

POST FALLS HIGHWAY DISTRICT
APRIL 2021 MINUTES

Regular Meeting – April 7, 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; Administrative Assistant Korrei Kruger. Guests were Daniel Baker from HDR; residents Jamie Major, and Kevin Rogers. On-line attendees were Treasurer Beth Rheinschmidt, attorney Susan Weeks, and JUB's Kevin Smith, Chairman Tondee led in the Pledge of Allegiance.

CONFLICTS; CHANGES TO THE AGENDA; APPROVAL OF AGENDA

Commissioners had no conflicts of interest.

Director Michael Lenz stated the need to add to the executive session, Item 1(b). Commissioner Werner **moved** to approve the agenda as presented with the addition of adding 1(b) to the executive session. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/7/2021 Brd Mtg]

CONSENT AGENDA

The items on the Consent Agenda are March 2021 Minutes; Vouchers to Date; Greensferry Crossing invoice #1 in the amount of \$5,693.51 payable to HDR Engineering; mylars for signature include Cable Creek 1st Addition; Cable Creek 2nd Addition, and Agincourt Estates. Commissioner Humphreys **moved** to approve the Consent Agenda as presented. Commissioner Werner seconded. **Motion carried** unanimously. [4/7/2021 Brd Mtg]

PUBLIC COMMENTS

Kevin Rogers of Big Rock Road saw changes on the CIP to Big Rock Road asked if the first quarter mile was going to be built. Although Chairman Tondee stated we don't make decisions or interact under Public Comments, Commissioner Humphreys asked to deviate from that rule since he has received several phone calls as well and feels a simple explanation will clear up the residents' questions and asked the Director to explain. Director Lenz stated the wording on the CIP was somewhat misleading and it has since been clarified. The District is only making improvements to Millsap Road at the curve where Big Rock intersects Millsap. Jamie Major then asked if the gate will be left where it is with Director Lenz stated the gate won't be touched, work will only be on Millsap at the intersection. [4/7/2021 Brd Mtg]

OLD BUSINESS

Fee Schedule Revisit

The Association of Highway Districts of Kootenai County has been trying to agree on a new fee structure as the current fees have not been changed for over a decade. Two Districts are in favor or impact fees, two are not, PFHD being one. The Board wished to review the proposal set forth last year. The previous proposal was reviewed and after some discussion and the Board wishing to move ahead with the process; both Chairman Tondee and Commissioner Humphreys were not in favor of impact fees. The Board asked that our consulting engineer provide costs per frontage foot so the District can factually present the proposed increase of a \$5,000 fee-in-lieu-of development cost on minor subdivisions and bring it back to the next meeting so a public hearing can be set. [4/7/2021 Brd Mtg]

CURRENT BUSINESS

Hayden and Meyer Intersection

Commissioner Werner **moved** to approve the State/Local Agreement, Project Number A022(435), Key Number 22435 for Hayden Avenue and Meyer Road Intersection along with the required \$10,000 service fee to ITD. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/7/2021 Brd Mtg]

Kootenai Electric Director Election

Commissioner Werner **moved** to authorize our Chairman to mark the incumbent boxes for the 2021 Kootenai Electric Cooperative Director Election. Commissioner Humphreys seconded.

Motion carried unanimously. *Note – the District Clerk submitted the vote via*

<https://www.directvote.net/KEC> [4/7/2021 Brd Mtg]

Beck Pit Easement

Mr. Suhr signed the easement to Beck Pit; we moved it to 35-feet rather than 40-feet as first proposed. The 35feet fully contains the paved location and is measured beginning from the north property line. Commissioner Werner **moved** to allow the Chairman to sign the Grant of Easement with the Scott Suhr Trust. Commissioner Humphreys seconded. **Motion carried** unanimously.

[4/7/2021 Brd Mtg]

Garnet Ranch Bond Request

Director Lenz explained the developer has proposed a 150% bond for the remaining work. Terra Underground provided an amount for the uncompleted work at \$330,568.60 which the Director feels in spot on the cost. This will allow the plat to be signed so they can sell lots and finish the development. The Board had no issues with the developer bonding to complete this project.

