

POST FALLS HIGHWAY DISTRICT

JUNE 2023 MINUTES

**Regular Board Meeting – June 7, 2023, 6:00 P.M., 5629 E. Selfice Way, Post Falls, ID 83854**

- 1) Chairman Tyler called the meeting to order at 6:01 P.M.  
Present were:  
Commissioners: Jeff Tyler, Lynn Humphreys, David Russell  
Director of Highways Michael Lenz, District Clerk Elaine Fox, Deputy Clerk Helen Furbee  
  
Guests in attendance were:  
Laura Winter, Ruen-Yeager & Associates (RYA)  
Angela Comstock, J-U-B Engineers (JUB)  
Susan Weeks, Attorney, James, Vernon & Weeks PA (arrived 6:15pm)  
Online: User via Microsoft Teams "Cindy Mead" (video/audio off entire meeting)
- 2) PLEDGE OF ALLEGIANCE Commissioner Russell led in the Pledge of Allegiance.
- 3) CONFLICTS OR CHANGES Commissioner Russell **moved** to remove item #15 as legal counsel was not present. Commissioner Humphreys seconded. **Motion carried.** [06/07/2023 Board Mtg]
- 4) APPROVAL OF AGENDA  
Commissioner Humphreys **moved** to accept the agenda as just changed. Commissioner Russell seconded. **Motion carried.** [06/07/2023 Board Mtg]
- 5) CONSENT AGENDA  
Commissioner Russell **moved** to accept the consent agenda as presented. Commissioner Humphreys seconded. **Motion carried.** [06/07/2023 Board Mtg]
- 6) PUBLIC COMMENTS  
Chairman Tyler asked if there were any public comments; the person online did not respond and no others were present so he closed the public comments period at 6:03pm.
- 7) OLD BUSINESS: **NONE**
- 8) CURRENT BUSINESS:
  - a. **Bodine Building Drawings:** (Drawings of the building were displayed at this time) Director Lenz went over the amenities and design of the new building to be constructed at the Bodine Pit/Pleasant View location. City water and sewer will go to the site in the future at which point the bathroom will be hooked up. The biggest advantage of this building will be for some of the crew to daily report to the new facility and begin from there saving substantial time and fuel resulting in a much quicker response time to weather events. Equipment will be stored indoors and will be ready for use without prep. If approved for bid, construction could begin as early as September. After some positive feedback from the commissioners, Commissioner Russell **motioned** to authorize Director Lenz to begin the bidding process for the new building and bring back those bids to a future meeting. Commissioner Humphreys seconded. **Motion carried.** [06/07/2023 Board Mtg]
  - b. **Snowshoe Road Quit Claim Deed:** Director Lenz referred to the visual map of the section of Snowshoe Road that the county currently owns which is surrounded by our section of right of way on both ends. Per agreement with the county, legal staff were directed to produce a quit claim deed for the county to sign off on transferring title to the District. It is a privately maintained road on public right of way. Commissioners asked about the current volume of traffic. Commissioner Humphreys **motioned** to authorize the Chairman to sign the quit claim deed to transfer the property. Commissioner Russell seconded. **Motion carried.** [06/07/2023 Board Mtg]

**c. Saurette Family Trust Easement:** The Saurette subdivision off of Riverview would not meet the minimum to subdivide with a dedicated right of way and so the District asked that a right of way easement in lieu of a dedicated right of way be granted which will allow the subdivision to proceed. Commissioner Russell **moved** to accept the easement and Commissioner Humphreys seconded. **Motion carried.** [06/07/2023 Board Mtg]

