

POST FALLS HIGHWAY DISTRICT
APRIL 2020 MINUTES

Regular Meeting – APRIL 4, 2020, 6:00 pm, E. 5629 Seltice Way
CANCELLED DUE TO COVID 19

Regular Meeting – APRIL 15, 2020, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:01 P.M. Present were Commissioners Todd Tondee, Terry Werner, Director Michael Lenz, District Clerk Shirley Walson; and Administrative Assistant Korrei Kruger. Present via telecommunication as allowed by Idaho Code 67-2342(5) were Commissioner Humphreys, Attorney Susan Weeks, Engineer Laura Winter and guests Valerie Stohl and Kevin Smith of JUB. Chairman Tondee led in the Pledge of Allegiance.

CONFLICTS; CHANGES TO THE AGENDA; APPROVAL OF AGENDA

Commissioners had no conflicts of interest. No additions to the agenda were requested.

Commissioner Werner **moved** to approve the agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/15/2020 Brd Mtg]

CONSENT AGENDA

Listed under this item were the March 2020 Minutes, March 2020 Treasurer's Report, payment to Keller Associates for KN 211991, Intersection at Prairie and Pleasant View, Progress Report 5 in the amount of \$63,360.64 and payment to HDR Engineering for KN 18716, Spokane River Bridge, Progress Report 5. Commissioner Werner **moved** to approve the consent agenda as presented. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/15/20 Brd Mtg]

PUBLIC COMMENTS

No guests were present

CURRENT BUSINESS

Sign request for W Riverview at Greensferry

Valerie Stohl sent a request for a No Jake Brake sign at the above location. She provided a petition. Chairman Tondee explained there are only two other jake brake signs in the District. Commissioner Werner stated there were a lot of people at the intersection who had not signed and the rest were spread out so he wasn't sure how representative it was for the need. He felt the construction was the largest use and will be temporary to the development and added he would rather the Director speak with the contractors in the area rather than put up a sign. Director Lenz agreed stating people ask for a sign first but too many signs create sign litter whereas drivers tend to ignore all of them. Commissioner Werner **moved** to deny the request for the jake brakes signs on Riverview and Greensferry. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/15/20 Brd Mtg]

Set Public Hearing for Equipment Disposal

Since other equipment will need to be disposed this fall, and the virus may not allow a June auction, Director Lenz asked to postpone this item. Commissioner Werner **moved** to table the equipment disposal and bring back when the Director is ready to proceed. Chairman Tondee seconded. **Motion carried** unanimously. [4/15/20 Brd Mtg]

Greensferry Bridge RFP

Ruen Yeager sent a proposal for \$1,500 Commissioner Werner **moved** to approve the proposal for \$1,500 for Ruen Yeager to put together the RFP for the Greensferry Bridge. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/15/20 Brd Mtg]

Prairie & Pleasant View State Local Agreement & Payment



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.

NOTICE -

APRIL 15, 2020

SPECIAL MEETING – 5:00 PM

Skye Mercer, PTO Discussion

BOARD MEETING - 6:00 PM

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. March 2020 Minutes
 - b. KN 18716 Spokane Street River Bridge, pymt 5, \$24,696.78 to HDR
 - c. KN 2991 Prairie and Idaho, pymt 5, \$63,360.64 to Keller & Assoc
 - d. March 2020 Treasurers Report
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. Sign request for W Riverview at Greensferry, Valerie Stohl – **ACTION ITEM**
 - b. Set Public Hearing for Equipment Disposal – **ACTION ITEM**
 - c. Greensferry Bridge RFP – **ACTION ITEM**
 - d. Prairie & Pleasant View State Local Agreement & Payment– **ACTION ITEM**
 - e. Prairie and Idaho Appraiser Contract, Larry Rincover – **ACTION ITEM**
 - f. Hargrave Memorandum and Agreement – **ACTION ITEM**
 - g. Seltice at Huetter, Transit shelter commitment – **ACTION ITEM**
8. CORRESPONDENCE
 - a. Post Falls Community Forest Trailhead Parking Complaint
9. LEGAL
10. DIRECTOR
 - a. COVID-19 Update
 - b. Pleasant View Joint Project, City of Post Falls
11. COMMISSIONERS
12. EXECUTIVE SESSION

Pursuant to the provisions of Idaho Code 74-206, Subsection 1(f), an executive session is

being requested for the purpose of communicating with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation. A roll call vote is required.

