

POST FALLS HIGHWAY DISTRICT MEETING AGENDA 5629 E SELTICE WAY POST FALLS, ID 83854

Please note that agenda is subject to change 48-hours prior to meeting.

DECEMBER 2, 2020 BOARD MEETING - 6:00 PM

LET'S GET CONNECTED!

Board meeting are currently restricted from in-person attendance. Please join us electronically. First time user? That is okay, we are here to help you stay connected. Contact our office with questions at 208-765-3717.

BY FACEBOOK LIVE @POSTFALLSHD (COMMENTS ARE RESTRICTED)

JOIN BY VIDEO: https://meet.google.com/qdv-rrbs-nsc

JOIN BY PHONE: (US) +1 267-772-8515 PIN: 559 555 550#

COMPLETE COMMENT FORMS HERE

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. CONFLICTS OR CHANGES ACTION ITEM
- 4. APPROVAL OF AGENDA ACTION ITEM
- 5. CONSENT AGENDA ACTION ITEM
 - a. November 2020 Minutes
 - b. Vouchers to Date, Dec 1-5
 - c. Audit Engagement Letter, Hoover CPA
 - d. Fazack's Rest Mylars

6. PUBLIC COMMENTS

This section is reserved for citizens wishing to address the Board regarding a District related issue; comments are limited to three (3) minutes per person. Comments related to public hearings should be held for that public hearing.

7. CURRENT BUSINESS

- a. Huetter Properties, LLC, Stephanie Blalack, Verdis ACTION ITEM
- 8. Reserved for CORRESPONDENCE
- 9. LEGAL
- 10. ENGINEERING
 - a. Greensferry River Crossing, Daniel Baker, HDR

- i. December 16 Board Meeting Access
- b. Updates, Laura Winter, Ruen Yeager

11. DIRECTOR

- a. Bonus checks ACTION ITEM
- b. General Updates

12. OFFICE

- a. Separation of Duties ACTION ITEM
- b. General Updates

13. COMMISSIONERS

14. EXECUTIVE SESSION

Pursuant to the provisions of Idaho Code 74-206, Subsection 1(b), an executive session is being requested for the purpose to consider an employee issue; a roll call vote is required.

15. ADJOURNMENT



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JOIN BY PHONE: (US) +1 314-474-2059 PIN: 707 067 834#

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- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. CONFLICTS OR CHANGES ACTION ITEM
- 4. APPROVAL OF AGENDA ACTION ITEM
- 5. CONSENT AGENDA ACTION ITEM
 - a. November 2020 Treasurer's Report
 - b. Vouchers to Date, Dec 6-16
 - c. Greensferry Bridge Invoice 5; \$85,782.40 payable to HDR Engineering

6. PUBLIC COMMENTS

This section is reserved for citizens wishing to address the Board regarding a District related issue; comments are limited to three (3) minutes per person. Comments related to public hearings should be held for that public hearing.

7. CURRENT BUSINESS

- a. Huetter Properties, LLC, Stephanie Blalack, Verdis ACTION ITEM
- b. Road and Street Report ACTION ITEM
- c. Cable Creek 1st Addn; Cable Creek 2nd Addn ACTION ITEM
- 8. Reserved for CORRESPONDENCE
- 9. Reserved for Legal
- 10. ENGINEERING
 - a. Greensferry River Crossing, Daniel Baker, HDR

- b. Updates, Laura Winter, Ruen Yeager
- 11. DIRECTOR
 - a. General Updates
- 12. OFFICE
 - a. General Updates
- 13. COMMISSIONERS
- 14. ADJOURNMENT

POST FALLS HIGHWAY DISTRICT DECEMBER 2020 MINUTES

Regular Meeting – December 2, 2020, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:00 P.M. Present were Commissioners Todd Tondee and Terry Werner; Director Michael Lenz, District Clerk Shirley Walson; and Administrative Assistant Korrei Kruger. Guests were HDR's Daniel Baker and remotely joining were Ruen Yeager's Engineer Laura Winter, JUB's Kevin Smith, and District employee Beth Rheinschmidt. Commissioner Humphreys was excused. 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 A under current business as the paperwork was not received in time. Chairman Tondee seconded. **Motion carried** by majority vote. [12/6/20 Brd Mtg]

