

**EAST SIDE HIGHWAY DISTRICT  
MINUTES – FEBRUARY 18, 2020**

Chairman Graham Christensen called the board meeting to order at 9:01 a.m.

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

No conflict of interest with any agenda items:

**Guest:** Toby Doolittle, Tammy Doolittle, and Angela Comstock.

1. Toby and Tammy Doolittle – See agenda item I
2. Angela Comstock with JUB Engineers updated the Board on the District’s projects. At the Board request, Comstock agreed to work on some project options for improving the French Gulch/Fernan Hill/Harrison Rd area with funds generated through a property owner initiated LID to present at a future open-house.

**Previous Minutes:**

Commissioner Austin made a motion to accept the following minutes: -Amended board meeting- December 12, 19 minutes; Public Hearing minutes- January 20, 20; Board meeting minutes- January 20, 20; and Special Call meeting- January 21, 20. Commissioner Addington seconded the motion, which was unanimously approved.

Commissioner Addington made a motion to accept the following Treasury Report: The general checking account expenses and transfers from checking were in the amount of \$316,312.17 covered by checks #17753 thru # 17805 (includes DD, PR Tax Pmts to Federal & State, & PERSI.) Commissioner Austin seconded the motion, which was unanimously approved.

**TREASURY REPORT:**

<b>Petty Cash</b>	<b>\$200.00</b>
<b>Umpqua Checking Acct</b>	<b>\$207,051.16</b>
<b>Less Umpqua Assured Macro-Balance</b>	<b>-\$1,500.00</b>
<b>State Treasury Account Fund 891</b>	<b>\$1,367,345.48</b>
<b>Designated CDA Lake Dr. - DBF Fund 412</b>	<b>\$1,995,955.08</b>
<b>Traffic Mitigation Fees - DBF Fund 369</b>	<b>\$207,999.32</b>
<b>Total Balance of All Fund Accounts</b>	<b>\$3,777,051.04</b>

**DISCUSSION ON CORRESPONDENCE, REPORTS, PERMITS Received/Sent:**

**OLD BUSINESS: (Follow-up List)**

1. In researching the previous minutes Supervisor Pankratz found that the CDA Valley Highway District expensed funds on culverts in the area of the 4<sup>th</sup> of July outlet which eventual flows into the CDA River. The Drainage District, Washington Water Power (today known as Avista) and the Highway District combined their efforts in replacing the bridge with three culverts. In a conversation Supervisor Pankratz had with Larry Reinhofer-an ESHD retiree- remembers being directed to clean out culvert's grates; therefore, the highway district has maintained these culverts in the past.

Staff agreed to contact Basin Environmental Improvement Project Commission Executive Director, Terry Harwood, to see he has any funding available to repair these culverts.

Director Weymouth said there is a list of agencies that may corporately partner with the District in repairing these culverts.

2. Before the Board considers the approval of Sakaguchi's proposed encroachment permit, she will be asked to obtain a building permit from the County.
3. Director Weymouth and Supervisor Pankratz worked with representatives of the **Cedar Creek Ranch Events Center** (CUP 19-0007) in an effort to provide recommendations for traffic mitigation and roadway improvements. Staff provided the Board with an executive summary and staff recommendation for the Board's consideration.

The Board directed the District's attorney to draft the recommendation language to use in the District's comments to Kootenai County pertaining to the CUP 19-0007.

**NEW BUSINESS:**

- A. Commissioner Austin made a motion to approve the CDA Triathlon & Duathlon Special Events scheduled for August 8, 2020 from 7:00 a.m. to 12:00noon. Commissioner Addington seconded the motion, which was unanimously approved.
- B. House Bills #353; #354: #355 would eliminate the opportunity of using additional new construction roll as a factor for increasing next year's levy budget amount. House Bill #409 was introduced and handed over to the Revenue and Taxation Committee, which would freeze property tax revenue for a year for most taxing districts-excluding school districts. A loss of including the new construction roll and the allowable 3% levy budget increase would be shortfall of \$60,100 in District's next year budget.
- C. Commissioner Austin made a motion to adopt Resolution 2020-02 to amend Exhibit A of the District's Retention Policy to include FEMA, LID, and Major Road Projects and to purge the following files from retention. Commissioner Addington seconded the motion, which was unanimously approved.

114	2016-2017	General Correspondence/Frost Permits/Treasury Reports/Public Record Request/KMPO / KC Community Development
138	2008-2011	1099 AND W2s
138	2006-2007	Bank Statements
138	2006-2007	Payroll records/Checks & Deposits from Sterling Saving Account
140	2008-2011	FEMA Project
141	2008-2011	FEMA Project

- D. Commissioner Addington made a motion to sign-off on the **Keese Addition Subdivision**. Commissioner Austin seconded the motion, which was unanimously approved.
- E. Commissioner Austin made a motion to set the **ESHD Budget Hearing for August 31, 2020** at 9:00 a.m. Commissioner Addington seconded the motion, which was unanimously approved.
- F. Commissioner Austin made a motion enter into an agreement with Ruen-Yeager & Associates, Inc. to perform consulting services in accordance with the accepted standards of practice and provisions of law for the **EPA MS4 Permit Compliance 2020-2021**. *(Not to exceed \$8,000.)* Commissioner Addington seconded the motion, which was unanimously approved.
- G. Commissioner Austin made a motion enter in an agreement with Ruen-Yeager & Associates, Inc. to perform consulting services in accordance with the accepted standards of practice and provisions of law for the **Joint NPDES Permit Compliance 2020-2021** *(Not to exceed \$6,500)* Commissioner Addington seconded the motion, which was unanimously approved.

