

**EAST SIDE HIGHWAY DISTRICT
SPECIAL CALL MINUTES - March 13, 2017**

Chairman Sverdsten called the Special Call board meeting to order at 9:00 a.m.

Present: Chairman Terry Sverdsten, Commissioner Addington, Commissioner Christensen, Supervisor Pankratz and Secretary Sieverding.

Guest: Angela Comstock and Jay Hassell with JUB Engineering.

ESHD and BLM, with the support of ITD and the USFS, have joined together to submit an **application through the 2017 Idaho Federal Lands Access Program (FLAP)** administered by the Western Federal Lands Highway Division, to provide funding for capital improvements, enhancement, and surface preservation on 3.8 miles of **Yellowstone Trail Road**- which will be broken down into three (3) segments.

Estimated funds requested from the Federal Lands Access Program is \$17,453,488; the District's estimated total match requirement is \$1,383,041; and ITD has committed to obligate \$100,000 toward this project. This project will be broken down into three (3) phases due to the cost of the total cost of the proposed project- this will allow time for the District to financially prepare for the match obligation.

The ESHD Board entered into Resolution 2017-02, that clearly states the commissioners are committed to the future match requirements for the Yellowstone Trail Road Project- dated February 13, 2017.

The ESHD has received letters of endorsement from BLM and ITD; Avista Utilities remains to be neutral; and the District is waiting for endorsements from KMPO, OEM, USFS, and AT & T. The application internal dead-line is March 17, 2017. Ms. Comstock said that the application is 95% complete.

Previous Minutes:

Commissioner Addington made a motion to accept the following Treasurer Report: The general checking account expenses and transfers from checking were in the amount of \$ 238,407.39 covered by checks #16057 through #16095 (includes DD, PR Tax Pmts to Federal & Sate, & PERSI.) Commissioner Christensen seconded the motion, which was unanimously approved.

TREASURY REPORT:

Petty Cash	\$	200.00
Umpqua Checking:	\$	
Umpqua Checking	\$	381,652.61
State Treasury Account Fund 891.....	\$	1,027,871.88
Less Umpqua Assured Macro-Balance	\$	(1,500.00)
Balance of Working Capital this Date	\$	1,408,224.49
Dedicated Funds at State Treasury Office Funds 369 TMF	\$	175,114.42
TOTAL OF ALL FUNDS	\$	1,583,227.91

Discussion of Treasury Report: The Board budgeted \$100,000 for Equipment repairs in this years budget, and currently spent \$93,836. Supervisor Pankratz said the District will be receiving a bill from Western States Equipment in the amount of \$25,000 for the transmission in the grader which will easily put the District over budget in that particular line item.

DISCUSSION ON CORRESPONDENCE, REPORTS, PERMITS: (See attached)

OLD BUSINESS: (Follow-up List)

1. The District updated their major road classification just a few years ago- the classifications only get updated every five years. Yellowstone Trail Road will not be reclassified prior to closing of the project.
2. The District has one last right-of-way that needs to be settled prior to accepting the maintenance on **Fernan Lake Road**. Commissioner Christensen will check with Attorney Susan Weeks to see where she is on ordering the appraisal on this said parcel.
3. The District's Road Development Agreement for Traffic Mitigation Fees can be negotiated with the approval of the Developer in cases where the funds are not directly spent on an area adjacent to the subdivision. In those cases, the District should have their attorney review the amended language.
4. Commissioner Christensen and Pankratz agreed to meet on March 14 at 9:00 a.m., to evaluate the current condition of CDA Lake Drive and areas of the District's concerns. The Board agreed that the counter offer ITD presented the ESHD to take over the maintenance is not enough funds to financially fix or repair all the areas of the District's concerns with the road, culverts, ditches or the slopes failures. This road could also be effected by Interstate 90 and the Centennial Bridge if there was to be a catastrophic disaster.

This will be an agenda topic for April 17th, ESHD board meeting.

