

POST FALLS HIGHWAY DISTRICT
SEPTEMBER 2021 MINUTES

Regular Meeting – September 1, 2021, 6:00 pm, E. 5629 Seltice Way

Chairman Tyler called the meeting to order at 6:00 P.M. Present were Commissioners Jeff Tyler, Lynn Humphreys and David Russell; Director Michael Lenz, District Clerk Shirley Walson; and Administrative Assistant Shannon Schranck. Also present were Engineer Laura Winter From Ruen Yeager; Attorney Susan Weeks; and Engineer Daniel Baker from HDR; guests included Steve Wynecoop and his mother. Chairman Tyler led in the Pledge of Allegiance.

CONFLICTS OR CHANGES

No conflicts were stated. Director Lenz stated 7a and 8a are not needed and can be removed from the agenda. Commissioner Russell **moved** to accept the agenda as presented but removing Items 7a and 8a. Commissioner Humphreys seconded. **Motion carried** unanimously. [9/1/2021 Board Mtg]

CONSENT AGENDA

Items on the Consent Agenda are the August 2021 Minutes; Vouchers to Date; Payments as follows: (c.) KN 19288, Beck Rd #24 in the amount of \$12,924.56 to Ruen Yeager; (d) KN 19288, Beck Rd #25 in the amount of \$8,818.55 to Ruen Yeager; and Greensferry Bridge #3 of Task 2 in the amount of \$17,731.86 to HDR. Commissioner Humphreys moved to accept the Consent Agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously

PUBLIC COMMENTS

No requests were made.

OLD BUSINESS

Resolution 2021-07, Director Duties

Director Lenz explained Items #1 and #8 have been removed as per the Board's request at the previous meeting. Commissioner Humphreys **moved** to accept Resolution 2021-07 with corrections as duly noted by the Director. Commissioner Russell seconded. **Motion carried** unanimously. [9/1/2021 Board Mtg]

Repeat Motion from Previous Meeting

District Clerk Walson explained a motion was made under the Director's updates and was not cited as an "Action Item" on the agenda and therefore needed to be ratified. Some discussion followed regarding the technicalities of the law. Commissioner Russell **moved** to ratify a motion made at the August 18th 2021 meeting to direct Director Lenz to communicate with the companies typically installing these encroachments and to publish the flyers on our social media sites and to provide it with approach permits. Commissioner Humphreys seconded. **Motion carried** unanimously. [9/1/2021 Board Mtg]

Encroachment Flyer

As directed by the Board at the last meeting, a flyer to explain easements and right-of-way was prepared to be published on the web page and included with approved encroachment permits. Commissioner Humphreys **moved** to accept the encroachment flyer presented to utilize as an informational document as to what is and is not allowed in the right of way and the utility and roadway easements. Commissioner Russell seconded. **Motion carried** unanimously. [9/1/2021 Board Mtg]

CURRENT BUSINESS

No current business.

CORRESPONDENCE

Email regarding Transparency and Budget – Angie Davis submitted a question regarding the budget and posting the minutes. District Clerk Shirley Walson submitted a response adding the budget was posted as required but did not show the 1% savings as requested by Commissioner Tyler, which is \$0.36 per \$100,000 in assessed value. Ms. Walson went on to explain the District has not increased the tax levy in 7 years, 8 counting the new fiscal year of 2021-2022, ranging in a savings of \$1.90 to R1.07 per \$100,000 in assessed value. *[9/1/2021 Board Mtg]*

LEGAL

Ms. Weeks reports all items to be discussed in Executive Session. *[9/1/2021 Board Mtg]*

ENGINEERING

Ms. Winter reports all items to be discussed in Executive Session. *[9/1/2021 Board Mtg]*

DIRECTOR

Project Update Sheet – Director Lenz stated he will highlight new updates on the sheet. The only highlighted areas were under To Do which included discussions on Greensferry right-of-way and Riverview and Greensferry parking. Commissioner Humphreys **moved** to accept the Project Update Sheet as presented. Commissioner Russell seconded. **Motion carried** unanimously. Commissioner Humphreys questioned the attorney and clerk regarding 'Action Item' with Ms. Weeks stating the Board doesn't have to make a motion but if the item isn't specific, you may be getting into open meeting violation. Ms. Walson stated she adds it to nearly all items in the event there is action the Board wishes to take but after further discussion, moving forward when the Board wishes to make an action on something that was discussed, it will be put on the following agenda. *[9/1/2021 Board Mtg]*

