

POST FALLS HIGHWAY DISTRICT
MARCH 2022 MINUTES

WORKSHOP - MARCH 2, 2022, 5:00pm Seltice Way

Chairman Tyler called the meeting to order at 5:00 P.M. Present were Commissioners Jeff Tyler, Lynn Humphreys and David Russell. Staff present was Director Lenz, District Clerk Shirley Walson and Treasure Beth Rheinschmidt.

Shirley Walson presented a packet that discussed the transfer of funds from CD's that were closed at First Interstate Bank and Fee in Leu Of fees from past years. The discussion will be presented as an action item during regular meeting. *[3/2/2022 workshop]*

Regular Meeting – MARCH 2, 2022, 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; Treasure Beth Rheinschmidt, Kevin Smith from JUB, Laura Winter from RYA. Commissioner Humphreys led in the Pledge of Allegiance.

CONFLICTS OR CHANGES

Commissioners had no conflict or changes

APPROVAL OF AGENDA

Chairman Tyler had a correction in the February minutes on page two. Chairman was a nay on the CAT Backhoe vs the John Deere Backhoe. Commissioner Humphreys **moved** to accept the consent agenda with correction as stated by Chairman Tyler. Commissioner Russell seconded. **Motion carried** unanimously. *[3/2/2022 Board Mtg]*

CONSENT AGENDA

Commissioner Humphreys moved to approve the Consent Agenda. Commissioner Russell seconded. **Motion carried** unanimously. *[3/2/2022 Board Mtg]*

PUBLIC COMMENTS

None

OLD BUSINESS

None

CURRENT BUSINESS

Quiet Title for Parcel P-0000-005-4800

Mrs. Weeks advised in the last meeting the Board needs to make a motion to allow her to move forward with obtaining a Quiet Title for the Seltice Properties. Commissioner Humphreys **moved** to authorize legal staff to proceed to do necessary things to obtain Quiet title for the Seltice properties. Commissioner Russell seconded. **Motion carried** unanimously. *[3/2/2022 Board Mtg]*

Local Professional Service Agreement with Keller Associates for Prairie Ave, Idaho Rd

Director Lenz informed the Board the agreement is for the construction engineering and inspection of the Prairie Ave/Idaho St. roundabout project starting Monday 3/7/2022. The total cost for Keller's Associates portion is \$136,709.00. The agreement is sent DocuSign to Director Lenz, with Director Lenz listed as the signee. The board can make a motion to authorize Director Lenz to sign the agreement or Chairman Tyler can make a DocuSign account to sign. Commissioner Humphreys pointed out that the Chairman always signs. Chairman Tyler states he is ok with having Director Lenz sign the document via Docusign. Commissioner Russell **moved** to authorize Director Lenz to sign the Professional Service Agreement with Keller Associates through DocuSign. Commissioner Humphreys seconded. **Motion carried** unanimously. *[3/2/2022 Board Mtg]*

LGIP account changes and transfers of funds

Commissioner Humphreys pointed out that this action item was the topic of the Workshop. Commissioner Russell **moved** to authorize the Chairman to sign the 12 Additional Funds Applications for dedicated accounts and the 1 Fund Inactivation Authorization for the Heavens Gate account and for staff to transfer funds as presented in the March 2,2022 Fund Transfers documents prepared by the District Clerk. Commissioner Humphreys seconded. **Motion carried** unanimously. [3/2/2022]

CORRESPONDENCE

No correspondence.

LEGAL

No legal

ENGINEERING

No Engineering

DIRECTOR

Project Update Sheet

Director Lenz went over what to expect on next meeting project update sheet. Dodge Easement, St. Dominic's Right- of-way vacation, AHDKC Standards, MS4 Permit, ITD Land Use Agreement, Railroad Removal, ITD Pleasant View/ SH 53, Beck Road and Prairie Avenue Easement, Ground Force Lease, Pleasant View Pit Agreement, Schumaker, Road Development Agreement for the Ridge at Hauser, Road Development Agreement for Honeysuckle Park, CIP Revisions.

District updates

Crews inspection on trailers; brooming; snow removal in cul-de-sacs and cleaning drains.

