

**EAST SIDE HIGHWAY DISTRICT BOARD OF COMMISSIONERS
2019/2020 BUDGET HEARING AND
REGULAR MEETING MINUTES
August 19, 2019 @ 9:00 a.m.**

Present: Chairman Graham Christensen, Commissioner John Austin, Commissioner Mark Addington, Supervisor Pankratz, and Board Angela Secretary Sieverding.

<u>Public Attendance:</u>	<u>Association</u>	<u>Request to Speak</u>	<u>Agenda Item</u>
Angela Comstock	JUB Engineers	Yes	B,C, and J
Marcus Levesey	HMH	No	
Mr. and Mrs. Estep	Blue Creek Rd	No	
Mike Martin	CDA Lk Dr.	Yes	D

Chairman Christensen called the general meeting to order at 9:00 a.m.; thereafter, moved to call the meeting into a **PUBLIC HEARING** at 9:01 a.m.

2019/2020 EAST SIDE HIGHWAY DISTRICT PUBLIC BUDGET HEARING

Findings of Fact:

1. The 2019/2020 East Side Highway District Proposed Budget was advertised in the August 9, and 10th issues of the Coeur d' Alene Press and posted on the District's website.
2. No written opposition was received or public comment made.

Action:

Commissioner Austin made a motion to adopt the *attached (Exhibit A) 2019/2020 Proposed East Side Highway District Budget*. Commissioner Addington seconded the motion, which was unanimously approved.

Commissioner Addington made a motion to close the **PUBLIC BUDGET HEARING** at 9:05 a.m.. Commissioner Austin seconded the motion, which was unanimously approve; thereafter, reconvened into a Regular Session at 10:51 a.m.

PREVIOUS MINUTES :

Commissioner Addington made a motion to approve the July 15, 2019 General ESHD Board meeting minutes and July 15, 2019 Special Call meeting minutes. Commissioner Austin seconded the motion, which was unanimously approved.

TREASURY REPORT:

Commissioner Austin made a motion to accept the following Treasurer Report: The general checking account expenses and transfers from checking were in the amount of \$1,037,090.77 covered by checks #17466 through # 17518(includes DD, PR Tax Pmts to Federal & State, & PERSI.) Commissioner Addington seconded the motion, which was unanimously approved.

Petty Cash	\$200.00
Umpqua Checking Acct	\$414,648.92
Less Umpqua Assured Macro-Balance	-\$1,500.00
State Treasury Account Fund 891	\$783,904.22
Designated CDA Lake Dr. - DBF Fund 412	\$1,973,577.06
Traffic Mitigation Fees - DBF Fund 369	\$202,362.28
Total Balance of All Fund Accounts	\$3,373,192.48

NEW BUSINESS:

- A. Motion by Commissioner Austin to accept an additional 2/10th of a mile of **Canary Creek Rd** to enhance the turnaround. Commissioner Addington seconded the motion, which was which was unanimously approved.

- B/C. Motion by Commissioner Austin to enter into an agreement with JUB Engineer's for Additional Services to build a Vehicle Storage Shed- **Option 3-** for the Harrison Shop. Commissioner Addington seconded the motion, which was unanimously approved. (The estimated cost to build the 50' x 90' vehicle shed structure is \$570,000 be funded from the CDA Lake Dr. account.)

- D. On June 7, 2018, ten property owners within the Kildow Subdivision filed a **petition** with the ESHD Board requesting to convert public right-of-way from fee simple to an easement to allow them to place their docks in front of their residence on the south side of East Coeur d' Alene Lake Drive. (*The District currently does not have an exchange petition form.*)

 The Board directed staff to submit a letter to Mike Martin based upon Board's approval addressing the above request for the right-of-way exchange.

 Chairman Christensen thanked Mr. Martin for his patience.

- E. Commissioner Austin made a motion to set the **Amended 2018/2019 East Side Highway District Budget Hearing** for September 30, 2019 at 9:00 a.m. Commissioner Addington seconded the motion, which was unanimously approved.

- F. At the August 6, 2019 Special Call meeting, the Board approved the **Rampart Ranch Plat** with the condition that the Mylars included : "Right-of-way shall be dedicated to ESHD being no less than the minimum Associated Highway District Standards." which could be included in the owners certificate on the plat.

An email was received from Richard Gerhard acknowledging that the easement exists through the proposed subdivision, but he would appreciate leaving the wording as is, in the 1910 viewer report.

Mr. Gerhard claims in his email that there is no access to the beginning of this easement from French Gulch Road.

Angela Comstock with JUB said that she could assist the Board in finding out the right-of-way on French Gulch Road.

The Board agree to stay with their decision made at the Special call meeting held on August 6, 2019 that all right-of-way dedicated to ESHD shall be no less than the 60 feet on the Rampart Ranch mylars.