- 9) CORRESPONDENCE: Director Lenz spoke concerning five emails received regarding a concern over the "Y" intersection of Riverview and north Idaho Road (a.k.a. Sunrise Road, State Line Road.) He has been in discussion with the Ruen-Yeager engineers regarding the intersection. Commissioner Humphreys brought up that as actual "Y" intersection portion is in Washington, they would need to be involved. It was discussed that the visibility and terrain at the intersection make it difficult and at times dangerous. In the past, there were attempts to purchase additional land to improve the intersection but the landowner quickly refused. The question of whether land condemnation would be appropriate was asked and Attorney Weeks gave a brief of summary of that process. Commissioner Russell argued that it is a dangerous intersection and Riverview is a "flagship" road of the District which needs safety improved to best serve the community. He added that as traffic increases every year, it just gets worse so condemnation is a viable option if necessary. Commissioner Humphreys requested that Laura Winter (RYA) bring the preliminary designs that the District had the firm do years ago so that they could "see the vision" of the previously proposed solutions. This was dropped as a project in the past due to the land owner refusing to sell any land. Commissioner Humphreys suggested that they offer to Washington (Spokane County) to authorize the District to take over the cost and maintenance of the intersection. Director Lenz said he will approach the county (Spokane) regarding the intersection.
- 10) LEGAL: Attorney Susan Weeks spoke on the recent hearing of the matter of the county's retention of the property tax late fees and interest funds. The case had a recent hearing with the new judge (Christensen). She expects a decision within 30 days and is optimistic based of Judge Christensen's queries during the hearing. Also, on the final item of the Western Construction lawsuit which is over the legal fees, the judge reduced the amount of attorney fees to be awarded to Western Construction down to \$13,000. Chairman Tyler commended Attorney Weeks on a job well done.
- 11) ENGINEERING: Angela Comstock (JUB) spoke regarding the five-lane Prairie Avenue, Meyer to SH41 expansion project and the Hayden/Meyer roundabout. They are targeting to deliver the preliminary design by the end of June. The open house is targeted to be held September 20. There is talk of Strategic Initiative Funds becoming available for these projects which Ms. Comstock discussed with KMPO.

Laura Winter (RYA) began with an update on the Winch Avenue speed study and sent it for review to Director Lenz and Commissioner Russell. RYA is suggesting an increase in the speed limit. Riverview/Harbor Drive project: Ms. Winter hopes to have the preliminary design completed in the next three to four weeks. Millview Drive realignment: RYA is weighing the options on where to put the retaining wall. Traffic Count Plan: RYA is moving forward and hope to have it ready by the end of the month. They will do a presentation at the meeting following its completion.

- 12) DIRECTOR: Director Lenz stated that the crew finished crack sealing, stenciling, brooming, striping and chip seal prep. They are planning on doing the Millview emergency repairs the last week of June. The new sweeper is far more efficient (often one pass vs. three passes) than the old one. Disposal of material has been greatly expedited with it as well.

There was a Federal \$36 million grant fund announced targeting railroad crossing improvements which resulted in the SH53/Pleasant View grade separation project being approved for a grant. It will take several years to complete and he anticipates the frontage roads will have to go in first.

The Idaho Association of Highway Districts' (IAHD) regional meeting was last week where it was announced that the HB362 funds which last year were \$27 million are going to be around \$37 million this year and General Revenue which was about \$80 million last year is predicted to be \$121 million this year. Also, Strategic Initiative Grants (\$100 million) were announced to be available soon but the window for application is short and eminent. These grants are meant to fund projects where ITD has built out roads which have caused issues for the local connecting roads. The Prairie five-lane project

would be one of those projects. The City of Coeur d'Alene approached Director Lenz regarding making Huetter a three lane from Seltice heading north to past the bridges but he would prefer that if it were going to be widened, the project scope would extend to the Armstrong property (Poleline) to connect to the new development being built. Applications for the grant will be accepted July 1 – 31 with winners to be announced on September 29. A third project which we should consider for grant application is the Beck/Prairie intersection realignment.

The Washburn/Waterford HOA issue with Ms. Washburn's property is near resolution as the mailboxes will be relocated as soon as the HOA approves it.