OFFICE

No Office

COMMISSIONERS

No Commissioner

EXECUTIVE SESSION

Commissioner Russell **moved** to enter into Executive Session at 6:23 pm pursuant to the provisions of Idaho Code 74-206, Subsection Subsection 1(a), (e), and (f), an executive session is being requested for the purpose to discuss personnel matters; to consider preliminary negotiations involving matters of trade; and to communicate with legal counsel for the public agency to discuss the legal ramifications for pending litigation, and a roll call vote is requested. Commissioner Humphreys seconded. **Motion carried** unanimously. Roll call vote: Commissioner Humphreys: aye; Chairman Tyler: aye; Commissioner Russell: aye. **Motion carried** unanimously. [3/2/2022 Board Mtg]

The Board entered back into general session at 7:20pm. Motions resulting from Executive Session follow.

ACTION ITEMS RESULTING FROM EXECUTIVE SESSION

Commissioner Russell **moved** to authorize Director of Highways to move forward with the contract negotiations as discussed in executive session. Commissioner Humphreys seconded. **Motion carried** unanimously. [3/2/2022 Board Mtg]

ADJOURNMENT

With no further business, the meeting was adjourned at 7:23pm.

Regular Meeting – March 16, 2022, 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, Administrative Assistant Shannon Schranck, Attorney Susan Weeks, Ruen Yeager Engineer Laura Winter; and online Kevin Smith from JUB. Commissioner Russell led in the Pledge of Allegiance.

CONFLICTS; CHANGES

Commissioners had no conflicts or changes to the agenda.

APPROVAL OF THE AGENDA

Commissioner Humphreys **moved** to approve the agenda as presented. Commissioner Russell seconded. **Motion carried** unanimously. *[3/2/2022 Board Mtg]*

CONSENT AGENDA

Commissioner Humphreys **moved** to approve the February 2021 Minutes as presented on the Consent Agenda. Commissioner Russell seconded. **Motion carried** unanimously. *[3/2/2022 Board Mtg]*

PUBLIC COMMENTS

Julie Dalaso, 743 Fairmont Loop- Julie showed up at 6:06 and missed the public comment portion of the meeting. The Board wanted to recognize her and ask if she wanted to speak about any agenda items. Julie had questions about the Dodge easement but the board had already passed that section of the agenda as well. Her main concern was when the District was going to do the Millview/Foothill connect to Fairmont Loop which was not related to the agenda discussion. *[3/2/2022 Board Mtg]*

OLD BUSINESS

No old business

CURRENT BUSINESS

Request to set Public Meeting for Riverview Abandonment at St. Dominic's School

District Clerk Shirley Walson spoke about the request to set public hearing. This is to give the right-of-way to St. Dominic's School as a result of the Riverview Road reconstruction. Commissioner Humphreys **moved** to set public hearing on April 20, 2022. Commissioner Russell seconded. **Motion carried** unanimously. *[3/16/2022 Board Mtg.]*

MS4 Permit Contract

Director Lenz explained this is the Contract with Welch Comer to manage our MS4 Permit as discussed in previous meetings. Commissioner Humphreys had a question about this being an annual contract or not. Yes, this is an annual contract. Commissioner Humphreys **moved** to accept the MS4 contract with Welch Comer and to authorize Chairman Tyler to sign on behalf of the Highway District. Commissioner Russell seconded. **Motion carried** unanimously. *[3/16/2022 Board Mtg.]*

Dodge Easement

Director Lenz spoke about this being one of four easements needed for the Upriver Drive realignment at Jacobs Loop. Commissioner Humphreys **moved** to accept the easement as presented and authorized Chairman Tyler to sign on behalf of the Highway District. Commissioner Russell asked for more details on the easement. Laura Winters from Ruen Yeager explained the realignment is to remove the curve on Upriver Drive to make the road safer. To do that the road will need to be shifted North. The District needs to collect four different easements for the project. The Dodge easement got missed for signature in the original process. Commissioner Russell seconded. **Motion carried** unanimously. *[3/16/2022 Board Mtg.]*

Honeysuckle Park Road Developer Agreement

Attorney Susan Weeks spoke about this being a RDA that the board authorized to send to Viking for signature. The District received the signed copy and it's ready to execute. Commissioner Humphreys **moved** to authorize Chairman Tyler to sign the document as known to us as Honeysuckle Park RDA. Commissioner Russell seconded. **Motion carried** unanimously. [3/16/2022 Board Mtg.]