[4/7/2021 Brd Mtg]

ENGINEER

Beck and Prairie Realignment – Ruen Yeager Engineer Laura Winter, as requested, presented a possible redesign to the corner of this intersection. Much discussion followed including the location of the centerline, a trade of property to satisfy the right-of-way width if the project continues. Commissioner Humphreys added the main parcel discussed is in the process of developing with Director Lenz stating he spoke with the owner and he is willing to negotiate with the District. Mr. Lenz informed the owner he will bring to the owner a conceptual drawing to show what is needed. [4/7/2021 Brd Mtg]

Rock Crushing – Ms. Winter updated the board the contractor has equipment dialed in and are moving along with crushing. There have been two fails but one was so miniscule it was excepted. To date, there has been 7,000 ton of $\frac{3}{4}$ minus crushed and 967 tons of $\frac{1}{2}$ inch chips. Director Lenz stated there has been ongoing complaints from the owner's renter. Time of work has been adjusted to 6:45 am and out by 7:40 pm; equipment work can be done from noon-3 pm on Sunday. [4/7/2021 Brd Mtg]

Greensferry Crossing – HDR's Daniel Baker provided a very quick update that TO Engineering is moving along to complete the record of survey and expects to have it completed by June. [4/7/2021 Brd Mtg]

DIRECTOR

Project Update Sheet – Items listed are Beck Pits access; Tamalarch Lane approach, Honeysuckle Park agreement; Prairie/Meyer Spur line payment status; Seltice bus shelter status; Pleasant View interchange; Seltice future pit property; and a list of summer projects as well as a recent review comment list. The Board had questions regarding the Tamalarch Lane approach.

[4/7/2021 Brd Mtg]

Change Order, Shop Drainage – The Director spoke with the contractor for the wash bay asking if he could do a change order to put a pipe in the shop floor and tie it into the wash bay drain. Director Lenz reported this will keep the District in compliance and the shop would have a normal drain making it safe for the employees added we budgeted \$130,000 for the wash bay which came in at \$60,000 and this change order is \$35,555. After stating the work needs to be done, Commissioner Werner **moved** to authorize Change Order #1 to for a wash bay change order to add drainage to the shop. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/7/2021 Brd Mtg]

District Updates – Star Garnet – Director Lenz reports the District has been contacted to request a road abandonment nor will we support a gate across the right-of-way. Recalling we recently did

a split of a parcel and requested additional right-of-way from the neighbor, the requestee he would not support an abandonment to the Board. [4/7/2021 Brd Mtg]

St. Dominic's – Mr. Lenz presented a picture of the newly logged parcel on W. Riverview where the corner will be straightened. The logging contractor traded the logs for the shop that needs to be removed. [4/7/2021 Brd Mtg]

Millsap Loop – The crew has been locating buried culverts and replacing those that need replaced prior to the chip seal this summer. He added gravel will be hauled in to straighten out the road. [4/7/2021 Brd Mtg]

Auction – T-16 brought in \$17,000 and the old director's pickup brought in \$16,500. The cost at Coeur d'Alene Auto Auction was \$100 per vehicle. [4/7/2021 Brd Mtg]

OFFICE

Budget Transfers – With rock crushing in the process, District Clerk Shirley Walson requested funds from the FY20/21 budget in the amount of \$200,000 be transferred from general savings to the LGIP rock account; the rock CD be closed and transferred to the LGIP rock account in the amount of \$82,444.09 plus the last quarter interest earned providing an account balance of \$645,690. With the rock bid at \$677,500, an additional \$31,810 from general savings will be needed. Ms. Walson also asked to transfer \$50,000 funds from the FY20/21 budget in the amount of \$50,000 and transfer it to the Capital Facility dedicated account. Commissioner Werner **moved** to transfer \$200,000 from savings to the dedicated rock account; close the Rock CD in the amount of \$82,444.09 plus the April interest and transfer it into the dedicated rock account; and from general savings, transfer \$50,000 into the Capital facilities. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/7/2021 Brd Mtg]

CD Closure's – The two First Interstate CD's will be closed, one for

COMMISSIONERS

Commissioner Werner informed the Director the culvert at Mullan and Huetter looks like the end is flattened. Mr. Lenz will check into that. [4/7/2021 Brd Mtg]

Commissioner Werner updated the Board that legislation is drafting a bill for \$80 million in reserves will go to state and 4½% of any remaining funds will go to the locals, adding locals get the shaft again. [4/7/2021 Brd Mtg]

EXECUTIVE SESSION

At 7:08 pm, Commissioner Werner **moved** to enter into Executive Session pursuant to the provisions of Idaho Code 74-206, Subsection 1(b) and 1(f), an executive session is being requested for the purpose discussion of a personnel matter and to communicate with legal counsel regarding pending litigation, A roll call vote is required. Commissioner Humphreys-aye; Chairman Tondee-aye; Commissioner Werner-aye. The Board exited Executive Session at 7:55 pm.