- G.** Commissioner Addington made a motion to **adopt** East Side Highway District **Access Management Ordinance No. 2019-02** to maintain a safe flow of traffic, reduce congestion, reduce points of conflict, improve travel times, preserve highway capacity, and improve highway safety. Commissioner Austin seconded the motion, which was which was unanimously approved.
- H.** Motion by Commissioner Austin to **purge** the attached in **Exhibit B** including a list of **documents held in retention**. Commissioner Addington seconded the motion, which was which unanimously approved.
- I.** Commissioner Addington made a motion to adopt **Resolution 2019-04** to update the **ESHG's Retention Policy**. Commissioner Austin seconded the motion, which was unanimously approved.
- J.** The East Side Highway District is planning to resurface portions of E. French Gulch and E. Fernan Hill Roads. An Open-House will be held this for Road Project on Tuesday, September 24th, 2019 from 4-6 p.m., at the Ponderosa Spring Golf Course, located at 1291 Galena Drive, Coeur d' Alene, Idaho.

This Open-House will provide the public an opportunity to learn about the project purpose and goals, meet the project team, ask questions and allow for public input. No formal presentation will be made.
- K.** The guidelines for use of public right-of-ways are being reviewed by the District's attorney which includes the review of fees and deposits. Advertisement and a hearing must be held according to Idaho Code 63-1311A if new fees and deposits are imposed
- L.** Commissioner Austin **approved** the **Coeur d' Alene Lake FONDO Special Events Application**. Commissioner Addington seconded the motion, which was unanimously approved
- M.** See K.

- N. Chairman Christensen moved to call the meeting into an **Executive Session** at 10:00 a.m. according **Idaho Code 74-206 (a)** to discuss hiring an employee.
The following roll was taken: Chairman Christensen "Yes"; Commissioner Austin: "Yes"; and Commissioner Addington: "Yes."
The motion was unanimously approved.

The Executive Session closed at 10:50 a.m. Upon reconvening into a Regular Session at 10:51 a.m.

No Action taken.

OLD BUSINESS:

1. Supervisor Pankratz will not be attending ITD's tour which starts this week.
2. Palmer's appeal to the Leonard Rd Hearing remains scheduled for August 27, 2019, at 3:00 p.m. before Judge Christensen in Court room No.1. Supervisor Pankratz and Chairman Christensen will be attending that hearing.

CORRESPONDENCE RECEIVED AND SENT:

A recent public request was made asking for all records for the past six (6) months that indicate the purchase of, or use of, products containing glyphosate isopropylamine salt.
This product is commonly used as a herbicide to control broadleaf weed and grasses.

The District contracts with Panhandle Spray Service for purchasing and applying herbicide for noxious weed control.

Chairman Christensen would like for our vendor to look into alternative chemical that would be less harmful to the environment.

SECRETARY'S REPORT:

1. Secretary Sieverding has retrieved the right-of-way/easement documents from ITD for the Coeur d' Alene Lake Drive which in time will be converted into a shape files.
2. The Regional Clerks meeting was held at Lakes Highway District on August 8th.

SUPERVISOR'S REPORT:

1. **Marmot Trail** is currently being rehabilitated and chip sealed. The second shot of oil is scheduled for tomorrow. Chairman Christensen said the shape of the road looks nice.
2. The Board agreed to increase Mike Gaboury rate of pay to \$50 per week for providing the District's lawn care.

3. The Board agreed for staff to get an estimate to enclose the front porch at the District's main office- based on the crew doing the construction.
4. Interstate Concrete & Asphalt's has offered to reduce their contract to compensate for the striping error on Coeur d' Alene Lake Drive if the Board agreed to move forward. The Board agreed to review their offer.
5. Pankratz is not in favor of a recent request to place a blind intersection sign on Gotham Bay and Burma Roads. Pankratz suggested moving the sign on the west side of road up towards the intersection tagged with a red flag.
6. Keith Siebert cost to for material/delivery to the Y is \$11.00 and \$13.00 to the Harrison Shop. Siebert increase is only \$1.00 per yard this year.
7. Pankratz is working on getting a quote for a new mower tractor and sickle bar to replace the mower in Sub District #3.
8. The Board had no issues in granting Doug Lepard request to place a 25MPH speed limit sign for **Anderson Lake Road**.
9. Worley Highway District and Gateway Highway District have assisted the ESHD in their striping and seal coat projects this year.
10. Mark Addington will be removing his possessions from the Sub 3 property to make room for the new Vehicle Storage Shed.
11. Supervisor Pankratz will be on vacation starting August 28th through September 9th .
12. The crew had to pulled some gravel up that a logger drug off Poplar Street. Road stabilization was used on this road to control the dust.

COMMISSIONERS:

COMMISSIONER AUSTIN:

1. Commissioner Austin emphasized the importance in getting something in the newspaper in regards to the status of **Boothe Park** before the Delavan vs ESHD . The Supreme Court Hearing has been set for September 18, 2019.
2. Commissioner Austin has received a few complaints on the ITD Tree Removal Project off **Canyon Road**. ITD is not finished with the project yet.

COMMISSIONR ADDINGTON: No comment

CHAIRMAN CHRISTENSEN:

Chairman Christensen said the crew was very appreciative when he recently met with them while they were working on the **Marmot Trail Road Project** and suggested for the other commissioners to visit with the crew on some of the District's current projects.

