

POST FALLS HIGHWAY DISTRICT  
MARCH 2020 MINUTES

Regular Meeting – March 4, 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; Administrative Assistant Korrei Kruger, and Ruen Yeager Engineer Laura Winter. Guests were Angela Comstock of JUB; Skye Mercer and Commissioner Humphreys were present via telecommunication as allowed by Idaho Code 67-2342(5). Chairman Tondee led in the Pledge of Allegiance.

CONFLICTS; CHANGES TO THE AGENDA; APPROVAL OF AGENDA

Commissioners had no conflicts of interest. No changes to the agenda were requested. Commissioner Werner **moved** to approve the agenda as presented. Commissioner Humphreys seconded. Motion carried by unanimously. *[3/5/20 Brd Mtg]*

CONSENT AGENDA

Items on the Consent Agenda were the February 2020 Minutes; payment in the amount of \$2,936.43 for Key Number 20402, Intersection of Pleasant View and Prairie payable to JUB; and payment in the amount of \$8,119.39 for Key Number 21991, Intersection of Prairie and Idaho payable to Keller Associates. Commissioner Werner **moved** to approve the Consent Agenda as presented. Commissioner Humphreys seconded. Motion carried by unanimously. *[3/5/20 Brd Mtg]*

PUBLIC COMMENTS

No requests to comment.

CURRENT BUSINESS

PTO Analysis

Skye Mercer was present via phone conference to discuss PTO. Her presentation included market findings comparing public and private sector; market competitiveness; fair and equitable options for District and employees; best practices for a PTO program including tiers, accrual rates, maximum accrual and converting from Sick/Vacation to PTO. Discussion followed for some time with the Board asking to review the information before discussing again. *[3/5/20 Brd Mtg]*

Federal Projects Designated Signer

District Clerk Shirley Walson explained the previous road supervisor had authority to sign the title company documents and deed to keep right-of-way closings move; did the Board wish to allow the same with the director. Commissioner Werner **moved** to allow the Director of Highways to sign property acquisition contracts for federal projects. Commissioner Humphreys seconded. **Motion carried** unanimously. *[3/5/20 Brd Mtg]*

DIRECTOR

Huetter Turn Lanes – Director Michael Lenz asked the Board if they wish to continue with turn lane construction on Huetter due to possible development and annexation. Commissioner Werner stated turn lanes have been planned for some time and future projects with other entities may not happen soon, therefore he would like to proceed; Commissioner Humphreys concurred as did Chairman Tondee. *[3/5/20 Brd Mtg]*

Pleasant View SH53 Interchange Property – Director Lenz explained ITD's plan for the District to quitclaim the property to them, they build the project, then they will quitclaim back to the District. Engineer Laura Winter stated they will purchase the non-economical remainder. Commissioner Werner asked about the existing Pleasant View with Ms. Winter stating it will provide access to the southern boundary of the BNSF railway and the District will still own it with not maintenance, i.e. in the same manner as the old Greensferry near Burlington Road. BNSF requested a gate and a sign asking it to identify the property as BNSF, the Board commenting BNSF must buy it to



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

**MARCH 12, 2020**  
**9:00 AM**

**WORKSHOP**

Greensberry Bridge

Director Duties



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. Items may be interjected at any time during the regular business meeting under Departmental categories.*

**MARCH 18, 2020**  
**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. February 2020 Treasurers Report
  - b. March 2020 Vouchers
  - c. Plat signature, Cable Creek
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. Greensferry Bridge, Eric Heringer, Piper Sandler & Co. – **ACTION ITEM**
  - b. Mellick Road Discussion, Brian Crumb
  - c. Prairie & Pleasant View State Local Agreement – **ACTION ITEM**
  - d. Millview Lane Agreement – **ACTION ITEM**
  - e. New LGIF Account, Millview Lane – **ACTION ITEM**
  - f. Prairie and Idaho, Appraisal Agreement – **ACTION ITEM**
8. Reserved for CORRESPONDENCE
9. Reserved for Legal
10. DIRECTOR
11. ENGINEER
12. OFFICE
  - a. Charge Card Limit Increase – **ACTION ITEM**
13. COMMISSIONERS
14. ADJOURNMENT

gate it. A gate will be allowed at the boundary of their property, also similar to the old Greensferry location. [3/5/20 Brd Mtg]