With no further business, Chairman Tondee adjourned the meeting at 7:55 PM.

Regular Meeting – April 21, 2021, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:03 P.M. Present were Commissioners Todd Tondee, Terry Werner, and Lynn Humphreys; Director Michael Lenz, District Clerk Shirley Walson; Treasurer Beth Rheinschmidt, and Ruen Yeager Engineer Laura Winter. Chairman Tondee led in the Pledge of Allegiance.

CONFLICTS; CHANGES TO THE AGENDA; APPROVAL OF AGENDA

Commissioners had no conflicts of interest. Under Changes, Commissioner Werner **moved** to add to the agenda under Engineering, Item 'b' the Beck Supplemental Agreement. Commissioner Humphreys seconded the motion followed by a unanimous approval.

APPROVAL OF AGENDA

Commissioner Werner **moved** to approve the agenda as amended. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/21/2021 Board Mtg]

CONSENT AGENDA

Items on the Consent Agenda are the March 2021 Treasurer's Report, Vouchers to date, and subdivision mylars for signature for the following: Edgewood 1st Addition; Pemberton's 1st Addition, Granite Ranch 1st Addition, and Ladewig Estates. Commissioner Humphreys **moved** to approve the Consent Agenda as presented. Commissioner Werner seconded. **Motion carried** unanimously. [4/21/2021 Board Mtg]

PUBLIC COMMENTS

No request made.

OLD BUSINESS

Fee Schedule Revisit

As the 'fee in lieu of' (FILO) has not been changed for a very long time, Ruen Yeager Engineer Laura Winter was tasked to determine cost for lineal foot to build a road. Ms. Winter did so using a local contractor to provide the cost. A full reconstruction at a 12-foot lane with a 2-foot shoulder for 330-feet which is the assumption the Board took for one lot, the cost is \$53,718 compared to the current \$3,500 FILO. Shoulder reconstruction alone was close to \$21,000. Ms. Winter called out several assumptions of current conditions of road to get it to district standards and contractor costs versus work completed by the District. Chairman Tondee's thought was the District is asking for the fee in lieu of building the road, so this is what the cost is for what they would have to do, adding this is the worst, or best, case scenario, so we should look at a scenario and average the cost. If we were doing a mile, taking it down to half width, taking it down to 330-ft, it came out to \$9,800 which is somewhat the same scenario the Board reviewed previously. After much discussion, including minimum requirements, collector versus residential roads, Ms. Winter was tasked to rework fees to include contractor prices, use 1/2-mile carrying that down to a 330-ft example, use a 330-foot width for the full 1/2-width using a 2" mat, 4" asphalt mat, and not worry about shoulder improvements at this time. [4/21/2021 Board Mtg]

Tamalarch Lane Access

Director Lenz reminded the Board of recent requirements which are not being met by a homeowner using an illegal approach and asked for direction from the Board. The Board feels like the District has been beyond patient with this situation and the Board agreed to provide one last date with the following motion. Commissioner Werner **moved** Ms. Aldrich be notified to have her contractor get in touch with the District by April 28 and if the District has not heard from her by close of business on that date, a crew will be in place at 8:00 am on April 29 to remove the approach. Commissioner Humphreys seconded. **Motion carried** by unanimous vote. Chairman Tondee asked Leslie Duncan be copied in the notification. [4/21/2021 Board Mtg]

ENGINEERING

Beck and Prairie Realignment

There is 660-square feet needed for a future improvement at this intersection. The property owner is concerned that he won't have the acreage to satisfy county requirements for development purposes. Attorney Susan Weeks suggested to Ms. Winter it be a permanent exclusive easement. Other discussion ensued with the Board asking the staff to investigate further. [4/21/2021 Board Mtg]

Beck Road Supplemental Agreement

Ms. Winter said there were several design changes after the final review including surveying, mailbox turnout, raising the road by .69-feet as required by LHTAC. Discussion followed with Ms. Winter describing cobbles, approach design due to the raise in the road, and CRABS overlays. The cost of the change is \$56,509, Commissioner Werner asked what the cost to the District is for these requirements which is the 7.34% match, or approximately \$4,100 continuing his unhappiness with these requirements. Commissioner Werner **moved** for the Chairman to sign the Supplemental Agreement for KN 19288, Beck Road, Seltice Way to Prairie Avenue. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/21/2021 Board Mtg]

Rock Crushing Update

Ms. Winter reports the contractor is 50% done of 20 tons with the 3/4" base surface; 100% done with the 3/4" base, and 33% done of 15,000 tons with 1/2" chips. [4/21/2021 Board Mtg]