Commissioner Werner **moved** to approve the amended agenda as presented. Chairman Tondee seconded. **Motion carried** by majority vote. [12/6/20 Brd Mtg]

CONSENT AGENDA

Items on the Consent Agenda are the November 2020 Minutes; Vouchers to Date for December 1-5; Audit Engagement Letter with Hoover CPA; and Fazack's Rest mylars for signature. Commissioner Werner **moved** to approve the Consent Agenda as presented. Chairman Tondee seconded. **Motion carried** by majority vote. [12/6/20 Brd Mtg]

PUBLIC COMMENTS

No requests were made.

CURRENT BUSINESS

No items are on Current Business

ENGINEER

Greensferry Crossing – HDR's Daniel Baker provided a short update stating he met with attorney Susan Weeks regarding some right-of-way boundaries and she saw no issues in their findings. HDR is now continuing to finalize the concept report which will be submitted December 11 for the December 16 presentation. He added Mike Slater will join him at meeting on the 16th. Discussion followed regarding the presentation for the 16th. Since the Board Meetings are now closed to the public, the District's web page and facebook page will have notifications how to access the meeting as well as an ad will be placed in the newspaper. [12/6/20 Brd Mtg]

Ruen Yeager Updates – Laura Winter reports a lot of subdivision and construction plans are being reviewed. She will attend an MS4 permit meeting with DEQ and will report to the Director any issues for the District's process. Ms. Winter has nearly completed the first CIP draft and asked for it to be approved by the January 6 meeting so it will accompany the LHSIP grant application. A workshop will be scheduled. [12/6/20 Brd Mtg]

ROAD SUPERVISOR

Bonus Checks – Director Lenz asked if the Board wished to provide bonus checks qualified employees. Commissioner Werner **moved** to pay employees who are eligible as per our policy like in the past. Chairman Tondee seconded. **Motion carried** by majority vote. [12/6/20 Brd Mtg]

Tamalarch Lane Update – Ken Holt, attorney for Julianna Aldrich, replied the following day to the November 20 email that his client will provide plans prior to January 15, 2021 as required by the District. So noted. [12/6/20 Brd Mtg]

Kootenai County Subdivision Ordinance – David Callahan, director for Community Development, submitted information to the District stating the number of subdivisions in the County for the last six years. For 2020, minor subdivisions far outnumber minor's in the past years as well as major subdivisions. So noted. [12/2/20 Board Mtg]

CIP – Will set up a workshop to discuss as the CIP is being updated.

OFFICE

Separation of Duties – District Clerk Walson informed the Board about a discussion with the auditors for Separation of Duties and explained the reconciliation process between the Treasurer and the Clerk. CPA Mary Richter also suggested a Board Member be given viewing access to the checking account with Commissioner Werner volunteering. Ms. Walson also noted the audit was concluded for the office portion of the work. [12/6/20 Brd Mtg]

Ms. Walson recognized Korrei Kruger for the diligent work she has been doing on the video conferencing portion of the Board Meetings. [12/6/20 Brd Mtg]

COMMISSIONERS

No comments from the Board.

EXECUTIVE SESSION

Commissioner Werner moved to enter into Executive Session at 6:24 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1(b) for the purpose to discuss personnel and a roll call vote is requested. Commissioner Tondee seconded. **Motion carried** by majority vote. Roll call vote: Chairman Werner: aye; Commissioner Tondee: aye; Commissioner Humphreys: absent.

The Board exited Executive Session at 6:58 pm with no motions requested. With no further business, Chairman Tondee adjourned the meeting at 6:58 PM.

Regular Meeting - December 16, 2020, 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 Administrative Assistant Korrei Kruger. Daniel Baker and Mike Slegers of HDR Engineers were present in person; RYA engineer Laura Winters and attorney Susan Weeks were present via Google Meet along with approximately twenty signed in including Paul Wagner, Kevin Smith, Dusty Obermyer, Robert Striger, Anne Edwards, Rebecca Wallace, Dave Shults, Dan Longhlin, Susan Sloyka, Darius Ruen, Joey Malloy, Beth Rheinschmidt, Rebecca Wall, Lynnetta Rajkovich, and Jesse Howard. Chairman Tondee led in the Pledge of Allegiance.