ITD Special Warranty Deed for SH53 and Church Rd

Director Lenz discussed this is for the small parcel of land in which we were offered \$600.00 by ITD. Attorney Susan Weeks informed the board that since we don't own in fee simple, that a special warranty deed was needed. Commissioner Humphreys **moved** to authorize Chairman Tyler to sign the Special Warranty Deed between the District and ITD. Commissioner Russell seconded. **Motion carried** unanimously. [3/16/2022 Board Mtg.]

CORRESPONDENCE

District Clerk Shirley Walson spoke about the House Bill 772 and the email that was sent out to Ron Mendive on 3/15/2022, listing the three projects of high safety value. Mrs. Walson wanted to apologize the email was sent out in such a hurry.

LEGAL

Attorney Susan Weeks listed the three documents signed in the meeting and the following documents she working on for the next meeting, Easement agreement Beck/Prairie, Ground Force Lease is in question about completion, Pleasant View Pit Agreement with Michael Divide, Ridge at Hauser RDA still missing docs but hopefully have by the next meeting. Chairman Tyler asked for an update on the Quiet Title for the Seltice Property that was approved to move forward in the previous meeting. Mrs. Weeks received a Deed from the District to the District dated 1980 from Director Lenz. Director Lenz was wanting to know if the deed would accomplish what we were looking at. Mrs. Weeks states it will prove possession but has questions about how the Title Companies will look at it. Mrs. Weeks suggested Director Lenz call a title company and see if they will except the 1980 deed or will they require a quiet title.

ENGINEERING

Ruen Yeager Engineer Laura Winters is working on the cost analysis for the freight corridor on Prairie Avenue from Meyer to SH 41 as well as the intersection improvements of Prairie and Atlas.

DIRECTOR

Director Lenz spoke about the project update sheet and the status of the pending projects. There was discussion about Upriver Drive and Jacobs Loop, Hern Pit and the Railroad track removal.

Director Update

The crew is out brooming, potholes, flush culverts, brooming sidewalks and taking sanders off.

OFFICE

District Clerk Shirley Walson spoke about the office getting ready to transition with her departure.

COMMISSIONERS

Commissioner Russell

Commissioner Russell had questions about increasing the FILO with CPI. The resolution was written so the District can revisit this annually. Commissioner Russell recommends we increase to the max. It will be reviewed in an upcoming meeting.

Commissioner Russell wanted to bring up that House Bill 741 died in the senate but if passed it will significantly reduce the powers of elected officials.

Commissioner Russell would like staff email him all the information on the Riverview abandonment so he's preparing for the Public Hearing.

Commissioner Russell would like to keep the discussion about the Greensferry boat launch going.
 Commissioner Russell wanted to let District Clerk Shirley Walson she did a great job on the HB 772 response.
 Commissioner Russell will be joining the April 6th meeting online.

Chairman Tyler

Chairman Tyler would like to bring up that ITD will be moving forward ahead of schedule for the I90 and SH 41 interchange.

EXECUTIVE SESSION

Commissioner Russell **moved** to enter into Executive Session at 6:49 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1 (e), and (f), an executive session is being requested for the purpose to consider preliminary negotiations involving matters of trade; and to communicate with legal counsel for the public agency to discuss the legal ramifications for pending litigation. Commissioner Humphreys seconded and called for a roll call vote. Roll call vote: Commissioner Humphreys: aye; Chairman Tyler: aye; Commissioner Russell: aye. **Motion carried** unanimously. [3/16/2022 Board Mtg]

The Board entered back into general session at 8:06 pm. No motions resulting from Executive Session.

ACTION ITEMS RESULTING FROM EXECUTIVE SESSION

No motions in executive session

With no further business, the meeting adjourned at 8:06 pm.

