

**EAST SIDE HIGHWAY DISTRICT
MINUTES - December 18, 2017**

Chairman Christensen called the board meeting to order at 9:00 a.m.

Present: Chairman Christensen, Commissioner Austin, Commissioner Addington, Supervisor Pankratz, Board Secretary Sieverding, and District Secretary Leake.

Visitors: Shane Beck, Gloria Palmer, Marcus Levesey, Angela Comstock, Scott Stephens, and Bob Jude.

Public Comments:

1. Angela Comstock with JUB presented the Board for final signature on the **Medimont Bridge Maintenance Project** application funded through the LHTAC's Local Initiatives Program. (Approved by a motion of the Board made on November 20, 2017)
2. Scott Stephens discussed his proposed encroachment on **Silver Beach Loop Road**. Supervisor Pankratz has viewed the proposed site and implied the encroachment would have to be built according to Highway District Standard unless the Board granted Stephens an encroachment variance.
3. Bob Jude requested not to grade up the dust abatement that he paid for on North Doyle Road. He claimed if this area had not been graded up, in time, the dust abatement application would turn the road into a hard surface.

Supervisor Pankratz implied that it is up to the foremen to determine roads that need graded but he will talk to them about be more cautious where dust abatement was applied.

Mr. Jude asked what the District's criteria for paving a road and questioned why the previous Board elected not to extend paving over the hillside on N. Doyle Road.

Secretary Sieverding said that she would research the minutes to see if there was a reason for not extending the pavement beyond the hill area in the 1999 cost-share project.

Per their request Gloria Palmer and Bob Jude will be sent a copy of the District's Cost-Share Program.

Chairman Christensen informed the group that the District is kicking off a Transportation Plan which will outline the process on how the Board determines what roads are to be paved. There will a public hearing set in the process of this event.

Previous Minutes:

1. Commissioner Austin made a motion to accept the November 20, 2017 and December 4, 2017 minutes. Commissioner Addington seconded the motion, which was unanimously approved.

- Commissioner Austin made a motion to **amend the October 16, 2017** minutes to correct a statement on page 4 of 4, item 1 to read as follows: Resident Bob Jude complained about the District grading up all the dust abatement he had paid for on North Doyle Rd. It is not the District's normal protocol to inform residents of when the road will be graded. If the resident places dust abatement, the District will grade the road in advance. In 1999, Mr. Jude **agreed** to contribute funds in a cooperative effort with other landowners in a cost share participation to pave a portion of this N. Doyle Rd. Commissioner Addington seconded the motion, which was unanimously approved.

TREASURY REPORT:

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 \$ 218,306.35 covered by checks #16487 through # 16537 (includes electronic payments.) Commissioner Austin seconded the motion, which was unanimously approved.

Petty Cash	\$	200.00
Umpqua Checking:	\$	172,016.41
State Treasury Account Fund 891.....	\$	885,273.53
Less Umpqua Assured Macro-Balance	\$	<u>(1,500.00)</u>
Balance of Working Capital this Date	\$	1,055,989.94
Dedicated Funds at State Treasury Office Funds 369 TMF	\$	195,377.47
TOTAL OF ALL FUNDS	\$	1,251,367.41

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

- Supervisor Pankratz would encourage the Board to attend the Annual Transportation Legislative Preview in Sandpoint on Wednesday, December 20th, 11:00 a.m. - 12:30 pm.
- There has not been response from Rep. Palmer or ICRMP said Pankratz.

OLD BUSINESS: (Follow-up List)

- Supervisor Pankratz was told by the District's engineer that legal council representing both sides of **CDA Lake Drive Agreement** has come to a mutual agreement and should be presented to ESHD shortly. This draft agreement will be sent to the District's Legal Counsel (Susan Weeks) for her final review and comment.
- Attorney Susan Weeks and Supervisor Pankratz will be working on a staff report for the Leonard Road Validation.
- The Board agreed that it would be best to set a workshop to discuss what they would like to include in the District's validation Procedure/Policy such as opening up public right-of-ways that are not currently in the District's maintenance jurisdiction.

- A. Secretary Leake presented a draft update of the District proposed Sick Leave payout policy. Commissioner Austin asked to amend areas within the draft for the January 15, 2018 board meeting.
- B. The Board thanked Secretary Leake for her efforts in sending out Request for Proposals for the Cafeteria plan administration. The District received the following proposals:

Cafeteria Plan Administration Proposals							
Company	New Contract Set Up Fee	Annual Renewal Fee	Monthly Admin Fee per participant or	Minimum Monthly*	Yearly (Monthly x 12)	Estimated Total Cost First Year	Estimated Annual Costs Thereafter
AW Rehn	\$500.00	\$250.00	\$4.00	\$75.00	\$900.00	\$1,400.00	\$1,150.00
Benefits Exchange	\$200.00	\$200.00	\$5.00	\$50.00	\$600.00	\$800.00	\$800.00
Peak1*	\$0.00	\$250.00	\$4.00	\$85.00	\$1,020.00	\$1,020.00	\$1,270.00
Through Aflac							
IntraFlex	\$0.00	\$250.00	\$5.00	\$60.00	\$480.00	\$480.00	\$730.00
WageWorks	\$0.00	\$0.00	\$5.25	\$50.00	\$600.00	\$600.00	\$600.00
PIOPAC Fidelity	\$150.00	\$100.00	\$6.00	\$25.00	\$300.00	\$450.00	\$400.00

* Per Participant or Monthly Minimum - whichever is greater 12/13/17

Action: Commissioner Austin made a motion to select PIOPAC Fidelity to administer the District's Cafeteria Plan. Commissioner Addington seconded the motion, which was unanimously approved.