District Updates

Crew Updates - Culvert replacements, asphalt overlays, and brooming chip seals in preparation for fog seals the following week. *[9/1/2021 Board Mtg]*

Development Reviews – Director Lenz has upcoming meetings for a possible major subdivision near Riverview and Upriver; a possible fuel station near SH53 and High Prairie; a possible private school off of Prairie. *[9/1/2021 Board Mtg]*

Winter Maintenance – Discussions are beginning with the City of Post Falls regarding the upcoming winter maintenance program. They will mark up a map and do some horse trading on areas that make the most sense that works well for both entities. *[9/1/2021 Board Mtg]*

Prairie and Pleasant View Roundabout – A truck with hauling heavy equipment was hung up on a light pole August 31, closing down traffic and flaring tempers with traffic control personnel. Director Lenz will contact Avista to see what it would take to move back the light poles and get the conversation going with the City to involve them as Post Falls has annexed the intersection which will be complete by the end of September. Discussion followed regarding other roundabouts and being proactive but they do not have the same issue as this one with its large truck traffic, due in part to them trying to miss the scales. *[9/1/2021 Board Mtg]*

Traffic Signal at Beck and Seltice – Director Lenz has noted near hits Beck heading south to Seltice. Both the south bound Beck traffic who are turning left and northbound traffic going straight have a solid green light. He spoke with City and recommended they put a Left Turn Yield on Green sign next to the light. *[9/1/2021 Board Mtg]*

Wash Bay – Nearly complete but still waiting on the man door that replaces the damaged one; also the big door needs to be programmed. *[9/1/2021 Board Mtg]*

OFFICE

No items from the Office.

Commission Humphreys asked the Chair recognize Daniel Baker of HDR in the event he had any update. Mr. Baker did not have any comments but to answer the District Clerk's question, he did get the survey for the Greensferry Bridge approaches recorded. [9/1/2021 Board Mtg]

COMMISSIONERS

Millsap and Carpenter – Commissioner Russell asked the Director if he had any further information on this piece as to benefit the District. Mr. Lenz was able to look at this piece and felt the biggest benefit was removing the trees for better view of the intersection; he added he has not heard anything further from the engineer that was before the Board at the previous meeting. [9/1/2021 Board Mtg]

EXECUTIVE SESSION

Commissioner Humphreys moved to enter into Executive Session at 6:44 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1(a) and 1(i) for the purpose to discuss a personnel issue, and to discuss the legal ramifications of likely litigation and a roll call vote is requested. Commissioner Russell seconded. **Motion carried** unanimously. Roll call vote: Commissioner Humphreys: aye; Chairman Tyler: aye; Commissioner Russell: aye. [9/1/2021 Board Mtg]

The Board exited the Executive Session and reconvened at 7:57 pm. With no further business, the Board adjourned at 8:01 pm.

Note: September 1, 2021 Minutes respectfully submitted by District Clerk Shirley Walson.

Regular Meeting – September 15, 2021, 6:00 pm, E. 5629 Seltice Way

Chairman Tyler called the meeting to order at 6:00 P.M. Present were Commissioners Jeff Tyler, Director Michael Lenz, District Treasurer Beth Rheinschmidt, Administrative Assistant Shannon Schranck and via Google Meets Commissioner Russell, Jennifer McPherson and Zack Proett of Gallaher and Kevin Smith of JUB Engineering. Chairman Tyler led in the Pledge of Allegiance.

