

POST FALLS HIGHWAY DISTRICT  
JUNE 2021 MINUTES

Regular Meeting – June 4, 2021, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:00 P.M. Present were Commissioners Todd Tondee, Lynn Humphreys and Terry Werner; Director Michael Lenz, District Clerk Shirley Walson; Treasurer Beth Rheinschmidt. Guests were Jeff Tyler and David Russell. Chairman Tondee led in the Pledge of Allegiance.

CONFLICTS OR CHANGES ACTION ITEM

Commissioners had no conflicts of interest. Director Lenz asked for changes to the agenda as follows: Remove Barb's Tracts mylars, the resolution for signs in the right-of-way, and the executive session.

APPROVAL OF AGENDA

Commissioner Werner **moved** to remove Barb's Tracts mylars, the resolution for signs in the right-of-way, and the executive session as they are not ready or needed at this time and to approve the remainder of agenda. Commissioner Humphreys seconded. **Motion carried** unanimously. *[6/2/2021 Brd Mtg]*

CONSENT AGENDA

Items on the Consent Agenda are the May 2021 Minutes; Vouchers to Date; and the Ridge at Hauser 1<sup>st</sup> Addition Mylars. Commissioner Humphreys **moved** to accept the Consent Agenda as presented. Commissioner Werner seconded. **Motion carried** unanimously. *[6/2/2021 Brd Mtg]*

PUBLIC COMMENTS

No requests to comment.

CURRENT BUSINESS

Wash Bay Change Order #2

Due to the addition of a shop drainage, increasing the size of the pipe and excavating deeper for the sand trap were discussed at the last meeting as a change order for the wash bay at a cost of \$1,880. Commissioner Werner **moved** to approve Change Order #2 in the amount of \$1,880 for the Wash Bay. Commissioner Humphreys seconded. **Motion carried** unanimously. *[6/2/2021 Brd Mtg]*

Meyer & Prairie Spur Quit Claim Deed

Susan Weeks has reviewed the deed and had a very minor change to the notary information which has now been changed. Director Lenz informed the Board this agreement was finally ready to sign. Commissioner Werner **moved** for the Chairman to sign the Quit Claim Deed with Idaho Transportation Department for the railroad spur on Prairie and Meyer. Commissioner Humphreys seconded. **Motion carried** unanimously. *[6/2/2021 Brd Mtg]*

Key #21991, Prairie & Idaho, Certificate of Completion

Director Lenz reports we can now sign the certificate now that we have received the early takings from the judge and can hopefully go to bid soon. Commissioner Werner **moved** that the Director and the Chairman sign the right-of-way activities for the Prairie and Idaho Intersection. Commissioner Humphreys seconded. **Motion carried** unanimously. *[6/2/2021 Brd Mtg]*

Millview Lane Easement, CdA Lands

Attorney Susan Weeks informed the Board they had a copy of the easement with Coeur d'Alene Lands and she has delivered the original tonight. After renegotiating with them; upon execution and recording of the document, it triggers the agreement for their payment of the Millview Lane dedicated fund. Commissioner Werner **moved** to authorize the Chairman to sign the Millview

Lane Grant of Easement adding thankfully this is coming to a closure as it has gone on way to long. Commissioner Humphreys seconded. **Motion carried** unanimously. [6/2/2021 Brd Mtg]

#### CORRESPONDENCE

Beck Rd, KN 19288; Signed Supplemental Agreement – After waiting for some time, the signed agreement was received. [6/2/2021 Brd Mtg]

#### LEGAL

Paradis Golf – Attorney Weeks reports a hearing is scheduled for a summary judgement and the court does not find merit in the complaint as it is this is a recreational property; she believes this will go before a judge the end of July to mid-August. [6/2/2021 Brd Mtg]

#### ENGINEERING

Rock Crushing Update – Engineer Laura Winter of RYA reports crushing is completed at Beck Pit and the contractor is in the process of moving to Hayden Pit. Their request to work longer hours was denied due to surrounding properties. A revised schedule has been requested since they are behind and she will have an update at the next meeting. [6/2/2021 Brd Mtg]