Pleasant View and Prairie Acquisition – The final purchase closed and the right-of-way acquisition document for LHTAC is ready to sign. Commissioner Werner **moved** to authorize the Director of Highways sign the LHSIP Right-of-Way Agreement. Commissioner Humphreys seconded. **Motion carried** unanimously. [3/5/20 Brd Mtg]

Seltice Pit Property Update – The record of survey has been recorded. ITD is reviewing it. [3/5/20 Brd Mtg]

Prairie, Meyer to SH41 Update – The application placed first in the KMPO review and is expected to receive final approval on March 12. Design funding is available in 2020 with construction in 2021. Ms. Winter \$284,000 is available in 2020 but won't fully fund the design; KMPO Director Glenn Miles is attending a balancing meeting hoping to get more funding. Mr. Lenz approved LiDAR (light detection and ranging) surveying for ITD to add to their SH41 project; cost is \$5,000 per mile. A short update of ITD's SH41 project was provided. [3/5/20 Brd Mtg]

Prairie and Idaho – Appraisals were ordered. The northwest corner was discussed to acquire it done sooner than later due to the owner's request as they have it listed for sale and hope to settle with the District soon. [3/5/20 Brd Mtg]

Greensferry Bridge Update – Gemma Puddy from the Langdon Group introduced herself at a recent meeting who would like to do the public education for the Greensferry Bridge bond. Eric Heringer from Piper Sandler Company will be at the March 18 meeting to answer questions regarding the bond portion if the levy were to pass. Engineer Laura Winter then discussed the costs of the bridge after HDR's Daniel Baker met with her and Director Lenz. Items discussed at that meeting were lane size, pathway size, width of bridge, type of walls, and cost which is higher than prior discussions. Discussions followed on all items with a decision to discuss it further in a workshop on March 12, 2020 at 9:00 am. [3/5/20 Brd Mtg]

#### ENGINEER

All engineering items were previously discussed.

#### OFFICE

Financial Transfers – District Clerk Walson requested transfer of funds from the general savings to dedicated accounts as follows: \$150,000 to Rock for future crushing; \$200,000 to Bridge for the Spokane Street Bridge project; \$197,844 to Prairie, Meyer to SH41; and \$200,000 to Millview Lane. Commissioner Werner **moved** to transfer the funds as presented by the Clerk. Chairman Tondee seconded. **Motion carried** unanimously. [3/5/20 Brd Mtg]

Health Club Fee Reimbursement – The District's current program to promote good health for the employees is a health club reimbursement program with Peak Fitness. If they go four or more times, the District pays fifty percent, currently \$23.85 per month if they meet requirements. Staff is asking to change this allowance so they can attend any club as some charge less per month at a cost of \$25 per month, not to exceed the employee's cost, and they must attend four or more times a month. The employee will be responsible to turn in their receipts quarterly. Commissioner Werner **moved** to pay up to \$20 for club reimbursement but not to exceed employee's monthly cost. Chairman Tondee seconded. **Motion carried** unanimously. [3/5/20 Brd Mtg]

Social Media – Staff will develop social media accounts, Facebook and possibly Twitter feeling this is important in this time to get information out for road closures, weather, weight limits, job postings, etc. The Board had no issue with staff moving forward. [3/5/20 Brd Mtg]

Health & Benefit Fair – Ms. Walson invited the Board to the March 26 health fair.

## COMMISSIONERS

Commissioner Werner - IAHD sent a notice to contact legislators regarding HB325, property tax freezes. He also stated he can't go to KMPO on March 12 because he'll be in Boise for an LHTAC Board meeting. He asked if Chairman Tondee could go to represent the District since the Prairie Avenue funding decision is on the agenda.

With no further business, Chairman Tondee adjourned the meeting at 9:03 PM.

## Regular Meeting – March 18, 2020, 6:00 pm, E. 5629 Seltice Way

Chairman Tondee called the meeting to order at 6:00 P.M. Commissioner Terry Werner was present via telecommunication as allowed by Idaho Code 67-2342(5). Others present were Director Michael Lenz and District Clerk Shirley Walson, Commissioner Humphreys was excused.