Commissioner Austin made a motion to adjourn the board meeting at 11:35 a.m.
Commissioner Addington seconded the motion, which was unanimously approved.

**CHAIRMAN CHRISTENSEN
SUB-DISTRICT #1**

**COMMISSIONER AUSTIN
SUB-DISTRICT #2**

**COMMISSIONER ADDINGTON
SUB-DISTRICT #3**

**SECRETARY/TREASURER
SIEVERDING**

East Side Highway District Proposed 2019/2020 Proposed Budget Attachment A

	2018/2019 Final Budget	2019/2020 Proposed Budget
Funds carried over from Previous Year		
General Funds & State Treasurer Account	543,400.00	344,559.00
Dedicated Funds for Future Projects	415,000.00	500,000.00
Traffic Mitigation Fees	200,000.00	202,061.00
CDA Lake Drive	2,707,000.00	1,902,200.00
	3,865,400.00	2,948,820.00

	2018/2019 Final Budget	2019/2020 Proposed Budget
Local Sources	89,950.00	98,400.00
Forest Service Reserve	69,800	63,100.00
Highway User's Funds	1,450,000.00	1,475,500.00
Local Property & Sales Tax	1,411,000.00	1,553,622.00
Grant	0.00	155,000.00
Total Anticipated Revenue	3,020,750.00	3,345,622.00
Previous Year's Carry-Over & Total Anticipated Revenue	6,886,150.00	6,294,442.00

	2018/2019 Final Budget	2019/2020 Proposed Budget
Administration Expense	265,380.00	437,728.00
Commissioner's Per Diem & Expense	29,900.00	29,900.00
Labor Expense	1,298,110.00	1,415,240.00
Operation Expense	396,990.00	351,366.00
Direct Road Maintenance	2,499,075.00	701,000.00
Asset Expense	593,240.00	1,556,575.00
Transfers to Cities	68,000.00	69,850.00
Total Anticipated Expenditures	5,150,695.00	4,561,659.00

	2018/2019 Final Budget	2019/2020 Proposed Budget
Year End Carry-Over		
Year End: General Funds & State Treasurer's Acct.	359,755.00	317,322.00
Dedicated Funds for Future Projects	164,700.00	500,000.00
Traffic Mitigation Fees	174,000.00	205,561.00
CDA Lake Drive DBF 412	1,037,000.00	709,900.00
Total Year End Carry-Over	1,735,455.00	1,732,783.00
Total Anticipated Expenditures & Year End Carry-Over	6,886,150.00	6,294,442.00

Record of Document to Purge

Exhibit B

Description of Item	Subject	Years	Retention	Box	Purge
Blue Creek Bay Water Quality Project	Projects	2003/2004		47	2019
General Information	Garvee Bond	2009		47	2019
Latour Creek (PDM)	Pre-Disaster Mitigation	2009		47	2019
Phone Message Pads	Logs	2006/2014	5	47	2019
Latour Creek Paving Project	Projects	2008/2009		61	2018
Latour Creek Project - 2008/2009 LRHIP	Applications	2008/2009	10	76	2019
Vendor Payables A-I	Audited Records	Oct. 2010-Sept. 2011	5	87	2016
Vendor Payables J-Z	Audited Records	Oct. 2010-Sept. 2011	5	88	2016
A/P Invoices (A-I)	Audited Records	10/2011-09/2012	5	92	2017
A/P Invoices (J-Z)	Audited Records	10/2011-09/2012	5	93	2017
Road Inventory	IWorQ inventory	2012-2013	5	97	2018
2013 GIS Mapping Errors	Local Road Mileage Information		5	97	2018
Daily Time Sheet & Copy of invoices for material spent on roads	Time Sheets	01-2013 -12--2013	5	100	2018
Bank Reconciliation	Audited Records	10/2013-9/2014	5	110	9/30/2019
General Journal Entries	Audited Records	10/2013-9/2014	5	110	9/30/2019
Payroll	Audited Records	10/2013-9/2014	5	110	9/30/2019
Property Tax Remittances	Audited Records	10/2013-9/2014	5	110	9/30/2019
Receipts	Audited Records	10/2013-9/2014	5	110	9/30/2019
Bank Reconciliation	Bank Reconciliation	10/2013-09/2014	5	110	9/30/2019
Property Tax Remittances	Tax Remittance	10/2013-09/2014	5	110	9/30/2019
Receipts	Receipts	10/2013-09/2014	5	110	9/30/2019
General Journal Entries	Journals	10/2013-09/2014	5	110	9/30/2019
Payroll	Payroll	10/2013-09/2014	5	110	9/30/2019
Correspondence	Correspondence	01/2017-12/2017	2	114	2019
Special Load Limit Permits	Permits	01/2017-12/2017	2	114	2019
KMPO	Correspondence	01/2017-12/2017	2	114	2019
Kootenai County	KC Community Development	01/2017-12/2017	2	114	2019
Newspaper Article	Newspaper Articles	01/2017-12/2017	2	114	2019
OEM	OEM	2016	2	114	2019
Treasury Report	Reports	2015-2017	2	114	2019
Public Record Request	Record Request	01/2017-12/2017	2	114	2019