CONFLICTS; CHANGES TO THE AGENDA; APPROVAL OF AGENDA

Commissioners had no conflicts of interest. We do have one commissioner missing tonight and the other one is at home under the weather but he has called in so we have a quorum, he will be on-line with us to answer questions and make motions. No additions to the agenda were requested. Commissioner Russell **moved** to approve the agenda as presented. Chairman Tyler seconded. **Motion carried** unanimously. [9/15/2021 Brd Mtg]

CONSENT AGENDA

Items on the Consent Agenda are the August 2021 Treasurers Report; vouchers to date, payment #26 on Key Number 19288, Beck Rd. in the amount of \$3,449.12 payable to Ruen Yeager and Vangeli Ridge Mylars. Commissioner Russell **moved** to approve the consent agenda as presented. Chairman Tyler seconded. **Motion carried** unanimously. [9/15/2021 Brd Mtg]

PUBLIC COMMENTS

No requests.

CURRENT BUSINESS

Health Insurance & VEBA

Zach Proett of Gallagher presented two medical insurance options - a \$500.00 deductible (current plan) and a \$1,500 deductible. The plan having the higher deductible is \$179.42 less than the current deductible plan. The District's intent is to offer an affordable option for employees wishing to enroll dependents in the medical insurance plan without increasing the cost to the District. For those enrolling dependents on the plan, the difference between the higher and lower deductible plans will go towards offsetting the dependent costs so each employee no matter which plan they choose will have the same dollar benefit of \$805.04 as approved in the Budget Hearing held on 8/18/2021. Based upon the Board's approval, Zach will present the options to the staff the week of September 20th. Commission Russell inquired when the District's standard open enrollment

period was and Zach advised we are in the open enrollment period which closes 9/30/2021. Chairman Tyler inquired with Director Lenz as to how the employees view the two options and Director Lenz said he hasn't spoken to the staff but feels that the more options we can offer to employees with no additional cost to the District the better. Commissioner Russell **moved** to work with Gallagher and make this option available for our employees starting next month. Chairman Tyler seconded. **Motion carried** unanimously. [9/15/2021 Brd Mtg]

Seltice Bus Shelter Match

Director Lenz informed the Board that the check payable to Kootenai County Public Transportation in the amount of \$9,520.00 is the District's match that we agreed to in 2020. Chairman Tyler asked if the District normally pays for bus shelters or stops or was the District stuck with the match. Director Lenz said there is a long history on this project, the shelter was left out and there was a lot of finger pointing but the County got a hold of the Highway District and asked if we would want them to apply for a grant and we said yes and agreed to the match. Chairman Tyler said this was previously agreed upon with the former Board and Director Lenz concurred. Chairman Tyler asked Commissioner Russell if he had any questions. Commissioner Russell asked where we were in the project. Director Lenz said the design is 50% complete basically this would be the District's contribution match to the project, unless there were overages this should be it. JUB is performing the design on the project. Commissioner Russell asked when we would be completing the work and Director Lenz said he does not have an answer at this time. This project has been ongoing for a while and Director Lenz hopes the final design will be completed this fall and by the time we go out to bid it will probably be next spring before the project is completed. Commissioner Russell requested Chairman Tyler to confer with KMPO about the project before approving it. Chairman Tyler agreed with Director Lenz saying there is a long history with decisions made before the two new commissioners were on the Board and believes that the District needs to go forward and get it done. Commissioner Russell moved to pay the \$9,520.00 to Kootenai County Public Transportation for the cash match for the bus stop. Chairman Tyler seconded. **Motion carried** unanimously. [9/15/2021 Brd Mtg]

CORRESPONDENCE

None

LEGAL

There are two items. First item is our water rights have been unchallenged and the District should receive the final decree. The second item is the Paradis de Golf litigation they did not oppose our summary judgment we seemingly win with no one opposing and we have an order in front of the judge and will probably be signed the beginning of next week holding that the Terrells have no right, title or interest and that Paradis de Golf is entitled to the property with the recorded deed. That should clear us up with the title company. The Treasurer asked Ms. Weeks if she needed a copy of the water rights final decree and she said no, just confirm receipt of the final decree when received by the District. [9/15/2021 Brd Mtg]

