner Russell: Quoted from the Constitution, Article 1 Section 10; "No state [and I think by extension] municipalities, shall do anything to coin money or make anything but gold or silver tender in payment of debts" Commissioner Russell stated "for a long time I have often wondered how are we really allowed to pay our debts and for me I've always wondered with the extent in the way we operate and write our checks and things if it's totally constitutional. I think we are at a spot; a commitment we have in a very direct way is to be fiduciaries of the assets for the Highway District." Commissioner Russell went on to share that he is wondering if we should have some degree of exploring, from a fiduciary perspective, we should consider [if we have money long-term, at this stage in history] to find ways for it to be in precious metals. Commissioner Russell stated "I simply raise this as a consideration; I think there may be some legal questions." Commissioner Heape and Chairman Tyler stated they understand the direction he is going and it's something to look at but they are not sure how it would work and asked Director Lenz for his input. Director Lenz suggested that the discussion start with legal counsel. One concern he has is accessibility of those funds and offered examples situations where funds would need to be accessed timely.

15) EXECUTIVE SESSION:

**ACTION ITEM**

Commissioner Russell **motioned**, Pursuant to the provisions of Idaho Code 74-206, Subsection 1[d] an executive session is being requested for the purpose to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. A roll call vote is required. Commissioner Heape **seconded**. **Roll call vote:** Commissioner Heape Aye; Chairman Tyler Aye; Commissioner Russell Aye. [9/18/25 Board Meeting] The regular meeting was suspended at 7:22 pm. Executive session was exited at 6:43pm.

16) MOTIONS RESULTING FROM EXECUTIVE SESSION:

**NONE**

17) ADJOURNMENT: Chairman Tyler adjourned the meeting at 7:51 pm.

**VOUCHERS SEPTEMBER 2025**

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Sep 25	50680	ANDREW T CYNOVA	-600.00
	50681	COREY KRAFT	-600.00

50682	DARREL STEVENS	-600.00
50683	EDWARD F. MAEL	-600.00
50684	ERIC PRESTEGAARD	-600.00
50685	HELEN A FURBEE	-600.00
50686	JAMES B WINES	-600.00
50687	JASON B COFFMAN	-600.00
50688	JEFFERY N FERGUSON	-600.00
50689	JESSE D HAMMER	-600.00
50690	JONIE ANDERSON	-600.00
50691	LARRY P HOWELL, JR	-600.00
50692	LESLIE R LIKES	-600.00
50693	LUCAS A BICANDI	-600.00
50694	MICHAEL C LENZ	-600.00
50695	MICHAEL J KETCHUM	-600.00
50696	MIRIAM E FOX	-600.00
50697	RANDY L NEAL	-600.00
50698	STEVEN K FRANKS	-600.00
50699	TUEKOTA TATE-VANDEVER	-600.00
50700	ADVANCED PEST CONTROL	-86.00
50701	TDS	-45.98
50702	THORCO INC.	-2,215.50
50703	AMERICAN ON-SITE SERVICES	-360.00
50704	JUB	-1,309.10
50705	ROMAINE ELECTRIC	-459.33
50706	ANDREW T CYNNOVA	-2,200.88
50707	COREY KRAFT	-2,270.18
50708	DARREL STEVENS	-2,532.84
50709	DAVID RUSSELL	-886.91
50710	EDWARD F. MAEL	-2,044.98
50711	ERIC PRESTEGAARD	-2,031.45
50712	GLEN HEAPE	-766.91
50713	HELEN A FURBEE	-1,531.55
50715	JASON B COFFMAN	-2,195.00
50717	JEFFREY TYLER	-1,092.86
50718	JESSE D HAMMER	-2,005.37
50719	JONIE ANDERSON	-1,527.52
50720	LARRY P HOWELL, JR	-1,243.45
50721	LESLIE R LIKES	-2,153.17
50722	LUCAS A BICANDI	-2,104.17
50723	MICHAEL C LENZ	-3,633.36
50724	MICHAEL J KETCHUM	-2,099.45
50725	MIRIAM E FOX	-169.22
50726	RANDY L NEAL	-2,194.49
50728	TUEKOTA TATE-VANDEVER	-2,017.44
50729	ICCU	-675.00
50733	JAMES B WINES	-2,308.09