DIRECTOR

Project Update Sheet - The Beck pit easement has been recorded; a date for the attorney to discuss an agreement for access to Honeysuckle Park has not yet been set; and ITD will record a QCD triggering payment due. Still nothing from the County on funding for the Seltice at Huetter bus shelter. The St. Dominic's update is logging is complete and the shed has been removed; we received approval from the Sisters that we can starting hauling in fill on the south side of Riverview. [4/21/2021 Board Mtg]

The Ridge at Hauser Lake - A bond will be done to approve the final plat. The bond will be 150% of \$1.3 million in order for the District to sign the plat. [4/21/2021 Board Mtg]

District Updates - Director Lenz informed the Board of a proposed annexation from the City of Post Falls. This latest one is Pleasant View which includes the roundabout at Prairie up to the District's property that is bordered to the north by the railroad and SH53. Commissioner Werner spoke of the chopped-up areas taken in by Post Falls making maintenance very difficult; neither staff or crew knows where the borders are when plowing or when a report comes in of a pothole that needs filling. He would like the two entities to meet to discuss. [4/21/2021 Board Mtg]

Crew Updates - They have been working on Millsap to prepare it for a summer chip seal; there has been a lot of brush clean up after the Sunday night winds, and sweeping is in full swing. [4/21/2021 Board Mtg]

OFFICE

District Clerk stated they have been very busy with the shortened staff and thanked Treasurer Beth Rheinschmidt for helping with the meeting. [4/21/2021 Board Mtg]

EXECUTIVE SESSION

Pursuant to the provisions of Idaho Code 74-206, Subsection 1(b), an executive session is being requested for the purpose of the executive session is to discuss a personnel matter. A roll call vote is required. Humphreys-aye; Tondee-aye; Werner-aye. The Board exited executive session at 6:37 p.m. with no motions needed.

With no further business, Chairman Tondee adjourned the meeting at 6:37 PM.

APRIL Vouchers:

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Apr 21	44052	BETH L RHEINSCHMIDT	1,810.54

44053	BRIAN D CRUMB	1,969.65
44054	DANIEL G PETERSON	1,905.26
44055	DARREL L HUMPHREYS	637.04
44056	DARREL STEVENS	2,176.65
44057	EDWARD F. MAEL	2,005.37
44058	ERIC PRESTEGAARD	2,028.36
44059	JAMES B WINES	2,155.30
44060	KORREI M KRUGER	1,902.16
44061	LARRY P HOWELL, JR	1,391.23
44062	LESLIE R LIKES	2,178.05
44063	MARK F ROBERTS	1,981.37
44064	MICHAEL C LENZ	2,690.84
44065	MICHAEL J KETCHUM	1,968.49
44066	RANDY L NEAL	2,128.99
44067	SHIRLEY J. WALSON	1,774.84
44068	TAYLOR WOOD	1,941.48
44069	TERRY WERNER	679.35
44070	TRAVIS A HALL	2,227.88
44071	TRAVIS S MITLEY	1,891.22
44072	TUEKOTA TATE-VANDEVER	2,043.49
44073	WILLIAM T TONDEE	641.39
44074	NEW YORK LIFE	20.00
44075	CREDIT UNION	775.00
44076	HEAVENS GATE 1ST ADDITION	71.01
44077	ABOVE AND BEYOND JANITORIAL INC	500.00
44078	ACE HARDWARE	266.59
44079	ADS DIESEL PRODUCTS	135.76
44080	ADVANCED COMPRESSOR & HOSE, INC.	491.50
44081	ALSCO	451.04
44082	AMERICAN WEST INDUSTRIES	1,251.33
44083	ARROW CONSTRUCTION SUPPLY	368.00
44084	BADGER BUILDING CENTER	223.60
44085	BETH RHEINSCHMIDT	55.00
44086	CANNON HILL INDUSTRIES	726.00
44087	CDA GARBAGE	161.75
44088	CDA METALS	1,344.33
44089	CDA PRESS	68.55
44090	CITY OF POST FALLS.	377.98
44091	COLEMAN OIL COMPANY	1,968.38
44092	COUNTRY CLEANERS	334.50
44093	CULLIGAN	6.35
44094	DELTA DENTAL	1,381.66
44095	ELJAY OIL COMPANY, INC.	1,685.09