ENGINEER

Beck Road turning lanes - we are doing an analysis of left turn lanes, right turns lanes and acceleration lanes. There are several different guidance documents to determine if we need turn lanes. Looking to the AASHTO guide book and we are right on the line as to whether or not turn lanes are required. Engineer felt like she needed more information to make a determination and was out taking turning movements and hopes to have more information for the next meeting to make a recommendation. She spoke with Scott at LTHAC and if a need is determined it would have to be funded outside the project. If we proceed with the turn lanes there will be additional engineering costs, costs for construction for those lanes as well as the right of way acquisition which would be the District's responsibility to pay for. [9/15/2021 Brd Mtg]

DIRECTOR

Two items – one being the bus shelter match that was approved under current business. The second is regarding the issue at Tamalarch Lane – she fulfilled her obligation to have her driveway completed by 9/3 and all she has left to do is block off the existing two approaches off of Tamalarch Lane and the matter will finally be put to bed. *[9/15/2021 Brd Mtg]*

The Director asked the Commissioners if they had any questions on the project update sheet – there has been little changes. Chairman Tyler has no questions and asked Commissioner Russell if he did and he did not. *[9/15/2021 Brd Mtg]*

District updates – we just found out that Washington is closing Appleway and the Stateline intersection. We didn't get very much advanced notice on that. We anticipate receiving a lot of calls from the folks who live on the south side off of Riverview because they will get detoured all the way to Spokane Street for ten days and it will be a big impact. Commissioner Russell asked if they were putting in a stop light there and Director Lenz said no that he didn't believe so. Washington hasn't been communicating very well on their project but the Director's understanding is they will be doing some roadway improvements and then open the intersection back up and finish the roadway improvements on Appleway. This should only impact our District for ten days but it will be a long ten days. Commissioner Russell asked if there were any steps we could take to avoid the detour to downtown Post Falls or is there anything we can do to make it as smooth as possible? The Director offered that we may be able to help with some signage but other than that he didn't believe there is anything we can do at this time. Commissioner Russell asked if there was any coordination with the City of Post Falls and the Director said there has been little to no communication with the City. Spokane Street will be the main on and off for the freeway with the intersection closed. Commissioner Russell asked what the impact of the additional will be where Spokane Street had a lane shutdown for road improvement. The Director reiterated there is little we can do to mitigate the additional traffic. *[9/15/2021 Brd Mtg]*

The Director and Deputy Director have a meeting with the City of Post Falls on 9/16/21 at 1:00 to discuss winter maintenance and plowing. They will be discussing the plow routes due to the fact that the City has annexed in a lot of our roads this past year. The District wants to make sure we are being efficient as possible for the taxpayers and try to plow roads in a reasonable manner and taking our plows down City roads doesn't make sense. We will be working on doing some horse trading for the little side roads scattered around the District. After that meeting we are going to go out and look at Mullan Hill to Highlands Golf Course. The City has basically the intersection from where ITD ends up a little past Sonic's driveway and we pick up from there and go up the hill. The entire hill is in bad shape so we are trying to do a joint effort with the City so when ITD come through to do those intersection improvements hopefully the City will be on board to tie into that and then we will take over and grind it in later to our section so the public has a nice stretch of new asphalt instead of new, old, new. The Director said that anytime we can communicate to get these projects done jointly is a good thing for the taxpayers. *[9/15/2021 Brd Mtg]*

We paved Ridgeview, I call them the teardrops out there. One of the things we ran into in Pine Villa when we paved the cul de sac is that the cracks shined right up through the asphalt so we tried putting fabric down this time and we want to keep an eye on those and compare those cul de sacs with Pine Villas and see if got the bang for our buck. Cost-wise it is a little bit more to use fabric, it probably adds 10% on to the project but what we are seeing is those cracks coming through after a year of brand new asphalt so that 10% could be a huge long-term savings. If it is successful we will try it in the future. *[9/15/2021 Brd Mtg]*

The wash bay is basically complete. The only thing they have left to do is put the man door going from the wash bay to the shop in and then that project will be complete. *[9/15/2021 Brd Mtg]*

The last item is we received a card from Mr. Dennis Acres. It says "I just want to say thank you to the Post Falls Highway District for the excellent job done on Millsap Loop and a special thanks to

the hard working crew that worked in extreme heat for a job well done. Dennis and Sherry Acres.”
[9/15/2021 Brd Mtg]

OFFICE

No updates

COMMISSIONERS

No updates.