Garnet Ranch – A final walk-through is scheduled for the next day. [6/2/2021 Brd Mtg]

#### DIRECTOR

Project Update Sheet – Director Lenz reported on the ongoing items. An update on the St. Dominic's project is that we are ahead of schedule at this point and still plan to have it paved prior to July 4; Idaho and Prairie utility agreements are being drawn up; the Mellick Road situation was dropped over the issue with the maintenance agreement for the culvert. [6/2/2021 Brd Mtg]

District Updates – Crack sealing by Brickert Estates, but the focus has been at St. Dominic's.

#### OFFICE

New Commissioner's Bank Signatory Approval – District Clerk Shirley Walson requested a motion from the Board to dissolve the current signature cards for the two outgoing commissioners. With this motion, the bank can release signature cards for the two incoming commissioners. Commissioner Werner **moved** to remove W. Todd Tondee and Terry Werner from the signature cards for at the end of day of June 30, 2021 and supply signature cards for David Russell, and Jeff Tyler with the latter two having signing authority on July 7, 2021. Commissioner Humphreys seconded. **Motion carried** unanimously. [6/2/2021 Brd Mtg]

New Fees Publication Review – Ms. Walson asked for a final review by the Board prior to publication. The Board had no issues with the document. [6/2/2021 Brd Mtg]

Updates – Ms. Walson stated Shannon Schranck joined the District as Administrative Assistant on June 1. She is asking good questions, is learning iWorQ quickly and we look forward to a long relationship with her. [6/2/2021 Brd Mtg]

#### COMMISSIONERS

Commissioner Werner noted he will go to Boise the following day for his final LHTAC meeting and the Executive Committee of LHTAC inaugurated Kevin Renfrow from South Latah County Highway District to take his place on the LHTAC Board Chairman Tondee thanked Commissioner Werner for his service on that Board. [6/2/2021 Brd Mtg]

Commissioner Humphreys informed the Board harvest begins this week so he may be more difficult to contact. [6/2/2021 Brd Mtg]

Chairman Tondee stated he wants the transition with the new Board to go easy and offered his help if requested. [6/2/2021 Brd Mtg]

## ADJOURNMENT

With no further business, the meeting adjourned at 6:32 pm.

## Regular Meeting – June 16, 2021, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:00 P.M. Present were Commissioners Todd Tondee, Terry Werner, and Lynn Humphreys; Director Michael Lenz, District Clerk Shirley Walson; and Treasurer Beth Rheinschmidt. Ruen Yeager Engineer Laura Winter, Attorney Susan Weeks were present along with incoming commissioners Jeff Tyler and David Russell. Chairman Tondee led in the Pledge of Allegiance.

## CONFLICTS; CHANGES TO THE AGENDA; APPROVAL OF AGENDA

Commissioners had no conflicts of interest. Commissioner Werner **moved** to remove Item 13a from the agenda and approve the agenda with the removal of that item. Commissioner Humphreys seconded. **Motion carried** unanimously. [6/16/21 Brd Mtg]

## CONSENT AGENDA

Items on the Consent Agenda are the May 2021 Treasurer's Report, Vouchers to Date; Rogers Subdivision Mylars and Sunswept 1<sup>st</sup> Addition Mylars. Commissioner Humphreys **moved** to approve the Consent Agenda as presented. Commissioner Werner seconded. **Motion carried** unanimously. [6/16/21 Brd Mtg]

## PUBLIC COMMENTS

No requests.