- C. Shane Beck a Sales Manager informed the Board that due to EPA mandates, 2017 is the last year the Cummins Tier 3 intercooled turbo diesel engine **Asphalt Zipper** machines can be manufactured. The newer Tier 4 Asphalt Zippers prices will increase between twenty to twenty-five thousand dollars.

The Asphalt Zipper machine is ideal for full-depth reclamation and stabilization projects. Full-Depth Reclamation is a process of pulverizing asphalt, chip seal or gravel surfaces into a material comparable to spec road base.

Supervisor Pankratz implied that a Asphalt Zipper would be a great long-term asset and this year's budget can allot for a payment to enter into lease agreement to purchase this unit.

Action: Commissioner Austin made a motion to lease/purchase one AZ-260B Reclaimer/Stabilizer Asphalt Zipper with a Cummins 260 HP Intercooled Turbo Diesel Engine-Tier 3 (Flex) for (\$186,180.) Commissioner Addington seconded the motion, which was unanimously approved.

- D. Commissioner Austin made a motion to publish the following 2016/2017 East Side Highway District Year End Annual Financial Statement. Commissioner Addington seconded the motion, which was unanimously approved.

East Side Highway District
 Annual Financial Statement for Publication Per Idaho Code 40-1317
 (Subject to Annual Audit)

Operating Statement	Ending FY 2017	Budget
Funds Received (Federal, State, & Local)	\$2,858,127.08	\$2,809,538.00
Funds Expensed (By Category)		
Administration	\$373,543.39	\$322,630.00
Labor	\$1,145,305.87	\$1,194,967.00
Operations	\$441,485.30	\$357,369.00
Road Maintenance	\$439,565.65	\$587,500.00
Asset Expense	<u>\$408,295.46</u>	<u>\$317,542.00</u>
Total Funds Used	\$2,808,195.67	\$2,780,008.00

Balance Sheet

Total Current Assets	\$1,668,466.82
Total Property & Equipment	\$8,576,094.29
Total Other Assets	<u>\$704,789.48</u>
Total Assets	\$10,949,350.59
Total Current Liabilities	\$136,040.75
Total Long Term Liabilities	\$709,775.34
Total Capital	<u>\$10,103,534.50</u>
Total Liabilities & Capital	\$10,949,350.59

E. Long Shadowy Drive is a public dedicated road that is not constructed to Highway District Standards. The Board elected not to accept Long Shadowy Drive into the East Side Highway District maintenance jurisdiction.

F. Commissioner Austin made a motion to authorize JUB Engineers, Inc. for Additional Services (Lump Sum of \$50,000) to provide services for the preparation and assembly of a Transportation Plan. Commissioner Addington seconded the motion, which was unanimously approved.

The Board agreed to set a **kick-off workshop** for preparation and assembly of the District's Transportation Plan for Wednesday, January 31, 2018, at 9:00 a.m.

G. Attorney Nathan S. Ohler (for Rande and Debra Warner) requested to set a vacation and abandonment hearing concurrently with the public validation hearing for **Leonard Road #231**, set for January 15, 2018, at 9:00 a.m.

The Board agreed not to postpone the public Validation Hearing set for Leonard Road on January 15, 2018, at 9:00 a.m. and to forward all correspondence from Attorney Nathan S. Ohler and Rande and Debra Warner's petition to vacate and abandon Leonard Road #231 to the District's Legal Counsel (Susan Weeks) for her review and advisement.

SECRETARY:

No comment.

SUPERVISOR PANKRATZ:

1. There will be some logging done this winter off Maves Lane.
2. The silt fence on Gozzer Road has been removed.
3. The Board had no problem moving the overflow of snow in the area of the snowmobile parking lot on 4th of July Pass- if the crew working in the area.
4. Supervisor Pankratz received a call from Resident Cal Walker who expressed his concerns of the speeding traffic coming up the hill at the intersection of Gotham Bay Rd and Burma Road and requested a 4-way stop and convex safety mirror. The speeding traffic is a law enforcement issue.
5. The District had the following incidents: The brush cutter cut a Frontier overhead on **Cataldo Drive** and while moving some trees out of right-of-way on Asbury Road, a trees hit the power line and knocked the power out. Our crewmen were reminded to apply the appropriate safety measures to prevent reoccurrence of these types of incidents.
6. The District received an unemployment claim filed by Scott Gladish.
7. Supervisor Pankratz asked the Board to start thinking about expanding the main office in the future.
8. Supervisor Pankratz may be taking some time off next week.
9. There was some overtime last weekend and Sub 3 is short two people this week due to sickness.
10. DEQ originally approved the work plan for Fernan Lake Road 319 Grant Project and later requested for the matting to be removed and for the contractor to restart the project.
11. The materials for the District's Safety Grant is due to arrive in January.
12. Nick Veldhouse, Executive Director of IAHD took a tour the Sub #1 facility last week.

COMMISSIONERS COMMENTS:

COMMISSIONER AUSTIN:

No comment.

COMMISSIONER ADDINGTON:

1. Supervisor Pankratz has not heard back from the individual who placed a gate on the public approach down to the lake off Anderson Lake Road. The Board agreed to start with notification process for the removal of this encroachment.

CHAIRMAN CHRISTENSEN:

No comment.

Commissioner Addington made a motion to adjourn the board meeting at 12:40 p.m. Commissioner Austin 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**