EXECUTIVE SESSION

Commissioner Russell moved to enter into Executive Session pursuant to the provisions of Idaho Code 74-206, Subsections 1(i) and 1(b) an executive session is being requested for the purpose of the executive session is to discuss a possible litigation matter with the risk manager and to discuss a personnel matter and asked for a roll call vote. Chairman Tyler seconded. Roll call: Chairman Tyler-aye and Commissioner Russell-aye. Motion carried; the Board entered Executive Session at 6:38 p.m.

The Board exited the Executive Session and reconvened at 7:00 pm. With no further business, the Board adjourned at 7:01 pm.

Note: September 15, 2021 Minutes respectfully submitted by Treasurer Beth Rheinschmidt.

SEPTEMBER Vouchers:

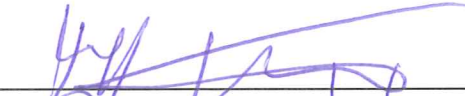
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Sep 1 - 27, 21			
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	44639	BRIAN D CRUMB	2,123.81
	44640	DANIEL G PETERSON	2,222.45
	44641	DARREL L HUMPHREYS	637.03
	44642	DARREL STEVENS	2,294.33
	44643	DAVID RUSSELL	501.52
	44644	EDWARD F. MAEL	2,010.34
	44645	ERIC PRESTEGAARD	1,985.47
	44646	JAMES B WINES	2,495.80
	44647	JEFFREY TYLER	677.03
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	44651	LESLIE R LIKES	2,185.80
	44652	MARK F ROBERTS	2,016.80
	44653	MICHAEL C LENZ	2,702.61
	44654	MICHAEL J KETCHUM	2,325.67
	44655	RANDY L NEAL	2,055.96
	44656	SHANNON M SCHRANCK	1,348.80
	44657	SHIRLEY J. WALSON	1,778.84
	44658	TAYLOR WOOD	2,037.26
	44659	TRAVIS A HALL	2,131.10

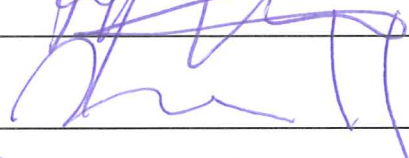
44660	TRAVIS S MITLEY	1,919.14
44661	TUEKOTA TATE-VANDEVER	2,207.09
44662	CREDIT UNION	775.00
44663	NEW YORK LIFE	20.00
44664	ABOVE AND BEYOND JANITORIAL INC	500.00
44665	ACE HARDWARE	121.58
44666	ADVANCED COMPRESSOR & HOSE, INC.	87.98
44667	ALSCO	451.04
44668	APPLIED INDUSTRIAL TECHNOLOGIES	223.91
44669	ARROW CONSTRUCTION SUPPLY	4,062.97
44670	BETH RHEINSCHMIDT	21.20
44671	CDA PRESS	149.40
44672	CDA REDI MIX & PRECAST, INC.	27.85
44673	COUNTRY CLEANERS	180.00
44674	CULLIGAN	6.35
44675	DELTA DENTAL	1,338.30
44676	ELJAY OIL COMPANY, INC.	454.30
44677	GORDON TRUCK CENTERS, INC	90.34
44678	H & H EXPRESS	12.50
44679	HDR ENGINEERING INC	17,731.86
44680	INTERSTATE CONCRETE	3,895.02
44681	JMT PETROLEUM	4,830.84
44682	KAMAN FLUID POWER	76.73
44683	KENWORTH SALES - SPOKANE	94.79
44684	KOOTENAI COUNTY SOLID WASTE	156.00
44685	LAWSON PRODUCTS	214.68
44686	LES SCHWAB	1,567.08
44687	MOTION AUTO SUPPLY	81.21
44688	NAPA	359.00
44689	NCPERS	288.00
44690	NORCO	195.59
44691	NORTHWEST TRAFFIC CONTROL LLC	2,497.76
44692	PACWEST MACHINERY LLC	179.62
44693	PAPE MACHINERY	462.06
44694	PLATT ELECTRIC SUPPLY	144.00
44695	RUEN-YEAGER & ASSOC, INC	12,924.56
44696	RWC GROUP	339.76
44697	SHENANGO SCREENPRINTING	436.00
44698	SIX ROBBLEES	201.77
44699	SPECTRUM BUSINESS	129.99
44700	UNITED STATES TREASURY	8,487.07
44701	VERIZON WIRELESS	275.53
44702	VSP dba VISION SERVICE PLAN	289.53