## PUBLIC HEARING – Set Fees and Deposits

Chairman Tondee opened the Public Hearing at 6:04 pm. Director Lenz introduced the fee proposal stating the Association of Kootenai County Highway Districts have discussed the fees for nearly two years as they have not been changed since 2001. After much discussion, the Association is asking their Boards to move ahead with the proposed fee schedule. Chairman Tondee added our District and another appointed engineer were tasked to compare the \$3,500 fee-in-lieu-of-construction to actual road construction cost associated with the minor subdivision. Ruen Yeager's Engineer, Laura Winter provided cost at \$28,000-\$33,000. He continued that the burden is then shifted to the taxpayers to construct those roads when ready to do so. The Board felt that although still completely underfunded for the need, it was a cost that could be accepted by developers. Chairman Tondee continued that he wanted this information of-record and the public understand what the true cost would be for actual construction if the Board were to require construction rather than allowing the fee-in-lieu. Commissioner Humphreys added the Board has gone over and over this information and felt it was a fair compromise for the public with Commissioner Werner concurring. Chairman Tondee closed the public testimony at 6:15. [6/16/21 Brd Mtg]

## CURRENT BUSINESS

### Resolution 2021-03, Adoption of Fees

Commissioner Werner **moved** to pass the Resolution 2021-03 that will raise the District's fees as published in the Coeur d'Alene Press. Commissioner Humphreys seconded. **Motion carried** unanimously. [6/16/21 Brd Mtg]

### Resolution 2021-04, Multi-Jurisdictional All Hazard Mitigation Plan

Director Lenz reports this plan is updated every five years and states the District is a participant with Kootenai County. The District's focus is on roadside vegetation practices, elevate roads above the flood plain; document landslides, failures etc.; and implementation of practices in the WUI areas; enhance road drainage systems; and improve a culvert program. Commissioner

Werner **moved** to open Resolution 2021-04. Commissioner Humphreys seconded. **Motion carried** unanimously. [6/16/21 Brd Mtg]

#### State-Local Agreement, Hauser Lake Loop Safety Audit

Under Key Number 22400, this federally funded project requires an agreement with ITD to engage in Precision Engineering, LLC as the consultant for this project. Commissioner Werner **moved** that the Chairman sign Agreement #95937 for the Hauser Lake Loop Safety Audit. Commissioner Humphreys seconded. **Motion carried** unanimously. [6/16/21 Brd Mtg]

#### LEGAL

Millview Lane - Attorney Susan Weeks informed the Board Coeur d'Alene Lands has informed her their financial obligation of the agreement between the District and them has been mailed directly to the District. [6/16/21 Brd Mtg]

#### ENGINEER

Rock Crushing Supplemental – Engineer Laura Winter updated the Board on the number of days the contractor has been working and how that affected testing and engineering costs. The Board had questioned several points, including costs, number of days the contractor took to begin the job, and asked why the contractor waited so long to begin the job. Also discussed was accepting low bids with which the attorney reminded the Board low bids don't have to be accepted if it can be shown the contractor isn't responsible; not starting at an earlier time may show not being responsible. Commissioner Humphreys added he doesn't feel it's fair to pay additional costs with Ms. Winter adding we can charge a daily cost. After much discussion including understanding the cost of the supplemental, Chairman Tondee stated he understands how Ms. Winter explained their additional costs but what he doesn't understand is the additional days in which the contractor took so long to begin work. Commissioner Humphreys **moved** to enter into the supplemental agreement in the amount of \$28,466 to cover remaining testing of materials. Commissioner Tondee seconded. **Motion carried** on a two to one vote with Commissioner Werner opposing. Ms. Winter provided additional information on the crushing job in the Hayden Pit; ¾ inch minus has resulted in 52,000 tons of product and ½ inch sealcoat chips has resulted in 2,700 tons to date. All testing in the Hayden Pit has passed. [6/16/21 Brd Mtg]

MS<sup>4</sup> Permit – Ms. Winter will attend a four hour on-line class that DEQ is requiring for permitting the MS<sup>4</sup> permitting explaining current confusion on DEQ or BPA's portion through these requirements as well as who should attend. She has been informed by DEQ she can attend for the three Kootenai County Highway Districts that she represents. [6/16/21 Brd Mtg]