44096	GORDON TRUCK CENTERS, INC	1,406.08
44097	H & H EXPRESS	11.25
44098	HDR ENGINEERING INC	5,693.51
44099	IDAHO WATER ENGINEERING LLC	450.00
44100	INTERMOUNTAIN SIGN & SAFETY	840.00
44101	JMT PETROLEUM	7,741.84
44102	KENWORTH SALES - SPOKANE	125.34
44103	KOOTENAI COUNTY SOLID WASTE	130.00
44104	LES SCHWAB	1,356.92
44105	MICHAEL LENZ	135.00
44106	MINUTEPRESS	359.66
44107	MOTION AUTO SUPPLY	155.87
44108	NAPA	784.92
44109	NCPERS	352.00
44110	NORCO	29.62
44111	NORTHWEST TRAILER CENTER	315.81
44112	OMCO	533.74
44113	PACWEST MACHINERY LLC	358.06
44114	PAPE MACHINERY	86.16
44115	RODDA PAINT	55.13
44116	ROMAINE ELECTRIC	178.34
44117	SIX ROBBLEES	286.86
44118	SPECTRUM BUSINESS	129.99
44119	SPRAY CENTER	138.60
44120	STATE INS. FUND	35,057.00
44121	TACOMA SCREW PRODUCTS, INC	5.40
44122	TERRY WERNER.	144.00
44123	TODD TONDEE	75.00
44124	USPS	295.00
44125	VERIZON WIRELESS	231.78
44126	VSP dba VISION SERVICE PLAN	280.78
44127	WESTERN STATES EQUIPMENT - CAT	290.98
44128	ZIPLY FIBER	285.13
44129	MIKE WHITE FORD OF CDA	492.03
44130	ITD-BOISE	10,000.00
44131	BETH L RHEINSCHMIDT	1,631.82
44132	BRIAN D CRUMB	1,771.12
44133	DANIEL G PETERSON	1,734.76
44134	DARREL STEVENS	2,007.38
44135	EDWARD F. MAEL	1,806.85
44136	ERIC PRESTEGAARD	1,892.74
44137	JAMES B WINES	1,897.94
44138	KORREI M KRUGER	1,723.46

44139	LARRY P HOWELL, JR	1,220.70
44140	LESLIE R LIKES	1,964.65
44141	MARK F ROBERTS	1,773.69
44142	MICHAEL C LENZ	2,711.17
44143	MICHAEL J KETCHUM	1,797.96
44144	RANDY L NEAL	1,916.62
44145	SHIRLEY J. WALSON	1,774.85
44146	TAYLOR WOOD	1,770.97
44147	TRAVIS A HALL	1,927.58
44148	TRAVIS S MITLEY	1,672.63
44149	TUEKOTA TATE-VANDEVER	1,871.96
44150	CREDIT UNION	775.00
44151	AFLAC	355.22
44152	765TECH INC	75.00
44153	ADS DIESEL PRODUCTS	72.48
44154	APPLIED INDUSTRIAL TECHNOLOGIES	365.61
44155	AVISTA UTILITIES - WWP	2,594.87
44156	D. LYNN HUMPHREYS	155.50
44157	ELJAY OIL COMPANY, INC. H & H INC DOCUMENT MANAGEMENT SOLUTIONS	577.35
44158		115.42
44159	HRA VEBA TRUST	3,150.00
44160	JERRY JM MOREAU JR.	760.00
44161	KEC	768.51
44162	KOOTENAI COUNTY SOLID WASTE	142.35
44163	LAKES HIGHWAY DIST	1,938.75
44164	LAWSON PRODUCTS	300.19
44165	LHTAC	60.00
44166	PAPE MACHINERY	46.63
44167	REGENCE BLUE SHIELD	16,388.24
44168	RUEN-YEAGER & ASSOC, INC	27,142.73
44169	RWC GROUP	1,894.00
44170	SPECTRUM BUSINESS	129.99
44171	SPOKANE HOUSE OF HOSE	29.95
44172	WESTERN STATES EQUIPMENT - CAT	365.56
44173	WESTERN SYSTEMS	2,500.00
44174	WTB - CREDIT CARD DIV.	1,449.82
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,074.56
ACH	WASHINGTON TRUST BANK	14,521.40
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	11,879.50
ACH	WASHINGTON TRUST BANK	12,384.48
ACH	STATE TAX COMMISSION	3,800.00
	TRANSPORT EQUIPMENT	0.00

	Transfer-FILO to Schilling Lp (Pembertons)	3,500.00
	Transfer, Ad Vlrm Ins to Ins. Fund	<u>705.49</u>
Apr		<u><u>278,491.62</u></u>
21		

APPROVED _____

ATTEST _____

DATE _____

Submitted by:
Shirley Walson, District Clerk