Chairman Christensen asked Staff to invite Laura Winter P.E. with Ruen-Yeager & Associates to present to the Board a scope of accomplishments task performed for the EPA MS4 and Joint NPDES Compliance permits.

- H. With the **2020 Campaign Finance Law Changes**, all current office holders, candidates, individuals and PACs that still have open finance reports, will need to file their C-1 campaign finance reports website. If the individual has received, spent, or carry over \$500, they must file their campaign finance report by February 17<sup>th</sup>, and every month on the 10<sup>th</sup> thereafter. If they haven't received or spent, or carried over \$500 then they don't need to report until the period right around the candidates election date. Once the individual receives or spends \$500, however, the individual is locked into reporting every month whether anything new happens or not.
- I. Toby Doolittle said the road dedication for **Beauty Bay Rd Exchange** is progress. Once the deed is recorded, the current gate and concrete barriers will be situated in public right-of-way; therefore, the Doolittles will be required to obtain an encroachment permit to keep their gate and concrete barriers adjacent to their parking lot for their commercial boat marina.

The Board agreed to perform a site visit before considering the approval of a future encroachment permit for Beauty Bay Drive; therefore, the conversation was tabled.

**EXECUTIVE SESSION 74-206 (B):**

Chairman Christensen moved to call the meeting into an Executive Session at 10:40 a.m. pursuant to the provisions of Idaho Code 74-206 (b) to discuss Evaluation of an Employee, upon the following roll was taken:

Commissioner Addington... yes; Commissioner Austin... yes; and Chairman Christensen ... yes.  
The motion was unanimously approved.

The Executive Session closed at 10:47 a.m., upon reconvening into a Regular Session immediately thereafter.

All employees with qualified experience with any other government entity and/or PERSI participating employer, or as determined by the Board of Commissioners; therefore, it has been determined by the Board, for all **existing employees** with qualified experience shall accrue vacation time as outlined in the ESHD Employee Manual.

**SECRETARY REPORT:**

1. The report for the District's 2019 labor, equipment, and material cost has been compiled and sent out to all the Board members and staff.
2. All District emails have been converted to a new domain. Administrative emails can be sent to [Admin@es-hd.com](mailto:Admin@es-hd.com).

**SUPERVISOR PANKRATZ:**

1. The anticipated estimate in building the Harrison Shop shed has increased due to increase in size of the building and concrete cost.
2. Pankratz is in the process of providing KCCD with a favorable comment for CUP20-0002, Basin Resources, Inc. to allow the operation of Restricted Surface Mine, known as the Willow Creek Pit. The location of this pit is a valuable source to the District.
3. Due to the time frame of the delivery of a new truck, the Board may want to think about ordering a new truck now for next year budget.

**DIRECTOR WEYMOUTH:**

1. The current office copier is very outdated and unfortunately a printer card will not work with it.
2. After meeting with staff and collecting their ideas, Steve Roth with Architect West prepared two concepts for the Board's review for improving the District current office space. One concept including expanding the North end of office or the second concept would be to close in the front porch.

The board liked the second conceptual concept and asked for Architect West to provide the Board with a design and cost estimate.

**COMMISSIONER ADDINGTON:**

1. The un-permitted gate on Wells Springs Road will be posted.

**COMMISSIONER AUSTIN :**

**CHAIRMAN CHRISTENSEN:**

1. Chairman Christensen suggested posting more “Share the Road” signs to alert motorists to the presence bicycle users on **Coeur d’ Alene Lake Drive**.

**EXCUTIVE SESSION: 74-206 (F)**

Chairman Christensen moved to call the meeting into an Executive Session at 11:40 a.m. pursuant to the provisions of Idaho Code 74-206 (f) to discuss pending litigation, upon the following roll was taken:

Commissioner Addington... yes; Commissioner Austin... yes; and Chairman Christensen ... yes.  
The motion was unanimously approved.

The Executive Session closed at 1:25 p.m. upon reconvening into a Regular Session immediately thereafter.

No Action taken.

Commissioner Austin made a motion to adjourn the board meeting at 1:26 p.m. Commissioner Addington seconded the motion, which was unanimously approved.

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**CHAIRMAN CHRISTENSEN  
SUB-DISTRICT #1**

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**COMMISSIONER AUSTIN  
SUB-DISTRICT #2**

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**COMMISSIONER ADDINGTON  
SUB-DISTRICT #3**

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**BOARD SECRETARY/DISTRICT CLERK  
SIEVERDING**