NEW BUSINESS:

- A. Commissioner Christensen made a motion to enter into Road Development Agreement for the Galloway Subdivision. Commissioner Addington seconded the motion, which was unanimously approved.
- B. Commissioner Christensen made a motion to purge the following documents of the ESHD:

Description of Item	Subject	Years	Retention	Scanned	Box	Purge
City Annexation	Correspondence	02/04:09/05	2	No	26	2015
Election (August 2009)	Election File	08/00/2009	4	No	70	5/17/2015
Election (May 17 2011)	Election File	5/17/2011	4	No	70	5/17/2015
Accident Reports	Reports	10/01/12-09/30/13	2		85	2015
Accident Reports	Accident Reports	10/2013 - 09/2014	2 yrs		98	10/1/2016
Accounts Receivable	Reports	10/2006-9/2007	7		81	2016
Accounts Receivable	Audit Records	10/2004 - 9/2005	7		85	2015
Accounts Receivable	Audit Records	10/05-9/2006	7		85	2015
Budget	Budget	10/2001-10/2005	10 Years		82	10/01/2015
Correspondence	Correspondence	1/1/13-09/30/13	2 Years		85	2015
Daily Time Sheet & Copy of invoices for material spent on roads	Time Sheets	2009	5 years	No	64	2016
Daily Time Sheet & Copy of invoices for material spent on roads	Time Sheets	2010	5 years	No	65	2015
Dust Abatement Requests	Dust Abatement	2009-2012			84	2014
Dust Abatement Requests	Correspondence	2012 -2013	2 yrs		98	10/1/2016
Frost Permit	Permits	01/2014 - 04-2014	2 yrs		98	10/1/2016
Frost Permits	Permits	2013	2		85	2015
General Correspondence	General Correspondence	01-2014 thru 12-2014	2 yrs		98	2016
General Journals	Audit Records	10/2006- 9/2007	7		81	2016
GIS Training Manuals	Training Manual	2001	?	No	66	2016
Gotham Bay Road Project Statement of Interest	Projects	2006	10 Yrs	No	66	2016
Insurance Policies (expired) Pacific Sources, Delta Dental, VSP	Insurance	Expired	2		85	2015
KC Community Development	KC Community Development	10/2013 - 09/2014	2 yrs		98	10/1/2016
KCATT	KCATT	10/2013 - 09/2014	2 yrs		98	10/1/2016
KMPO	KMPO	10/2/2012	2		85	2015
KMPO	KMPO	10/2013 - 09/2014	2 yrs		98	10/1/2016
Letters Sign off	KC Community Dev.	10/1/12-09/30/13	2		85	2015
Newspaper Articles	Newspaper Articles		2		85	2015
Old Election Forms	Election File		4	No	70	5/17/2015
Operating Statement	Audit Records	2006-2007	5		85	2015
Payables	Audit Records	10/01/04-09/30/05	7		50	9/30/2015
Payables	Audit Records	10/01/05-09/30/06	7		51	9/30/2016
Payroll	Audit Records	10/01/00-09/30/03	7		58	9/30/2013
Report	Reports	2006-2007	5		85	2015
Stimulus Correspondence	Correspondence	2008-2010		NO	66	2016
Treasury Report- 2013	Treasury Reports	01/2013 - 12/2013	2 yrs		98	10/1/2016
Vendor Invoices	Audit Records	2009-2010	5		83	2015
Vendor Invoices	Audit Records	2009-2010	5		83	2015

Commissioner Addington seconded the motion, which was unanimously agreed.

- C. The Electric Line ROW Easement produced by Avista Utilities for the **Canyon Road Shop** Property is currently being reviewed by Attorney Susan Weeks.

- D On February 16, 2017, Mediator Charles B. Lempesis conducted a mediation between the East Side Highway District the "Plaintiff" and AH & JH Properties, Inc. the "Defendant" in regards to Case 12-5498. Attorney Susan Weeks represented the District and Attorney Douglas Marfice telephonically represented the Defendant.