#### DIRECTOR

##### Project Update Sheet -

Project Update Sheet – Highlights for this list is for Honeysuckle Park, design engineer will speak to the City and then meet with Attorney Susan Weeks. For St. Dominic's on W. Riverview, the crew is on task to have it paved by the July 4 weekend although there was a hiccup this day with a low spot at Richards Road and may need a swale and there have been a few requests from the Sisters. The interim assistant director, Darryl Stevens has been doing an outstanding job, the newer members of crew are learning a lot and it has been a good crew effort all around with Engineering Laura Winter agreeing. Finally, Director Lenz met with the attorney of the City of Hauser to discuss the annexations they are doing with no way of taking care of the roads; the District loses Highway Users funding but has to continue to maintain the roads. The attorney will take it to his council. Director Lenz also provided an update on the Prairie and Idaho project stating Ruen Yeager is working on the utility agreements and the funding shortfall is still an issue. A meeting has been set with the Beck/Prairie parcel owner to discuss an easement. [6/16/21 Brd Mtg]

Director Lenz thanked the outgoing Board members, Tondee and Werner for their guidance during his short time with the District and also thanked them for everything they have done .  
*[6/16/21 Brd Mtg]*

#### OFFICE

Beck Road Invoice – District Clerk Shirley Walson presented Invoice number 23 that was left unpaid with Engineer Laura Winter further explaining this is an April 2020 invoice. The invoice showed 92% complete however LHTAC stated it was completed at 85% so Ruen Yeager set it aside. The work has now been finalized but Ms. Winter found the unpaid bill and wanted to inform the outgoing Board it is back and ready to pay. It will be on the following Board meeting. *[6/16/21 Brd Mtg]*

Computer Meeting with 765 Tech – Staff met with Ty from 765 Tech to discuss updates, safety, and direction for the future. We also spoke about coax cable will likely need replacing that is hanging on the north fence serving the shop for internet and phones. At about \$400 in labor, this will fix many little problems that have plagued the District for some time. *[6/16/21 Brd Mtg]*

District Clerk Walson also thanked the outgoing board members for their service stating they treated the public fairly and responsibly. Also for Commissioner Werner's service on the IAHD and LHTAC Boards and for his long and valuable time with the District. *[6/16/21 Brd Mtg]*

#### COMMISSIONERS

Commissioner Werner asked who will be paying for chip seal patches TDS Fiber has been adding to the roadways. Director Lenz stated they have bonded for their work however our problem is they are supposed to be boring but have cut the pavement, even after the asphalt plant closed last year. All entities in the areas have been having issues with this group. Commissioner Werner added plates were over the road for a week in one area and the traveling public should not have to put up with that kind of work. *[6/16/21 Brd Mtg]*

Commissioners Humphreys thanked the outgoing board members for their hard work adding they have accomplished a lot during their time with the District. He stated he feels we have one of the best, if not the best, highway district in the state and have made the District a better place. *[6/16/21 Brd Mtg]*

Commissioner Tondee agreed with Commissioner Humphreys and added he felt the staff added to the work that has been accomplished here stating it has been his pleasure to serve. *[6/16/21 Brd Mtg]*

With no further business, Chairman Tondee adjourned the meeting at 7:28 PM.

Special Meeting – June 2, 2021, 5:00 p.m., Workshop. Present were Chairman Todd Tondee, Commissioner Lynn Humphreys, and Commissioner Terry Werner, Director Michael Lenz, District Clerk Shirley Walson, and Treasurer Beth Rheinschmidt. Guests were Matt Alexander of Stateline Speedway, Connie Kruger of Johnson Surveying and Randy Colee, resident of Freddi Road.