CONFLICTS, CHANGES, AGENDA APPROVAL

No conflicts were declared. No changes to the agenda were requested. Commissioner Humphreys **moved** to approve the agenda as presented. Commissioner Werner seconded. **Motion carried** unanimously. [12167/2020 Brd Mtg]

CONSENT AGENDA

The following items are on the Consent Agenda: November 2020 Treasurer's Report; Vouchers to Date for December 6-16; and a Greensferry Bridge Invoice 5; \$85,782.40 payable to HDR Engineering. Commissioner moved to approve the Consent Agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. [12/16/2020 Board Mtg]

PUBLIC COMMENTS

There were no requests to speak.

Huetter Properties, LLC

Director Michael Lenz reported the request for a variance to approach spacing for this project. Chairman Tondee is still in favor of the approach at the north side of the property. Commissioner Werner is also in favor of the variance but asked that it be built along the north side of the property. Commissioner Humphreys asked if we needed a 40' approach at this time anticipating development or the parcel to the north. With some discussion, Commissioner Werner **moved** to grant the variance request for Huetter Properties LLC with the condition that the approach is on the property line so at such time that property is developed, it will share that approach. Commissioner Humphreys seconded. **Motion carried** unanimously. [12/16/2020 Board Mtg]

Road and Street Report

District Clerk Shirley Walson reported Treasurer Beth Rheinschmidt completed the report using reports Korrei Kruger has improved in the District's database making the process much easier and she expects it to go even better next year. Ms. Walson reported the length of lane miles reported that had been chip sealed or seal coated and the maintenance projects reported completed with HB312 funds which included South Stateline, Pinevilla, Schilling Loop, Wyoming, and Prairie. Commissioner Werner **moved** that all three commissioners sign the Road and Street Report. Commissioner Humphreys seconded. **Motion carried** unanimously. [12/16/2020 Board Mtg]

Cable Creek 1st Addition; Cable Creek 2nd Addition

Director Lenz presented prepared letters for both minor subdivisions stating drainage is on an issue on Cable Creek 2nd Addition. We are looking at installing a drywell or a swale rather than obtaining an easement to push the runoff across South Stateline. A short discussion followed regarding inspections of approaches as they are being built and possibly requiring photo documentation while the approach is under construction. Commissioner Werner began saying although the District doesn't care for these four lot subdivisions that are stacked one on top of another, he **moved** to authorize the Director of Highways to sign the letters and forward to the county. Commissioner Humphreys seconded. **Motion carried** unanimously. [12/16/2020 Board Mtg]

LEGAL

Ms. Weeks provided updates stating Michael Powers has accepted the District's offer and he has been provided a deed which will conclude the matter for the Skalan Creek project. She asked to discuss the Beck pit access at the next meeting in executive session; a letter will be sent to homeowner's on Agate Road regarding allowed maintenance; the Use Agreement for Honeysuckle Park is being revised; she is finalizing the agreement for the Dominican Sisters regarding a W. Riverview rebuild; and with meetings, progress is being made with the Millview area. [12/16/2020 Board Mtg]

ENGINEERING

Greensferry River Crossing

Daniel Baker of HDR Engineering began the presentation

Roadway and Bridge: discussed required reports; hydraulic considerations including a full analysis. The survey was discussed and research of the rights-of-way; geotechnical investigations; utility coordination; environmental permitting, and layout. Mr. Baker discussed public involvement meeting with stakeholders of city, county, fire, et cetra and the neighborhood meeting and their comments received. Concerns stated were of unwanted growth, visual impact, noise, reduced property values, cost, and more public involvement was needed. Alternative locations and solutions were also provided citing Huetter as a favored location. Preference for a no build option was 83% but if it were built, they had five options with Alternative 5 preferred which included a separated 12-foot multi use path. Mike Slegers then discussed the bridge size, geometry and layout, approaches; and different construction types. The number of girders and span length was discussed at length along with water flow and hydraulic action. He stated the design life is 75 years for all types presented. Mr. Baker again took over the presentation, right-of-way was discussed regarding the importance of the Board to stay in the footprint of the existing right-of-way. Encroachments to the right-of-way were shown on both the north and south side with further investigation needed to determine right-of-way points on the south side. Mr. Baker