Director Lenz recapped some impending road closures. The closure of Prairie Avenue for ten weeks has forced the delay of a few of our maintenance projects on adjoining roads.

- 13) OFFICE: District Clerk Elaine Fox said that training is continuing. Ms. Fox requested a Commissioner to come into the office on July 5 to sign payroll checks. Commissioner Russell said he would come in that day.
- 14) COMMISSIONERS: Chairman Tyler remarked that when he attended the IAHD meeting it was announced that there was an additional \$151 million over and above last year's amount for municipalities and highways.
- 15) EXECUTIVE SESSION: NONE (Was removed from the agenda)
- 16) ADJOURNMENT  
With no further business, the meeting was adjourned at 7:03pm.

#### **Regular Board Meeting – June 21, 2023, 6:00 P.M., 5629 E. Seltice Way, Post Falls, ID 83854**

- 1) Chairman Tyler called the meeting to order at 6:00 P.M.

Present were:

Commissioners: Jeff Tyler, Lynn Humphreys, David Russell  
Director of Highways Michael Lenz, District Clerk Elaine Fox  
Administrative Assistant Jonie Anderson

Guests in attendance were:

Darius Ruen, Ruen-Yeager & Associates  
Kevin Smith, J-U-B Engineers  
PFHD Crew Members Larry Howell & Jim Wines

- 2) PLEDGE OF ALLEGIANCE  
Commissioner Humphreys led in the Pledge of Allegiance.
- 3) CONFLICTS OR CHANGES     **NONE**
- 4) APPROVAL OF AGENDA Commissioner Humphreys **moved** to accept the agenda as presented. Commissioner Russell **seconded. Motion carried.** [6/21/2023 Board Mtg]
- 5) CONSENT AGENDA  
Commissioner Russell **moved** to accept the consent agenda as presented. Commissioner Humphreys **seconded. Motion carried.** [6/21/2023 Board Mtg]
- 6) PUBLIC COMMENTS  
Chairman Tyler opened Public Comments  
Larry Howell addressed the Commissioners to present Commissioner Humphreys with a going away offering in appreciation of 28 years as a commissioner and thanked him on behalf of the PFHD crew and office. Mr. Howell thanked Commissioner Humphreys for his mentorship and friendship.

Commissioner Humphreys thanked everyone for their well wishes. He stated it has been a pleasure serving the District for 27 years and reminisced the years he served as a commissioner and all the improvements and goals of the District and his wishes for the future.

Jim Wines addressed Commissioner Humphreys and added that he will be sorely missed and it has been an honor to serve with him. Commissioner Humphreys thanked Jim and again thanked the entire team.

7) OLD BUSINESS                      **NONE**

8) CURRENT BUSINESS:

**a. Plow Truck Bid:** Director Lenz presented the Board a summary of the truck the District would like to order. Commissioner Russell **moved** to accept the bid from National Auto Fleet Group for the 2024 Western Star 47x. Commissioner Humphreys **seconded. Motion carried.** [6/21/2023 Board Mtg]

**b. Strategic Initiative Grants: Prairie 5-lane:** Director Lenz explained to the Board that we cannot apply for a state grant for the Prairie 5-lane project due to the fact that we have already received a Federal grant for the project. **Huetter Soil Nail Wall:** Now the only grant we are looking at applying for is the Huetter Soil Nail Wall. Director Lenz gave the Board information on the details of the process. Director Lenz stated he had asked Laura Winter if Ruen-Yeager would build the application for the District and Ms. Winter gave a rough estimate of around \$4,000.00 to build the application. Director Lenz is looking for authorization to move forward with a contract with Ruen-Yeager & Associates for the Huetter grant application. Commissioner Humphreys requested to comment: if we don't apply for the grant, we will never get it. We need to apply for any and every grant available to the District. Commissioner Russell **moved** to authorize the Director of Highways to hire Ruen-Yeager and apply for the Huetter Grant. Commissioner Humphreys **seconded. Motion carried.** [6/21/2023 Board Mtg]