Motions for any ACTION ITEM from the Executive Session

13. ADJOURNMENT

District Clerk Walson asked to talk to the Board about the payment and although LHTAC stated they could come up with more funding, they didn't have enough funds for the full \$399K shortfall. Ms. Walson assured the Board the amount could be moved from the SH53/Pleasant View project for the time being, the construction funds, or savings and recover the amount through upcoming funding sources. Commissioner Werner **moved** to approve the State/Local Agreement for A020(402), the Prairie and Pleasant View Intersection Improvement Project with the State of Idaho and authorize the Chairman to sign the agreement. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/15/20 Brd Mtg]

Millview Lane Agreement

Prairie and Idaho Appraiser Contract, Larry Rincover

Director Lenz explained the usual acquisitions officer has retired and there are no others available in north Idaho. Larry Rincover was chosen off LHTAC's 2018 list and works for HDR. He sent a proposal to do the acquisition on the northwest corner of Prairie and Idaho, and also to acquire the Prairie Falls Golf Course parcel. Commissioner Werner **moved** to approve Larry Rincover for the property acquisitions at Prairie and Idaho for the amount of \$7,500. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/15/20 Brd Mtg]

Hargrave Memorandum and Agreement

Gordon Dobler contacted the District asking if the new owner of the Anthony and Cami Eppers parcel on Hargrave can enter into the same agreement proposed to the Eppers and just change the date and names. Director Lenz contacted Mr. Dobler to ask if the owners were planning to develop the property and he said they were planning to sell each of the 5-acre lots individually. Chairman Tondee stated the agreement was only to give access to the one single-family residence; if more were to be sold, the road needs to be brought up to District standards. Commissioner Werner read the portion of the agreement stating "for Eppers personal use" and felt this agreement now needs to be tossed and a new one issued. Director Lenz will inform the other party they will have to discuss a new agreement with the Board. Attorney Susan Weeks reminded the board that an ordinance was passed since this this agreement was put together. Commissioner Werner **moved** to deny the request for the Hargrave Memorandum Agreement to be carried over. Commissioner Humphreys seconded. **Motion carried** unanimously. [4/15/20 Brd Mtg]

Seltice Bus Shelter

District Clerk Walson spoke with Kootenai County Transportation Manager about status of the grant funds to add the shelter at Seltice and Huetter. Ms. Bieze stated they do have the funding but the application won't be here until the end of the week. It will be on the next agenda. [4/15/20 Brd Mtg]

CORRESPONDENCE

Post Falls Community Forest Trailhead Parking Complaint –

A letter and pictures were submitted regarding parking along Riverview at the Forest Trailhead hiking area. Commissioner Werner asked for it to be on the next meeting's agenda as an action item and discuss a possible ordinance. Although there is room to park along the side of the road, Commissioner Werner sees the chip seal breaking down and would like an enforceable sign installed. [4/15/20 Brd Mtg]

ENGINEER

MS4 Permit – The Fish and Wildlife Director will sign the permit prior to April 30 but it doesn't go into effect until October. [4/15/20 Brd Mtg]

Prairie Phase 3 – Engineer Laura Winter received an email this project will be funded for FY2022 which begins in October 2021. [4/15/20 Brd Mtg]

Riverview Realignment Plans – Ms. Winter asked for the advertisement for construction be on the following agenda. [4/15/20 Brd Mtg]

DIRECTOR

Covid-19 Schedule – The crew worked two weeks at split shifts. With some road repairs needed, they went back to four, ten-hour shifts ensuring the safe distancing rules. The office is being maintained with one staff member, the office is closed to the public, the Director is in and out and the mechanic, District Clerk, and Administrative Assistant are working at home. He will continue to follow the Governor's orders. [4/15/20 Brd Mtg]

UPRR Spur on Prairie at Meyer – Director Lenz received an email from ITD stating the property sales agreement has been cleared and tried to make contact with ITD to so see when they are ready to settle on the sale. UP is asking that the locals remove the rail. [4/15/20 Brd Mtg]

Potential Pleasant View Corridor – The City of Post Falls contacted the District to see if we would be willing to partner with the City on a build grant at the City's cost. This grant is a zero percent match and they need the District's support as it is our roadway with a possible annexation. The Prairie/Pleasant View Roundabout is a concern and the City will be asked to include the expansion of the roundabout. Commissioner Werner wondered if we want to continue with the roundabout at this time; he also asked where the development is proposed. Pleasant View and Grange will warrant a signal with this proposal going to five lanes. Chairman Tondee supported the request to enlarge the roundabout in our support of the project. The Board also felt these grants are difficult to obtain so the continuation of the District's roundabout build is still important. [4/15/20 Brd Mtg]

OFFICE

Budget – District Clerk Shirley Walson stated she is working on the budget and would like to begin budget talks sooner rather than later.