stated right-of-way acquisition costs are not included at this time and needs further investigation. He then continued to the cost estimate and how they project the cost. Final cost at this time is projected at \$29 to \$33 million which includes inflation, contingency costs, and change order costs. He then asked for questions from the Board. Commissioner Werner asked if the 83% opposition included the stakeholders with Mr. Baker stating that was the calculation of the public comment forms only generated from the neighborhood meeting and the open comment period. Ten comments were received prior to the meeting some duplications of previous comments. Commissioner Humphrevs asked about the two-year permitting process with Mr. Baker stating the process begins at such time a design is chosen should the project proceed. Director Lenz asked about the length of time to move utilities receiving an answer of two years but can take place during final design which is also a 1-2 year process. For the purpose to understand a narrower footprint, Chairman Tondee asked to review the five proposed styles and Mr. Baker complied. Upon Commissioner Humphreys remarks on maintenance of the steel girded Spokane Street Bridge, Mr. Slegers assured the Board all proposed plans are concrete, not steel. Weight of additional seal coats was also questioned with Mr. Baker stating it would be no problem under normal maintenance.

Laura Winter, Ruen Yeager Updates

The MS⁴ permit was discussed regarding testing. DEQ is working on "loading' into Spokane River and what is allowed. Due to the growth in the area, modeling of pervious areas will be done which will govern Kootenai County for the next ten years. [12/16/2020 Board Mtg]

DIRECTOR

New truck – the 2021 Western Star has arrived and with an alteration for the bump pad to accommodate the wing plow, it is in use and the crew reports it is very nice. [12/16/2020 Board Mtg]

Prairie and Pleasant View Roundabout Review – Director Lenz reported he met with the engineers regarding the roundabout to discuss what went well and what did not. Traffic control was an issue particularly at the beginning, but the project came out very nice. A luminaire has already been hit and Avista is in the process of replacing it. [12/16/2020 Board Mtg]

Rock Crushing – Director Lenz is working with Ruen Yeager to bid for rock crushing for spring of 2021. [12/16/2020 Board Mtg]

Safety Advertising – Approved by the Associated Highway Districts of Kootenai County, KXLY is completing the cost and times for the winter safety ads. The cost will be \$2,007 per highway district. [12/16/2020 Board Mtq]

Crew – Since winter storms have not overwhelmed the crew to date, they have been doing a lot of brushing as well as work in the shop. A compliment was received for the brushing work along Hidden Valley. [12/16/2020 Board Mtg]

Director's Pickup – Director Lenz reported his new GMC pickup was received and with 179 miles on it, broke down and was hauled back to the dealer. Robideaux reported it was a valve spring issue that they had just received the notice the previous afternoon. Completed and returned. With that, Commissioner Humphreys asked about other budgeted purchases and how that will proceed. Mr. Lenz stated he will discuss the largest need with the Road Supervisor, his choice would be the crash attenuator. [12/16/2020 Board Mtg]

OFFICE

District Clerk Shirley Walson recognized Korrei Kruger and the amount of work she put in to having the electronic presentations available. She also stated she is continuing to work with Washington Trust Bank to add users to view the account however the account type is required to change and Ms. Walson wants to ensure it doesn't change anything to costs etc. Chairman Tondee asked to see a comparison of interest rates at the next meeting. [12/16/2020 Board Mtg]

<u>COMMISSIONERS</u> Commissioner Humphreys wished everyone a Merry Christmas. Chairman Tondee reiterated the same stating there have been a lot of challenges with both bad and good things coming out of this year. [12/16/2020 Board Mtg]

ADJOURNMENT

With no further business, Chairman Tondee adjourned the meeting at 8:25 PM.