Freddi Road Minor Subdivision – Connie Kruger of Johnson Surveying is planning a 4-lot minor subdivision for a client and had questions as to what would be required by the District. There is no direct frontage on Freddi Road and will provide a 60-foot easement to the property as required by the county as a private road and internally, it will be a common driveway. She added the fire district allows up to five accesses on a 12- to 14-foot-wide roadway. Currently the owner accesses his property from Nelson Loop and maintains 0.6 mile of the remaining road to his property. The Board discussed a 20-foot road to be built, fees-in-lieu of road construction and entering into a Road Development Agreement. *[6/2/2021 Brd Mtg]*

Stateline Speedway & Cruisers July 3<sup>rd</sup> Event - Matt Alexander of Stateline Speedway reported each year his business has a demolition derby on July 4 and many people are turned away and have now partnered with the City of Stateline sending people to the City. This allows parking to watch the fireworks show as they also support businesses in Stateline. He is asking to shut down the northernmost westbound lane and discussed the traffic plan to allow a safer location for people to walk. Additional parking for the event is in front of Cruisers to City Hall 1 ½ acre next to City Hall, Cruisers, Nashville North. Mr. Alexander addressed Commissioner Humphreys' questions with Commissioners Werner and Tondee agreeing that by approving the Special Event, the District will have some control over the traffic plan rather than ignoring it and having no control. Mr. Alexander was tasked to provide a traffic control plan. Commissioner Humphreys wants the record to state he is dramatically opposed to closing a lane on Seltice by making it more congested. Mr. Alexander will bring back more information at the following meeting and he was informed on what to have available to support the event; Commissioner Tondee asked for support letters from Stateline businesses. [6/2/2021 Brd Mtg]

The meeting adjourned at 5:47 pm.

JUNE Vouchers:

	<b>Num</b>	<b>Name</b>	<b>Amount</b>
<b>Jun 21</b>			
	44289	BETH L RHEINSCHMIDT	1,631.82
	44290	BRIAN D CRUMB	1,873.92
	44291	DANIEL G PETERSON	1,734.75
	44292	DARREL L HUMPHREYS	637.03
	44293	DARREL STEVENS	1,988.28
	44294	EDWARD F. MAEL	1,806.85
	44295	ERIC PRESTEGAARD	1,805.96
	44296	JAMES B WINES	1,897.92
	44297	LARRY P HOWELL, JR	1,307.48
	44298	LESLIE R LIKES	1,941.69
	44299	MARK F ROBERTS	1,773.70
	44300	MICHAEL C LENZ	2,695.06
	44301	MICHAEL J KETCHUM	1,836.97
	44302	RANDY L NEAL	1,979.44
	44303	SHIRLEY J. WALSON	1,774.85
	44304	TAYLOR WOOD	1,770.96
	44305	TERRY WERNER	679.34
	44306	TRAVIS A HALL	1,927.58
	44307	TRAVIS S MITLEY	1,571.85
	44308	TUEKOTA TATE-VANDEVER	1,894.91
	44309	WILLIAM T TONDEE	641.39
	44310	CREDIT UNION	775.00
	44311	NEW YORK LIFE	20.00
	44312	A-V SUPPLY	219.90