Working on Home – Ms. Walson reported all is good, it is a bit slower. Mr. Lenz added Korrei is receiving the permits and sending those to him like crazy so it's all going good. [4/15/20 Brd Mtg]

COMMISSIONERS

Commissioner Werner, Political Signs in the Right of Way – Commissioner Werner informed the Board of a conversation he and the Director had earlier regarding this subject. The consensus is to allow the signs as long as they are not impeding site distance or causing any other safety concern. The Board wasn't opposed to asking for a permit to install the signs in the future. [4/15/20 Brd Mtg]

Chairman Tondee – Offered appreciation for the work everyone has done under the abnormal circumstances.

EXECUTIVE SESSION

Commissioner Humphreys moved to enter into Executive Session at 6:54 pm pursuant to the provisions of Idaho Code 74-206, Subsection 1(c) for the purpose to discuss the acquisition of real property and a roll call vote is requested. Commissioner Tondee seconded. **Motion carried** unanimously. Roll call vote: Commissioner Humphreys: aye; Chairman Werner: aye; Commissioner Tondee: aye.

The executive session at 7:44 PM and with no further business, Chairman Tondee adjourned the meeting at 7:44 PM.

Special Meeting – APRIL 15, 2020, 5:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:01 P.M. Present were Commissioners Todd Tondee, Terry Werner, Director Michael Lenz, District Clerk Shirley Walson; and Administrative

Assistant Korrei Kruger. Present via telecommunication as allowed by Idaho Code 67-2342(5) were Commissioner Humphreys,

PTO Discussion

Skye Mercer was not available as planned, but the Board continued with their discussion on this subject with the intent to reduce the District's liability. Commissioner Werner started by saying after looking at all options, he felt the best would be Option #1 to pay-off or freeze retirement payout, execute a one-time buyout of sick leave, depositing it into the HRA/VEBA account and eliminate sick leave payout upon separation of employment. After much discussion, the Board was most interested in two of the options consultant Skye Mercer proposed, even combining the two. They have asked to speak with Ms. Mercer one more time before preparation of take the discussion to the employees. The Board will want to see the numbers to decide if it's beneficial for the District. Director Lenz commented on obstacles the District would be facing which were recruiting and benefit costs, costs of CDL training, lack of sick leave payout upon retirement. District Clerk Walson noted some crew members mentioned they would like to be included and were told the Board is still trying to narrow down the options. The Board would also like to consider giving more VEBA while reducing sick hours accrued which would help families now or a retiree later, the decision is on the employee but again, costs will be a consideration. Much discussion followed and will discuss again with Ms. Mercer at the May 6 meeting. [4/15/20 Brd Mtg]

APRIL Vouchers:

| | <u>Num</u> | <u>Name</u> | <u>Amount</u> |
|-------------------|------------|---------------------|---------------|
| Apr 1 - 29, 20 | | | |
| | 42543 | HDR ENGINEERING INC | 24,696.78 |
| | 42544 | BRIAN D CRUMB | 1,975.49 |
| | 42545 | CHARLES D YERIAN | 2,565.88 |
| | 42546 | DANIEL G PETERSON | 1,847.91 |
| | 42547 | DARREL STEVENS | 1,911.87 |
| | 42548 | EDWARD F. MAEL | 2,012.44 |
| | 42549 | ERIC PRESTEGAARD | 1,570.37 |
| | 42550 | JAMES B WINES | 2,047.40 |
| | 42551 | KORREI M KRUGER | 1,918.81 |
| | 42552 | LARRY P HOWELL, JR | 1,333.85 |
| | 42553 | LESLIE R LIKES | 1,905.76 |
| | 42554 | LYNN HUMPHREYS | 553.31 |
| | 42555 | MARK F ROBERTS | 1,886.84 |
| | 42556 | MICHAEL C LENZ | 2,719.50 |
| | 42557 | MICHAEL J KETCHUM | 2,011.62 |
| | 42558 | PAULA L ROUKEMA | 986.45 |
| | 42559 | RANDY L NEAL | 1,983.80 |
| | 42560 | SHIRLEY J. WALSON | 1,688.18 |
| | 42561 | TAYLOR WOOD | 1,887.84 |
| | 42562 | TERRY WERNER | 608.45 |
| | 42563 | TRAVIS A HALL | 1,957.74 |
| | 42564 | TRAVIS S MITLEY | 1,727.47 |
| | 42565 | WILLIAM T TONDEE | 641.38 |