MARCH VOUCHERS:

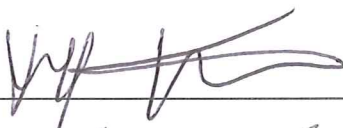
	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Mar 22	45389	3M COMPANY	\$ 864.74
	45390	ABOVE AND BEYOND JANITORIAL INC	\$ 500.00
	45391	ACE HARDWARE	\$ 94.40
	45392	ADVANCED COMPRESSOR & HOSE, INC.	\$ 532.65
	45393	ADVANCED PEST CONTROL	\$ 50.00
	45394	AIR ELECTRIC	\$ 410.64
	45395	ALSCO	\$ 396.02
	45396	AVISTA UTILITIES - WWP	\$ 4,225.60
	45397	BADGER BUILDING CENTER	\$ 267.12
	45398	BETH RHEINSCHMIDT	\$ 150.00
	45399	BISCO	\$ 51.61
	45400	CDA POWER TOOL	\$ 85.00
	45401	COLEMAN OIL COMPANY	\$ 2,080.81
	45402	COUNTRY CLEANERS	\$ 204.25
	45403	CULLIGAN	\$ 13.90
	45404	DELTA DENTAL	\$ 1,555.90
	45405	ELJAY OIL COMPANY, INC.	\$ 1,137.40

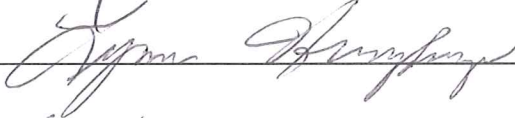
45406	GMCO CORPORATION	\$ 30,294.58
45407	GORDON TRUCK CENTERS, INC	\$ 378.24
45408	H & E EQUIPMENT SERVICES, LLC	\$ 2,906.72
45409	H & H EXPRESS	\$ 33.60
45410	IAHD	\$ 5,700.00
45411	ICRMP	\$ 23,427.50
45412	INTERMOUNTAIN SIGN & SAFETY	\$ 415.00
45413	VOIDED REPLACED BY CK #45442	\$ -
45414	JEFF TYLER	\$ 467.80
45415	JMT PETROLEUM	\$ 4,076.85
45416	KENWORTH SALES - SPOKANE	\$ 81.76
45417	KOOTENAI COUNTY SOLID WASTE	\$ 130.00
45418	KXLY	\$ 853.73
45419	LES SCHWAB	\$ 391.08
45420	MOTION AUTO SUPPLY	\$ 25.51
45421	NAPA	\$ 582.41
45422	NCPERS	\$ 384.00
45423	NORCO	\$ 110.37
45424	NORTHWEST TRAILER CENTER	\$ 328.97
45425	PACWEST MACHINERY LLC	\$ 59.89
45426	PAPE MACHINERY	\$ 273.65
45427	RAGAN EQUIPMENT COMPANY	\$ 28.75
45428	ROBIDEAUX	\$ 581.98
45429	SPALDING AUTO PARTS	\$ 153.00
45430	SPECTRUM BUSINESS	\$ 129.99
45431	SPRAY CENTER	\$ 585.85
45432	TNT TRUCK PARTS - SPOKANE	\$ 220.50
45433	TPI EMBROIDERY	\$ 269.74
45434	UTILITY TRAILER SALES OF BOISE	\$ 544.60
45435	VERIZON WIRELESS	\$ 275.06
45436	VSP dba VISION SERVICE PLAN	\$ 318.67
45437	WESTERN STATES EQUIPMENT - CAT	\$ 4,022.38
45438	WESTERN SYSTEMS	\$ 276.00
45439	WESTERN TRAILER SALES CO	\$ 272.64
45440	ZIPLY FIBER	\$ 272.99
45441	SPOKANE HOUSE OF HOSE	\$ 28.80
45442	JAMES, VERNON & WEEKS TRUST FUND	\$ 28,800.00
45443	BETH L RHEINSCHMIDT	\$ 1,590.53
45444	BRIAN D CRUMB	\$ 1,526.08
45445	DANIEL G PETERSON	\$ 2,424.69
45446	DARREL L HUMPHREYS	\$ 640.04
45447	DARREL STEVENS	\$ 1,573.19
45448	DAVID RUSSELL	\$ 501.52