## CONFLICTS; CHANGES TO THE AGENDA; APPROVAL OF AGENDA

Commissioners had no conflicts of interest. Commissioner Werner **moved** to add Coronavirus Discussion with the reason for emergency preparedness and to remove four items - Eric Heringer for the Greensferry Bridge discussion; Mellick Road discussion with Brian Crumb, Prairie and Pleasant View State Local Agreement, and the Millview Lane Agreement. Chairman Tondee seconded. **Motion carried** by majority vote. [3/18/20 Brd Mtg]

## CONSENT AGENDA

Items on the Consent Agenda are the February 2020 Treasurers Report, March 2020 Vouchers, and signature on the Cable Creek Plat. Commissioner Werner **moved** to approve the consent agenda as presented. Chairman Tondee seconded. **Motion carried** by majority vote. [3/5/20 Brd Mtg]

## PUBLIC COMMENTS

No one was present to comment.

## CURRENT BUSINESS

### New LGIF Account, Millview Lane

At the last Board Meeting, funds were allocated to be transferred to four accounts. A Millview Lane account had not yet been created. Commissioner Werner **moved** to approve the LGIF New Fund Application for Millview Lane. Chairman Tondee seconded. **Motion carried** by majority vote. [3/18/20 Brd Mtg]

### Prairie and Idaho, Appraisal Agreement

Columbia Valuation Group, Inc. has been enlisted to do four appraisals for the Prairie and Idaho Intersection Improvement Project. Commissioner Werner **moved** to enter into an agreement with Stan Moe of Columbia Valuation Group for the appraisals at Prairie and Idaho in the amount of \$7,500. Chairman Tondee seconded. **Motion carried** by majority vote. [3/18/20 Brd Mtg]

## DIRECTOR

Wellington Heights Subdivision and Bedrock Commercial Development – Response letters were prepared by Ruen Yeager and Associates and reviewed by the Director who presented them to the Board so they are aware of the activity. Wellington Heights' review is for the culvert replacement on Mellick Road. [3/18/20 Brd Mtg]

Coronavirus Discussion – Director Lenz has been in contact with the other Directors of Highways in Kootenai County. All have some idea of how to proceed cautiously while still serving the public and keeping everyone as safe as possible. Mr. Lenz spoke to the Board about his ideas, what steps have been taken, and putting a plan together should this virus become more threatening. The Board felt for a beginning stage, steps have been appropriate. Mr. Lenz will work on the next state for the Board's review; the final stage would be full closure which will not be favored unless

a full governmental shutdown is required. Stage 2 plan will be reviewed at the next meeting unless needed by an emergency meeting. [3/18/20 Brd Mtg]

#### ENGINEER

Due to concerns of the coronavirus and the limited item list on the agenda, the engineer was excused from this meeting. [3/18/20 Brd Mtg]

#### OFFICE

Charge Card Limit Increase – The Director has the only credit card for the District with a \$3,000 limit. In addition for use by the Director's needs, it recurring monthly costs are linked to the card and the mechanic uses it for parts at times. Since it has reached its maximum several times, staff is asking to increase the limit to \$6,000. Commissioner Werner **moved** to increase the credit limit to \$6,000. Chairman Tondee seconded. **Motion carried** by majority vote. [3/18/20 Brd Mtg]

#### COMMISSIONERS

Commissioner Werner provided an update on SB1277 regarding a \$32,000,000 cut to local governments in the State of Idaho with a reduction in ad valorem taxes. District Clerk Shirley Walson reports for the current budget, the District would have lost \$78,000. This bill failed in the Senate. [3/18/20 Brd Mtg]

With no further business, Chairman Tondee adjourned the meeting at 7:03 PM.

#### Workshop - March 12, 2020, 9:00 am, E. 5629 Seltice Way

Present were Commissioners Todd Tondee and Terry Werner, Lynn Humphreys was excused. Also present were Director Michael Lenz and District Clerk Shirley Walson.

#### Greensferry Bridge

Due to recent meetings and bridge costs, the Board would like to step back a step and go out to RFP's for the bridge design feeling bond voters would like to know the cost, not concept. The Board is not interested in buying right-of-way for this project. They would like to move forward to speak with the bond attorney for information only. Director Lenz will look into RFP's. [3/12/20 Wkshp]

#### Director Duties

Now that Director Lenz has been with the District for some time, he wanted to speak with the Board regarding allowed duties and his ideas. Items discussed were purchasing, an employee improvement program, mag costs, costs of other entities purchasing mag; safety and branding of the District, and contracts. The Board asked to quit initialing permits, stated they set the budget and policy; it's up to the Director to run the department and they will let him know if they don't like what he is doing.