| | | |
|-------|----------------------------------|----------|
| 42566 | 765TECH INC | 45.00 |
| 42567 | A-L COMPRESSED GASES | 328.24 |
| 42568 | ACE HARDWARE | 156.62 |
| 42569 | ADVANCED COMPRESSOR & HOSE, INC. | 388.85 |
| 42570 | ALCOBRA METALS, INC. | 23.47 |
| 42571 | AMERICAN WEST INDUSTRIES | 2,231.26 |
| 42572 | BADGER BUILDING CENTER | 161.04 |
| 42573 | BIXBY | 51.00 |
| 42574 | CDA METALS | 96.92 |
| 42575 | CITY OF POST FALLS. | 1,306.23 |
| 42576 | COUNTRY CLEANERS | 282.00 |
| 42577 | CULLIGAN | 5.95 |
| 42578 | FASTENAL | 78.12 |
| 42579 | FLOWERS BY PAUL | 50.00 |
| 42580 | FRONTIER | 268.75 |
| 42581 | GORDON TRUCK CENTERS, INC | 215.36 |
| 42582 | H & H EXPRESS | 16.00 |
| 42583 | INTEGRATED PERSONNEL, INC | 1,759.20 |
| 42584 | INTERMOUNTAIN SIGN & SAFETY | 570.00 |
| 42585 | JMT PETROLEUM | 2,547.15 |
| 42586 | KENWORTH SALES - SPOKANE | 87.92 |
| 42587 | KOOTENAI COUNTY SOLID WASTE | 130.00 |
| 42588 | LAWSON PRODUCTS | 413.00 |
| 42589 | M-B COMPANIES | 278.53 |
| 42590 | MIKE WHITE FORD OF CDA | 489.37 |
| 42591 | MOTION INDUSTRIES | 175.22 |
| 42592 | NCPERS | 336.00 |
| 42593 | NORCO | 189.64 |
| 42594 | PACWEST MACHINERY LLC | 4,773.01 |
| 42595 | PAULA ROUKEMA | 63.62 |
| 42596 | PLATT ELECTRIC SUPPLY | 141.98 |
| 42597 | ROBIDEAUX | 30.24 |
| 42598 | RWC GROUP | 59.21 |
| 42599 | SIX ROBBLEES | 283.69 |
| 42600 | SPECTRUM BUSINESS | 129.99 |
| 42601 | VERIZON WIRELESS | 217.79 |
| 42602 | VSP dba VISION SERVICE PLAN | 201.40 |
| 42603 | WESTERN INTEGRATED TECHNOLOGIES | 361.58 |
| 42604 | WESTERN PETERBILT - SPOKANE | 59.76 |
| 42605 | WESTERN STATES ASPHALT | 0.00 |
| 42606 | WESTERN STATES EQUIPMENT - CAT | 1,269.45 |
| 42607 | NEW YORK LIFE | 20.00 |
| 42608 | CREDIT UNION | 1,123.94 |