DECEMBER Vouchers:

	Num	Name	Amount
Dec 20			_
	43551	BETH L RHEINSCHMIDT	1,416.07
	43552	BRIAN D CRUMB	2,030.91
	43553	CHARLES D YERIAN	2,089.28
	43554	DANIEL G PETERSON	1,697.83
	43555	DARREL STEVENS	1,760.80
	43556	EDWARD F. MAEL	1,948.25
	43557	ERIC PRESTEGAARD	1,907.90
	43558	JAMES B WINES	1,903.77
	43559	KORREI M KRUGER	1,747.48
	43560	LARRY P HOWELL, JR	1,209.22
	43561	LESLIE R LIKES	1,822.27
	43562	LYNN D HUMPHREYS	635.66
	43563	MARK F ROBERTS	1,761.22
	43564	MICHAEL C LENZ	2,688.84
	43565	MICHAEL J KETCHUM	1,794.68
	43566	RANDY L NEAL	1,855.74
	43567	SHIRLEY J. WALSON	1,929.93
	43568	TAYLOR WOOD	1,733.25
	43569	TERRY WERNER	655.60
	43570	TRAVIS A HALL	1,886.68
	43571	TRAVIS S MITLEY	1,449.10
	43572	TUEKOTA TATE-VANDEVER	1,839.78
	43573	WILLIAM T TONDEE	641.39
	43574	ABOVE AND BEYOND JANITORIAL INC	500.00
	43575	ACE HARDWARE	43.29
	43576	ALSCO	253.03
	43577	AUTONATION INC	44.00
	43578	CDA METALS	223.68
	43579	VOID, COLEMAN OIL, RPLC'D #43602	0.00
	43580	ELJAY OIL COMPANY, INC.	539.55
	43581	GOODYEAR	23.17

40500	CORRON TRUOK CENTERS INC	045.00
43582 43583	GORDON TRUCK CENTERS, INC H & H EXPRESS	315.26
43584	IDAHO MINING APPAREL & SUPPLY INC	32.43 665.32
43585	JMT PETROLEUM	
43586	KOOTENAI COUNTY SOLID WASTE	4,963.49 39.05
	LAWSON PRODUCTS	
43587		239.32
43588	LHTAC	40.00
43589	MIKE WHITE FORD OF CDA	574.73
43590	MINUTEPRESS	201.01
43591	MOTION AUTO SUPPLY	63.04
43592	NORCO	78.43
43593	REBUILDING & HARDFACING INC	9,750.00
43594	ROADWISE, INC.	41,456.57
43595	VOID, ROBIDEAUX, RPLC'D #43603	0.00
43596	SIX ROBBLEES	338.45
43597	SPECTRUM BUSINESS	129.66
43598	SPRAY CENTER	21.57
43599	THORCO INC.	6,885.00
43600	VERIZON WIRELESS	231.59
43601	ZIPLY FIBER	276.50
43602	COLEMAN OIL COMPANY	985.38
43603	ROBIDEAUX	152.04
43604	RUSH DELIVERY	20.00
43605	CREDIT UNION	775.00
43606	DELTA DENTAL	1,424.69
43607	NCPERS	368.00
43608	TITAN TRUCK EQUIPMENT	76.46
43609	VSP dba VISION SERVICE PLAN	323.56
43610	NEW YORK LIFE	20.00
43611	ARROW CONSTRUCTION SUPPLY	239.34
43612	NAPA	595.92
43613	TACOMA SCREW PRODUCTS, INC	167.94
43614	HDR ENGINEERING INC	85,782.40
43615	VOID, RHEINSCHMIDT, RPLC CK #43617	0.00
43616	VOID, RHEINSCHMIDT, RPLC CK #43617	0.00
43617	BETH L RHEINSCHMIDT	75.00
43618	BRIAN D CRUMB	150.00
43619	CHARLES D YERIAN	150.00
43620	DARREL STEVENS	150.00
43621	EDWARD F. MAEL	150.00
43622	ERIC PRESTEGAARD	150.00
43623	JAMES B WINES	150.00
43624	KORREI M KRUGER	150.00