44703	WESTERN STATES EQUIPMENT - CAT	142.05
44704	ZIPLY FIBER	285.28
44705	IDAHO ASPHALT	71,049.33
44706	RUEN-YEAGER & ASSOC, INC	8,818.55
44707	COLEMAN OIL COMPANY	1,677.35
44708	RUEN-YEAGER & ASSOC, INC	3,449.12
44709	ADD ELECTRONICS	150.00
44710	ADVANCED PEST CONTROL	50.00
44711	AMERICAN ON-SITE SERVICES	206.70
44712	AVISTA UTILITIES - WWP	2,976.23
44713	BETH RHEINSCHMIDT	26.81
44714	CDA GARBAGE	161.75
44715	CITY OF POST FALLS.	181.49
44716	DOBBS PETERBILT - SPOKANE WA	830.59
44717	ELJAY OIL COMPANY, INC.	593.45
44718	GCR TIRE CENTERS	5,156.54
44719	GOODYEAR H & H INC DOCUMENT MANAGEMENT	4,187.72
44720	SOLUTIONS	161.16
44721	HRA VEBA TRUST	3,300.00
44722	IDAHO ASPHALT	10,053.06
44723	INTERMOUNTAIN SIGN & SAFETY	970.00
44724	INTERSTATE CONCRETE	26,120.88
44725	JMT PETROLEUM	3,063.15
44726	KAMAN FLUID POWER	1,015.22
44727	KEC	748.27
44728	KMPO	2,147.12
44729	KOOTENAI COUNTY	9,520.00
44730	LARRY P. HOWELL	35.00
44731	NORTH IDAHO HYDROSEEING, INC	7,313.60
44732	RUEN-YEAGER & ASSOC, INC	12,825.83
44733	RUSH DELIVERY	21.48
44734	ULTRA-LAWN	200.00
44735	WM WELCH CORP	19,944.54
44736	WTB - CREDIT CARD DIV.	2,858.89
44737	PAYCHECK ERROR, REISSUED BY #44758	0.00
44738	BRIAN D CRUMB	1,775.12
44739	DANIEL G PETERSON	1,741.75
44740	DARREL STEVENS	2,016.38
44741	EDWARD F. MAEL	1,809.85
44742	ERIC PRESTEGAARD	1,900.76
44743	JAMES B WINES	2,162.85
44744	LARRY P HOWELL, JR	1,239.40

44745	LESLIE R LIKES	2,015.54
44746	MARK F ROBERTS	1,780.71
44747	MICHAEL C LENZ	2,770.07
44748	MICHAEL J KETCHUM	1,843.97
44749	RANDY L NEAL	1,840.61
44750	SHANNON M SCHRANCK	1,304.42
44751	SHIRLEY J. WALSON	1,822.74
44752	TAYLOR WOOD	1,777.97
44753	TRAVIS A HALL	1,931.59
44754	TRAVIS S MITLEY	1,492.85
44755	TUEKOTA TATE-VANDEVER	1,878.97
44756	AFLAC	355.22
44757	CREDIT UNION	775.00
44758	BETH L RHEINSCHMIDT	1,634.82
44759	REGENCE BLUE SHIELD	17,710.88
44760	ICRMP	23,427.50
44761	RHINO LININGS OF CDA	544.98
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,572.19
ACH	WASHINGTON TRUST BANK	15,322.42
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	11,964.56
ACH	WASHINGTON TRUST BANK	12,480.04
ACH	STATE TAX COMMISSION	3,890.00
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		440,598.01
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Sep 1 - 27, 21

APPROVED  _____

ATTEST  _____

DATE October 6, 2021

Submitted by:
Shirley Walson, District Clerk