| | | |
|-------|--|------------|
| 42609 | LYNN HUMPHREYS. | 75.00 |
| 42610 | AR TOOLS & MACHINERY | 58.00 |
| 42611 | ELJAY OIL COMPANY, INC. | 1,573.55 |
| 42612 | MOTION AUTO SUPPLY | 52.95 |
| 42613 | NORTH 40 OUTFITTERS | 79.98 |
| 42614 | RAGAN EQUIPMENT COMPANY | 216.30 |
| 42615 | SPOKANE HOSE | 193.96 |
| 42616 | TERRY WERNER. | 75.00 |
| 42617 | TODD TONDEE | 75.00 |
| 42618 | COLEMAN OIL COMPANY | 1,427.34 |
| 42619 | KELLER ASSOCIATES | 63,360.64 |
| 42620 | ITD-BOISE | 399,950.00 |
| 42621 | ABOVE AND BEYOND JANITORIAL INC | 500.00 |
| 42622 | ADS DIESEL PRODUCTS | 167.98 |
| 42623 | ADVANCED COMPRESSOR & HOSE, INC. | 86.91 |
| 42624 | ALSCO | 357.16 |
| 42625 | ARROW CONSTRUCTION SUPPLY | 112.55 |
| 42626 | BROWN BEARING | 45.21 |
| 42627 | CDA GARBAGE | 167.00 |
| 42628 | CITY OF POST FALLS. | 333.81 |
| 42629 | DAVE YERIAN | 135.00 |
| 42630 | H & H INC DOCUMENT MANAGEMENT SOLUTIONS | 112.59 |
| 42631 | INTEGRATED PERSONNEL, INC | 958.64 |
| 42632 | INTERMOUNTAIN SIGN & SAFETY | 210.00 |
| 42633 | JMT PETROLEUM | 1,609.16 |
| 42634 | KAMAN FLUID POWER | 1,030.70 |
| 42635 | LES SCHWAB | 4,084.08 |
| 42636 | MICHAEL LENZ | 135.00 |
| 42637 | NAPA | 1,176.08 |
| 42638 | PAPE MACHINERY | 119.22 |
| 42639 | REBUILDING & HARDFACING INC | 235.75 |
| 42640 | RUEN-YEAGER & ASSOC, INC | 1,923.34 |
| 42641 | RUSH DELIVERY | 50.00 |
| 42642 | T/REX TECHNOLOGY LLC | 40.00 |
| 42643 | VOID-REISSUED CK #42669 | 0.00 |
| 42644 | ULTRA-LAWN | 57.12 |
| 42645 | UTILITY TRAILER SALES OF BOISE | 1,374.54 |
| 42646 | KEC | 722.52 |
| 42647 | BRIAN D CRUMB | 1,841.30 |
| 42648 | CHARLES D YERIAN | 2,361.59 |
| 42649 | DANIEL G PETERSON | 1,894.27 |
| 42650 | DARREL STEVENS | 1,795.68 |

| | | |
|-------|------------------------------------|-------------------|
| 42651 | EDWARD F. MAEL | 1,814.26 |
| 42652 | ERIC PRESTEGAARD | 1,470.52 |
| 42653 | JAMES B WINES | 1,913.21 |
| 42654 | KORREI M KRUGER | 1,745.90 |
| 42655 | LARRY P HOWELL, JR | 1,168.16 |
| 42656 | LESLIE R LIKES | 1,734.88 |
| 42657 | MARK F ROBERTS | 1,721.16 |
| 42658 | MICHAEL C LENZ | 2,688.04 |
| 42659 | MICHAEL J KETCHUM | 1,758.16 |
| 42660 | PAULA L ROUKEMA | 1,084.69 |
| 42661 | RANDY L NEAL | 1,776.26 |
| 42662 | SHIRLEY J. WALSON | 1,688.20 |
| 42663 | TAYLOR WOOD | 1,723.16 |
| 42664 | TRAVIS A HALL | 1,792.03 |
| 42665 | TRAVIS S MITLEY | 1,433.00 |
| 42666 | CREDIT UNION | 1,123.94 |
| 42667 | AFLAC | 272.65 |
| 42668 | HRA VEBA TRUST | 3,150.00 |
| 42669 | TERRY WERNER. | 123.54 |
| ACH | DELTA DENTAL | 1,512.14 |
| ACH | PUBLIC EMPLOYEES RETIREMENT SYSTEM | 12,036.83 |
| ACH | IRS | 13,386.96 |
| ACH | PUBLIC EMPLOYEES RETIREMENT SYSTEM | 11,088.14 |
| ACH | IRS | 11,712.40 |
| ACH | STATE TAX COMMISSION | 3,521.00 |
| | | <u>658,069.79</u> |

Apr 1 - 29,
20

APPROVED W. Walson

ATTEST Jerry Williams

DATE 05/06/2020

Submitted by:
Shirley Walson, District Clerk