The workshop adjourned at 10:34 pm.

#### Emergency Workshop - March 23, 2020, 8:00 am, E. 5629 Seltice Way

Present were Commissioners Lynn Humphreys and Terry Werner were present via telecommunication as allowed by Idaho Code 67-2342(5); Director Michael Lenz, and District Clerk Shirley Walson. Todd Tondee was excused.

Vice-Chairman Humphreys called the meeting to order at 8:02 am. Director Lenz explained that due to the increase in the COVID-19 cases in Kootenai County over the weekend, he would like to put Stage-2 of the District's plan in effect and asked for the Board's input as they had not discussed the stages as a Board as yet. The Board had no changes to Mr. Lenz's plan and asked him to proceed as he has presented. Commissioner Werner **moved** to enact Stage-2 of the District's COVID-19 plan. Commissioner Humphreys seconded. **Motion carried** by majority vote.

With no further business, the meeting was adjourned at 8:23 am.

MARCH Vouchers:

	<b>Num</b>	<b>Name</b>	<b>Amount</b>
<b>Mar 20</b>			
	42414	ACE HARDWARE	367.08
	42415	AMERICAN ON-SITE SERVICES	95.54
	42416	APPLIED INDUSTRIAL TECHNOLOGIES	59.52
	42417	BLUEJAY INDUSTRIAL INC	529.58
	42418	BROADWAY INDUSTRIAL SUPPLY LLC	149.74
	42419	CULLIGAN	5.95
	42420	DRIVELINES, INC.	175.00
	42421	EMERALD PETROLEUM SERVICES, IN.C	2,755.61
	42422	FASTENAL	41.67
	42423	GRAINGER	48.60
	42424	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	153.21
	42425	INTEGRATED PERSONNEL, INC	2,068.71
	42426	INTERMOUNTAIN SIGN & SAFETY	451.00
	42427	JMT PETROLEUM	3,365.68
	42428	KOOTENAI COUNTY SOLID WASTE	156.16
	42429	KXLY	2,463.00
	42430	VOID, REPRINTED IN CK #42442	0.00
	42431	MINUTEPRESS	37.20
	42432	NORCO	60.00
	42433	POWER MACHINE SERVICE INC	47.00
	42434	RELIABLE AUTO GLASS	245.00
	42435	SIX ROBBLEES	187.77
	42436	SPECTRUM BUSINESS	129.99
	42437	SPOKANE DIESEL	105.00
	42438	SPRAY CENTER	1,131.63
	42439	VSP dba VISION SERVICE PLAN	201.40
	42440	WESTERN PETERBILT - SPOKANE	90.60
	42441	YOUNKER BROS DIESEL & TRUCK	86.61
	42442	JUB	2,936.43
	42443	KELLER ASSOCIATES	8,119.39
	42444	COUNTRY CLEANERS	342.00
	42445	VERIZON WIRELESS	125.88
	42446	SPOKANE PUMP	45.00
	42447	ABOVE AND BEYOND JANITORIAL INC	500.00
	42448	FRONTIER	268.51
	42449	MOTION AUTO SUPPLY	131.04
	42450	GORDON TRUCK CENTERS, INC	87.04
	42451	RELIABLE AUTO GLASS	315.00
	42452	POWER MACHINE SERVICE INC	1,495.50