45449	EDWARD F. MAEL	\$ 1,499.67
45450	ERIC PRESTEGAARD	\$ 1,581.64
45451	JAMES B WINES	\$ 1,707.99
45452	JASON B COFFMAN	\$ 1,682.27
45453	JEFFREY TYLER	\$ 677.04
45454	JONIE ANDERSON	\$ 1,070.01
45455	LARRY P HOWELL, JR	\$ 947.54
45456	LESLIE R LIKES	\$ 1,703.20
45457	MICHAEL C LENZ	\$ 2,786.43
45458	MICHAEL J KETCHUM	\$ 1,548.80
45459	RANDY L NEAL	\$ 1,505.01
45460	SHANNON M SCHRANCK	\$ 1,112.75
45461	SHIRLEY J. WALSON	\$ 1,835.34
45462	TAYLOR WOOD	\$ 1,495.80
45463	TRAVIS A HALL	\$ 1,620.42
45464	TRAVIS S MITLEY	\$ 1,784.90
45465	TUEKOTA TATE-VANDEVER	\$ 1,588.81
45466	NEW YORK LIFE	\$ 20.00
45467	CREDIT UNION	\$ 725.00
45468	AMERICAN ON-SITE SERVICES	\$ 123.20
45469	CDA GARBAGE	\$ 161.75
45470	CDA PRESS	\$ 429.15
45471	CITY OF POST FALLS.	\$ 330.20
45472	EMERALD SERVICES, INC	\$ 77.70
45473	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	\$ 215.76
45474	HRA VEBA TRUST	\$ 6,166.15
45475	JASON COFFMAN	\$ 86.50
45476	JMT PETROLEUM	\$ 9,216.79
45477	KEC	\$ 725.68
45478	REGENCE BLUE SHIELD	\$ 17,735.68
45479	REHN & ASSOCIATES	\$ 25.00
45480	RODDA PAINT	\$ 8,425.20
45481	RUEN-YEAGER & ASSOC, INC	\$ 12,388.68
45482	SCOTT HOOVER, CPA	\$ 3,500.00
45483	ULTRA-LAWN	\$ 330.12
45484	UNIVERSITY OF IDAHO for SEEP	\$ 850.00
45485	WESTERN STATES EQUIPMENT - CAT	\$ 128,186.74
45486	WTB - CREDIT CARD DIV.	\$ 1,737.24
45487	BETH L RHEINSCHMIDT	\$ 1,980.19
45488	BRIAN D CRUMB	\$ 1,874.00
45489	DARREL STEVENS	\$ 2,010.30
45490	EDWARD F. MAEL	\$ 1,909.72
45491	ERIC PRESTEGAARD	\$ 1,904.84

45492	JAMES B WINES	\$ 1,985.68
45493	JASON B COFFMAN	\$ 2,012.76
45494	JONIE ANDERSON	\$ 1,350.77
45495	LARRY P HOWELL, JR	\$ 1,318.58
45496	LESLIE R LIKES	\$ 2,053.84
45497	MICHAEL C LENZ	\$ 2,806.32
45498	MICHAEL J KETCHUM	\$ 1,934.83
45499	RANDY L NEAL	\$ 1,964.74
45500	SHANNON M SCHRANCK	\$ 1,429.60
45501	SHIRLEY J. WALSON	\$ 1,835.34
45502	TAYLOR WOOD	\$ 1,912.73
45503	TRAVIS A HALL	\$ 2,133.23
45504	TRAVIS S MITLEY	\$ 1,774.05
45505	TUEKOTA TATE-VANDEVER	\$ 1,970.85
45506	AFLAC	\$ 305.52
45507	CREDIT UNION	\$ 725.00
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$ 11,516.88
ACH	WASHINGTON TRUST BANK	\$ 11,416.18
ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$ 12,277.35
ACH	WASHINGTON TRUST BANK	\$ 12,617.22
ACH	STATE TAX COMMISSION	\$ 3,147.00
TRNS	TO STATE INSURANCE FUND LGIP ACCT	\$ 358.05
TRNS	TO SAVINGS - LIONS WEST ACRES	\$ 22,500.00
TRNS	FUNDS FROM HEAVENS GATE TO S STATELINE LGIP	\$ 10,565.76
		<hr/>
		\$ 467,774.19

Mar
22

APPROVED 

ATTEST 

DATE 4-6-2022

Submitted by:
Shirley Walson, District Clerk