9) CORRESPONDENCE                      **NONE**

10) LEGAL                                      **NONE**

11) ENGINEERING:

**Winch Ave Speed Study:** Darius Ruen (RYA) presented the speed study done by Laura Winter for Winch Avenue. Ruen-Yeager's recommendation is to increase the speed limit on Winch Avenue from Lost Creek to Abeja from 25mph to 35mph (straight stretch) and to increase the speed limit on Winch Avenue from Abeja to Idaho Road from 25mph to 30mph. Commissioner Humphreys **moved** to advise the Director of Highways to change the speed limits on Winch Avenue, based on the recommendations by Ruen-Yeager & Associates. Commissioner Russell **seconded. Motion carried.** [6/21/2023 Board Mtg]

12) DIRECTOR UPDATES

Crew will be paving next week. Ditching Riverview. Screening chips. Update on road closures around the County. Reported on heavy traffic at Hayden and Meyer. Director Lenz took a moment to thank Commissioner Humphreys for his "mentorship", his commitment to take calls and offer advice and opinions on different issues. Director Lenz indicated that he always appreciated Commissioner Humphreys' history and knowledge of the District and his willingness to share that knowledge with the team will definitely be missed. Commissioner Humphreys responded by saying he is only a phone call away and if he has knowledge that will benefit the District, he will gladly continue to share it and answer questions. That has always been his goal: to make our District the best District.

13) OFFICE UPDATES

District Clerk Elaine Fox stated she is fine tuning and working on the budget. Preparing packets for the upcoming workshop. District Clerk Fox thanked Commissioner Humphreys for his service to the District. Chairman Tyler asked for an update on the Urban Renewal Districts. District Clerk Fox explained that the numbers we were given will factor into the L2 budget form. She will explain more when they have the workshop.

14) COMMISSIONERS

Chairman Tyler recapped his sentiments from a previous meeting and that one of the things he enjoys about being on the Board with Commissioner Humphreys is his knowledge, history and his love for the

community and the employees. Commissioner Humphreys has a special heart for the District. Commissioner Russell said it has been a great privilege to work with someone like Commissioner Humphreys that has so much information and he (Commissioner Russell) has learned so many interesting things that he has shared with his family. Commissioner Russell appreciates all the help Commissioner Humphreys has given him.

15) ADJOURNMENT: With no other business, Chairman Tyler adjourned the meeting at 6:45 pm.

POST FALLS HIGHWAY DISTRICT  
VOUCHERS TO DATE

June 22 through July 5, 2023

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Jun 22 - Jul 5, 23			
	47434	ABOVE AND BEYOND JANITORIAL INC	-650.00
	47435	ADD ELECTRONICS	-619.86
	47436	ADS DIESEL PRODUCTS	-193.62
	47437	ADVANCED COMPRESSOR & HOSE, INC.	-61.30
	47438	ALSCO	-720.00
	47439	ARIXIO	-260.00
	47440	BADGER BUILDING CENTER	-163.14
	47441	CONSOLIDATED SUPPLY CO.	-382.82
	47442	CUMMINS	-680.30
	47443	ELJAY OIL COMPANY, INC.	-1,149.44
	47444	ESRI, INC.	-440.00
	47445	H & H EXPRESS	-26.46
	47446	INTERMOUNTAIN SIGN & SAFETY	-48.00
	47447	KOOTENAI COUNTY SOLID WASTE	-145.95
	47448	KXLY	-116.25
	47449	LACAL EQUIPMENT INC	-394.64
	47450	LHTAC	-240.00
	47451	MICHAEL LENZ REIMBURSEMENT	-135.00
	47452	MIKE WHITE FORD OF CDA	-131.19
	47453	NCPERS	-352.00
	47454	NORCO	-218.94
	47455	NORTH 40 OUTFITTERS	-107.96
	47456	MOTION AUTO SUPPLY	-441.60
	47457	DARREL L HUMPHREYS	-647.04
	47458	DARREL STEVENS	-1,864.67
	47459	DAVID A TUCKER	-1,900.38
	47460	DAVID RUSSELL	-501.52
	47461	EDWARD F. MAEL	-1,743.71
	47462	ERIC PRESTEGAARD	-1,848.18
	47463	HELEN A FURBEE	-1,666.64
	47464	JAMES B WINES	-1,943.39
	47465	JASON B COFFMAN	-2,056.52
	47466	JEFFREY TYLER	-677.04
	47467	JONIE ANDERSON	-1,339.18
	47468	LARRY P HOWELL, JR	-1,217.55
	47469	LESLIE R LIKES	-1,917.54
	47470	LUCAS A BICANDI	-1,933.36
	47471	MICHAEL C LENZ	-2,960.28
	47472	MICHAEL J KETCHUM	-1,914.18
	47473	MIRIAM E FOX VD NEW CHECK 47509	0.00
	47474	RANDY L NEAL	-1,832.76
	47475	TRAVIS A HALL	-1,923.34
	47476	TUEKOTA TATE-VANDEVER	-1,960.60
	47477	ZANE A. KLEIN	-1,806.67