42453	TRAFFIC SAFETY SUPPLY COMPANY	1,039.16
42454	VOID	0.00
42455	BRIAN D CRUMB	1,541.21
42456	CHARLES D YERIAN	1,958.30
42457	DANIEL G PETERSON	1,514.53
42458	DARREL STEVENS	1,580.48
42459	EDWARD F. MAEL	1,616.03
42460	ERIC PRESTEGAARD	1,339.03
42461	JAMES B WINES	1,964.40
42462	KORREI M KRUGER	1,572.02
42463	LARRY P HOWELL, JR	1,090.26
42464	LESLIE R LIKES	1,611.98
42465	LYNN HUMPHREYS	553.31
42466	MARK F ROBERTS	1,536.48
42467	VOID PAYCHECK, REPRINTED CK #42477	0.00
42468	MICHAEL J KETCHUM	1,788.53
42469	PAULA L ROUKEMA	730.25
42470	RANDY L NEAL	1,631.19
42471	SHIRLEY J. WALSON	1,688.19
42472	TAYLOR WOOD	1,532.03
42473	TERRY WERNER	608.45
42474	TRAVIS A HALL	1,726.39
42475	TRAVIS S MITLEY	1,356.34
42476	WILLIAM T TONDEE	641.39
42477	MICHAEL C LENZ	2,665.27
42478	KEC	1,274.00
42479	BADGER BUILDING CENTER	151.92
42480	WESTERN STATES EQUIPMENT - CAT	14,210.67
42481	NYL INS.	20.00
42482	CREDIT UNION	1,123.94
42483	ADVANCED COMPRESSOR & HOSE, INC.	760.01
42484	AIR ELECTRIC	25.97
42485	ALSCO	899.76
42486	AMERICAN ON-SITE SERVICES	64.82
42487	AVISTA UTILITIES - WWP	2,975.92
42488	CDA GARBAGE	161.75
42489	CITY OF POST FALLS.	531.21
42490	COLEMAN OIL COMPANY	1,228.84
42491	CUMMINS	2,927.22
42492	ELJAY OIL COMPANY, INC.	879.45
42493	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	140.39
42494	ICRMP	21,109.50



42495	INTEGRATED PERSONNEL, INC	1,917.28
42496	KEC	696.87
42497	KENWORTH SALES - SPOKANE	1,682.20
42498	LES SCHWAB	149.99
42499	MIKE WHITE FORD OF CDA	213.98
42500	NAPA	315.98
42501	OXARC	280.71
42502	PEAK HEALTH & WELLNESS	50.88
42503	RUEN-YEAGER & ASSOC, INC	23,070.11
42504	SPOKANE HOSE	170.61
42505	SUNBELT RENTALS	2,387.60
42506	UTILITY TRAILER SALES OF BOISE	440.49
42507	WTB - CREDIT CARD DIV.	1,512.14
42508	WESTERN SYSTEMS	2,457.50
42509	WESTERN PETERBILT - SPOKANE	91.00
42510	TACOMA SCREW PRODUCTS, INC	25.73
42511	JAMES, VERNON & WEEKS, P.A.	2,252.75
42512	BRIAN D CRUMB	2,058.85
42513	CHARLES D YERIAN	2,450.74
42514	DANIEL G PETERSON	1,514.52
42515	DARREL STEVENS	1,580.47
42516	EDWARD F. MAEL	1,616.05
42517	ERIC PRESTEGAARD	1,240.01
42518	JAMES B WINES	2,226.91
42519	KORREI M KRUGER	1,572.02
42520	LARRY P HOWELL, JR	1,263.17
42521	LESLIE R LIKES	1,598.47
42522	MARK F ROBERTS	1,853.57
42523	MICHAEL C LENZ	2,688.04
42524	MICHAEL J KETCHUM	1,891.57
42525	PAULA L ROUKEMA	730.24
42526	RANDY L NEAL	1,600.96
42527	SHIRLEY J. WALSON	1,688.19
42528	TAYLOR WOOD	1,557.48
42529	TRAVIS A HALL	2,061.73
42530	TRAVIS S MITLEY	1,745.82
42531	BRIAN HOWELL UPHOLSTERY	325.44
42532	CLEAR BLUE INC	100.00
42533	EMERALD PETROLEUM SERVICES, IN.C	876.89
42534	ENNIS-FLINT INC	836.40
42535	JMT PETROLEUM	3,131.37
42536	NORTH 40 OUTFITTERS	214.74
42537	PACIFIC STEEL	60.00

	42538	WESTERN STATES EQUIPMENT - CAT	19,667.07
	42539	CREDIT UNION	1,123.94
	42540	HRA VEBA TRUST	3,150.00
	42541	AFLAC	272.65
	42542	USPS	165.00
	ACH	WASHINGTON TRUST BANK	10,788.86
	ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	10,401.23
	ACH	DELTA DENTAL	1,469.11
	ACH	WASHINGTON TRUST BANK	11,465.30
	ACH	STATE TAX COMMISSION	2,925.00
	ACH	PUBLIC EMPLOYEES RETIREMENT SYSTEM	10,939.11
	ACH	REGENCE/BLUE SHIELD	15,939.20
<b>Mar</b>			<hr/>
<b>20</b>			<b>275,850.57</b> <hr/> <hr/>

ORIGINAL SIGNED AND DATED 04/15/2020

Submitted by:  
Shirley Walson, District Clerk