43625	LARRY P HOWELL, JR	150.00
43626	LESLIE R LIKES	150.00
43627	MARK F ROBERTS	150.00
43628	MICHAEL C LENZ	150.00
43629	MICHAEL J KETCHUM	150.00
43630	RANDY L NEAL	150.00
43631	SHIRLEY J. WALSON	150.00
43632	TAYLOR WOOD	150.00
43633	TRAVIS A HALL	150.00
43634	TRAVIS S MITLEY	150.00
43635	TUEKOTA TATE-VANDEVER	75.00
43636	765TECH INC	209.00
43637	ABRA AUTO BODY	405.67
43638	ADD ELECTRONICS	720.38
43639	ADVANCED COMPRESSOR & HOSE, INC.	1,029.82
43640	ADVANCED PEST CONTROL	250.00
43641	AMERICAN MOBILE DRUG TESTING	380.00
43642	BISCO	2,001.66
43643	CDA GARBAGE	161.75
43644	CITY OF POST FALLS.	233.46
43645	COUNTRY CLEANERS	307.50
43646	EMERALD SERVICES, INC	590.25
43647	GORDON TRUCK CENTERS, INC	271,560.00
43648	H & E EQUIPMENT SERVICES, LLC	161.97
43649	IAHD	5,700.00
43650	INTERMOUNTAIN SIGN & SAFETY	125.00
43651	JAMES, VERNON & WEEKS, P.A.	11,952.50
43652	KOOTENAI COUNTY TREASURER	147.68
43653	LES SCHWAB	2,301.86
43654	MR. MOM'S CARPET & FLOORS	349.00
43655	NORTHWEST TIRE WORX LLC	1,304.00
43656	OVERHEAD DOOR, INC.	78.00
43657	RUEN-YEAGER & ASSOC, INC	2,700.67
43658	TNT TRUCK PARTS - SPOKANE	107.00
43659	TRAFFICALM	463.52
43660	ULTRA-LAWN	57.12
43661	UTILITY TRAILER SALES OF BOISE	8,070.00
43662	WTB - CREDIT CARD DIV.	494.40
43663	WESTERN STATES EQUIPMENT - CAT	21.50
43664	KEC	798.05
43665	BETH L RHEINSCHMIDT	1,415.79
43666	BRIAN D CRUMB	2,063.58
43667	CHARLES D YERIAN	2,481.29

43668	DANIEL G PETERSON	1,786.86
43669	DARREL STEVENS	1,932.76
43670	EDWARD F. MAEL	1,825.44
43671	ERIC PRESTEGAARD	1,769.26
43672	JAMES B WINES	2,260.96
43673	KORREI M KRUGER	1,747.49
43674	LARRY P HOWELL, JR	1,323.67
43675	LESLIE R LIKES	2,272.51
43676	MARK F ROBERTS	2,156.20
43677	MICHAEL C LENZ	2,709.18
43678	MICHAEL J KETCHUM	1,909.15
43679	RANDY L NEAL	2,529.26
43680	SHIRLEY J. WALSON	1,843.16
43681	TAYLOR WOOD	1,785.11
43682	TRAVIS A HALL	1,886.68
43683	TRAVIS S MITLEY	1,449.12
43684	TUEKOTA TATE-VANDEVER	1,839.78
43685	CREDIT UNION	775.00
43686	AFLAC	355.22
43687	HRA VEBA TRUST	3,450.00
43688	REGENCE BLUE SHIELD PUBLIC EMPLOYEES RETIREMENT	17,133.16
ACH	SYSTEM	12,178.93
ACH	WASHINGTON TRUST BANK PUBLIC EMPLOYEES RETIREMENT	13,167.46
ACH	SYSTEM	13,356.41
ACH	WASHINGTON TRUST BANK	14,403.94
ACH	STATE TAX COMMISSION	3,674.00
	AD VLRM TRANSFER TO INS, NOV PYMT	52.67
_	AD VLRM TRANSFER TO INS, DEC PYMT	1,455.07
Dec 20		631,635.39

ORIGINAL SIGNED AND DATED 01/6/2021

Submitted by:

Shirley Walson, District Clerk