50734	JEFFERY N FERGUSON	-2,373.60
50735	STEVEN K FRANKS	-2,327.46
50736	MOTION AUTO SUPPLY	-663.43
50737	MIKE WHITE FORD OF CDA	-100.08
50738	MOUNTAIN PLATING	-835.92
50739	ABOVE AND BEYOND JANITORIAL INC	-650.00
50740	CDA PRESS	-136.94
50741	COUNTRY CLEANERS	-237.50
50742	CULLIGAN	-15.90
50743	DELTA DENTAL	-1,597.15
50744	ELJAY OIL COMPANY, INC.	-1,973.40
50745	FASTENAL	-66.61
50746	KENWORTH SALES - SPOKANE	-85.73
50747	LES SCHWAB	-362.95
50748	CITY OF POST FALLS.	-259.69
50749	ULTRA-LAWN	-276.00
50750	NEW YORK LIFE	-20.00
50751	NAPA - POST FALLS	-1,691.20
50752	POHL SPRING WORKS	-229.80
50753	THORCO INC.	-234.51
50754	VERIZON WIRELESS	-431.76
50755	ACE HARDWARE	-278.87
50756	ALSCO	-767.47
50757	COLEMAN OIL COMPANY	-1,894.33
50758	JMT PETROLEUM	-4,059.48
50759	PAPE MACHINERY	-230.41
50760	SIX ROBBLEES	-39.84
50761	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-395.47
50762	WESTERN STATES EQUIPMENT - CAT	-271.35
50763	KOOTENAI COUNTY TITLE COMPANY	-29,794.81
50764	ANDREW T CYNOVA	-2,547.87
50765	COREY KRAFT	-3,116.89
50766	DARREL STEVENS	-2,965.01
50767	EDWARD F. MAEL	-2,426.88
50768	ERIC PRESTEGAARD	-2,510.72
50769	HELEN A FURBEE	-1,802.13
50770	JAMES B WINES	-2,515.54
50771	JASON B COFFMAN	-2,575.37
50772	JEFFERY N FERGUSON	-2,485.04
50773	JESSE D HAMMER	-2,312.74
50774	JONIE ANDERSON	-1,820.24
50775	LARRY P HOWELL, JR	-1,752.24
50776	LESLIE R LIKES	-2,481.42
50777	LUCAS A BICANDI	-2,415.42
50778	MICHAEL C LENZ	-3,825.70
50779	MICHAEL J KETCHUM	-2,427.80

50780	MIRIAM E FOX	-568.13
50781	RANDY L NEAL	-2,623.06
50782	STEVEN K FRANKS	-2,452.41
50783	TUEKOTA TATE-VANDEVER	-2,457.52
50784	AFLAC	-203.71
50785	ICCU	-675.00
50786	AMERICAN MOBILE DRUG TESTING	-325.00
50787	ELAINE FOX REIMBURSEMENT	-10.77
50788	AVISTA UTILITIES - WWP	-3,043.10
50789	CDA GARBAGE	-167.23
50790	CEM LIFTS	-225.00
50791	H & H INC DOCUMENT MGMT SOLUTIONS	-155.33
50792	HRA VEBA TRUST	-11,500.00
50793	ICRMP	-35,910.00
50794	JERRY JM MOREAU JR.	-85.00
50795	RUEN-YEAGER & ASSOC, INC	-33,139.36
50796	IDAHO ASPHALT	-698.25
50797	KEC	-440.92
50798	M-B COMPANIES	-127.86
50799	NCPERS GROUP LIFE INS.	-368.00
50800	NORCAN PARTS & EQUIPMENT CO.	-5,020.00
50801	OMCO	-81.37
50802	PETROLEUM STORAGE	-50.00
50803	POE ASPHALT	-36,571.69
50804	WELCH COMER & ASSOCIATES	-4,610.00
50805	REGENCE BLUE SHIELD of IDAHO	-24,608.54
50806	JUB	-29,397.52
50807	NORTHWEST TIRE WORX LLC	-1,240.00
50808	NORTHWEST TRAILER CENTER	-25.26
50809	LAWSON PRODUCTS	-67.51
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-15,126.09
EFT	WASHINGTON TRUST BANK	-17,299.54
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-3,753.82
EFT	WTB - CREDIT CARD DIV.	-493.96
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-3,959.00
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-14,041.80
EFT	WASHINGTON TRUST BANK	-17,507.58
EFT	STATE TAX COMMISSION	-4,625.00
TFR	INSURANCE TO LGIP (AD VALOREM)	-213.97
		<u>-422,311.17</u>

Sep  
25

APPROVED \_\_\_\_\_  
 ATTEST \_\_\_\_\_  
 DATE 10-1-25 \_\_\_\_\_