POST FALLS HIGHWAY DISTRICT  
VOUCHERS TO DATE

June 22 through July 5, 2023

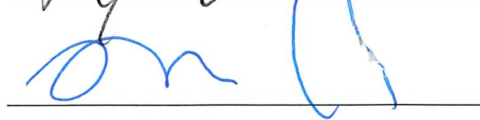
Num	Name	Amount
47478	CREDIT UNION	-725.00
47479	NEW YORK LIFE	-20.00
47480	AMERICAN ON-SITE SERVICES	-248.20
47481	CULLIGAN	-39.75
47482	D. LYNN HUMPHREYS - REIMBURSEMENT	-166.70
47483	HELEN FURBEE - REIMBURSEMENT	-24.24
47484	IDAHO ASPHALT	-3,896.75
47485	MIRIAM E FOX REIMBURSEMENT	-49.13
47486	USPS	-378.00
47487	VERIZON WIRELESS	-370.85
47488	ZIPLY FIBER	-304.62
47489	DAVID J. RUSSELL - REIMBURSEMENT	-125.44
47490	ACE HARDWARE VD - NEW CHECK 47491	0.00
47491	ACE HARDWARE	-331.58
47492	COLEMAN OIL COMPANY	-2,420.20
47493	JMT PETROLEUM	-5,477.25
47494	POE ASPHALT	-6,117.28
47495	GORDON TRUCK CENTERS, INC	-2,938.47
47496	LES SCHWAB	-572.24
47497	PAPE MACHINERY	-49.71
47498	RODDA PAINT	-327.56
47499	SIX ROBBLEES	-243.23
47500	SPOKANE HOUSE OF HOSE	-727.85
47501	COUNTRY CLEANERS	-180.00
47502	SPECTRUM BUSINESS	-139.99
47503	VSP dba VISION SERVICE PLAN	-254.04
47504	WELCH COMER & ASSOCIATES	-2,175.00
47505	WESTERN STATES EQUIPMENT - CAT	-603.34
47506	AMERICAN MOBILE DRUG TESTING	-245.00
47507	JEFFREY E BRATON	-1,813.42
47508	WESTERN CONSTRUCTION OF LEWISTON, INC	-150,941.00
47509	MIRIAM E FOX	-2,015.44
EFT	KN23028 PRAIRIE 5 LANE REINVEST	-33,126.97
EFT	KN22435 HAYDEN/MEYER REINVEST	-5,546.66
EFT	KN23028 PRAIRIE 5 LANE REINVEST	-16,811.89
		<u><u>-280,739.82</u></u>

Jun 22 - Jul 5, 23

APPROVED



ATTEST



DATE

7-5-23