44313	ABOVE AND BEYOND JANITORIAL INC	500.00
44314	ACE HARDWARE	214.01
44315	ADVANCED COMPRESSOR & HOSE, INC.	213.06
44316	ALSCO	685.64
44317	AMERICAN WEST INDUSTRIES	25.77
44318	ARROW CONSTRUCTION SUPPLY	3,805.99
44319	BETH RHEINSCHMIDT	17.00
44320	COLEMAN OIL COMPANY	1,380.83
44321	DELTA DENTAL	1,381.66
44322	ELJAY OIL COMPANY, INC.	539.55
44323	GENERAL FIRE	726.05
44324	GORDON TRUCK CENTERS, INC	815.09
44325	GRAINGER	129.71
44326	H & H EXPRESS	22.27
44327	IMPACT AUTO BODY AND COLLISION REPAIR	3,663.04
44328	JMT PETROLEUM	6,936.78
44329	LES SCHWAB	1,681.32
44330	LITTLE STINKER SEPTIC SERVICES INC	450.00
44331	MIKE WHITE FORD OF CDA	335.73
44332	MOTION AUTO SUPPLY	39.20
44333	NAPA	587.66
44334	NCPERS	336.00
44335	NORCO	122.33
44336	NORTHWEST TIRE WORX LLC	196.00
44337	OVERHEAD DOOR, INC.	848.75
44338	RODDA PAINT	361.50
44339	RUSH DELIVERY	20.20
44340	SIX ROBBLEES	127.74
44341	SPECTRUM BUSINESS	129.99
44342	SPOKANE HOUSE OF HOSE	32.51
44343	SPOKANE PUMP	620.42
44344	ULTRA-LAWN	150.00
44345	VSP dba VISION SERVICE PLAN	280.78
44346	WESTERN STATES EQUIPMENT - CAT	27,136.91
44347	WM WELCH CORP	52,325.76
44348	VERIZON WIRELESS	271.57
44349	ZIPLY FIBER	288.86
44350	ITD-BOISE	92,400.00
44351-69	VOID-PAYROLL CHECKS, WRONG DATE	0.00
44370	BETH L RHEINSCHMIDT	1,631.81
44371	BRIAN D CRUMB	1,816.26
44372	DANIEL G PETERSON	1,771.90
44373	DARREL STEVENS	2,007.38

44374	EDWARD F. MAEL	1,806.83
44375	ERIC PRESTEGAARD	1,844.12
44376	JAMES B WINES	2,059.58
44377	LARRY P HOWELL, JR	1,220.70
44378	LESLIE R LIKES	1,941.70
44379	MARK F ROBERTS	1,773.69
44380	MICHAEL C LENZ	2,711.17
44381	MICHAEL J KETCHUM	1,875.10
44382	RANDY L NEAL	1,835.61
44383	SHANNON M SCHRANCK	1,527.42
44384	SHIRLEY J. WALSON	1,818.73
44385	TAYLOR WOOD	1,770.98
44386	TRAVIS A HALL	1,927.58
44387	TRAVIS S MITLEY	1,650.81
44388	TUEKOTA TATE-VANDEVER	1,981.69
44389	AFLAC	355.22
44390	CREDIT UNION	775.00
44391	765TECH INC	476.45
44392	AMERICAN ON-SITE SERVICES	206.70
44393	AVISTA UTILITIES - WWP	2,122.87
44394	CANNON HILL INDUSTRIES	96.00
44395	CDA GARBAGE	161.75
44396	CDA PRESS	175.75
44397	CITY OF POST FALLS.	155.69
44398	COUNTRY CLEANERS	217.50
44399	ELJAY OIL COMPANY, INC. H & H INC DOCUMENT MANAGEMENT	35.97
44400	SOLUTIONS	133.77
44401	HRA VEBA TRUST	3,300.00
44402	INSURANCE NORTHWEST	276.00
44403	KEC	733.81
44404	MAC TOOLS	255.49
44405	POST FALLS CHAMBER	270.00
44406	REGENCE BLUE SHIELD	16,388.24
44407	REHN & ASSOCIATES	25.00
44408	RUEN-YEAGER & ASSOC, INC	36,581.29
44409	ULTRA-LAWN	100.00
44410	WESTERN STATES EQUIPMENT - CAT	5,868.00
44411	WTB - CREDIT CARD DIV.	660.76
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	11,515.28
ACH	WASHINGTON TRUST BANK	12,350.16
ACH	WASHINGTON TRUST BANK	12,274.40
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	11,751.05



	ACH	STATE TAX COMMISSION	3,431.00
		TRANSFER TO INS SAVINGS, AD VLRM	458.53
		TRANSFER TO MELLICK RD, CDA LAND	100,000.00
		TRANSFER TO INS SAVINGS, AD VLRM	<u>1,365.56</u>
<b>Jun</b>			
<b>21</b>			<u><u><b>493,476.63</b></u></u>

**ORIGINAL SIGNED AND DATED 7/7/2021**

Submitted by:  
Shirley Walson, District Clerk