The Plaintiff and Defendant entered into a Mediated Settlement Agreement which will resolve all claims and causes of action by and between all parties involved in Case No. 12-5498

Action: Commissioner Christensen made a motion to **Ratify** the action taken by the ESHD Board on February 16, 2017 to enter into a **Mediated Settlement Agreement** by and between the ESHD and **AH & JH Properties, LLC** for the settlement of Case No. 12-5498. Commissioner Addington seconded the motion, which was unanimously approved.

- E. Commissioner Christensen made a motion to cancel the March 20th, 2017 board meeting. Commissioner Addington seconded the motion, which was unanimously approved.

SECRETARY SIEVERDING:

Secretary Sieverding updated the Board on status of the current District ROW map. All the abandonments are currently being entered into the map. As soon as, this process is complete, a final map will be printed for the Board's review.

SUPERVISOR PANKRATZ:

1. A windshield estimate for the recent road damage due to the flood condition is estimated at \$125,000. The entire District is dealing with frost heaves and soft roads.
2. Burma Road has endured slope failure and washouts. There has been an estimated 100,000 yards of asphalt lost. Supervisor Pankratz will be in touch with Odo Grandi with LHTAC to further discuss these issues.
3. Procurement Technical Assistance Centers (PTAC) will be holding a one-day Idaho Small Business Symposium (ISBS) opportunity on March 23, 2017 at the Coeur d' Alene Resort - from 7:30 a.m. to 5:00 p.m. The Associated Highway Districts will be represented at this event to satisfy each highway district's Title VI "Out-Reach" requirement. The commissioners are more than welcome to attend.
4. Pankratz received a call from a resident living off Springview Drive claiming one of the District's snowplow did some damages to his property. Pankratz agreed to check out the situation.
5. ITD was insisted in informing Dispatch that CDA Drive was under ESHD maintenance jurisdiction; therefore, Dispatch called Foreman Horning late Thursday night to report that there was a tree down at the intersection of CDA Drive and Sunnyside Road. When Horning arrived on the scene, ITD was there.

COMMISSIONERS:

Commissioner Election for Sub District 2 (Rose Lake/Cataldo) area is set for May 16, 2017. All Declarations of Candidacy must be filed with the Secretary or Clerk of the East Side Highway District no later than 5:00 p.m. on Friday, March 17, 2017. (Section 34-1404)

The last day declaration of intent to be filed by a write-in candidate with the clerk of the district for the May 16 Commissioner election is Monday, April 3, 2017. (Section 34-1407)

COMMISSIONER CHRISTENSEN:

1. The chipseal surface on Fernan Lake Road is breaking up due to the harsh winter conditions. Commissioner Christensen reported one inch of excess gravel surfacing this road. Supervisor Pankratz agreed to call Poe Construction to ask them to sweep off the gravel.
2. The ditches are undercutting **Blue Creek Road** near the Community Hall. Supervisor Pankratz said the culvert in this area has been clogging up.
3. All new culverts on Hillcrest Drive will need to be permitted with in public portion. The first 971 feet is within the ESHD maintenance jurisdiction.

COMMISSIONER ADDINGTON:

1. The pavement is heaving on Burma Road due to over abundance of water and freezing weather conditions.

CHAIRMAN SVERDSTEN:

1. Supervisor Pankratz informed Chairman Sverdsten that he has not received much negative input on the concept of the ESHD taking over maintenance on CDA Drive.
2. There has been no word of the outcome on Forensic Audit being conducted on the past Executive Director of Idaho Associated Highway Districts.
3. The CUP for Zanetti Bros and Clint Bates Pits have expired. Dave Whitcome and Randy Wilson Pits are still operating.

Commissioner Christensen made a motion to adjourn the board meeting at 11:30 a.m. Commissioner Addington the motion, which was unanimously approved.

**COMMISSIONER CHRISTENSEN
SUB-DISTRICT #1**

**CHAIRMAN SVERDSTEN
SUB-DISTRICT #2**

**COMMISSIONER ADDINGTON
SUB-DISTRICT #3**

**SECRETARY/TREASURER
SIEVERDING**