

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

Present: Director Ben Weymouth and Supervisor John Pankratz

Connected by Teleconference: Chairman Graham Christensen, Commissioner John Austin, Commissioner Mark Addington, and Secretary Angela Sieverding.

1. Chairman Graham Christensen called the board meeting to order at 9:08 a.m. via conference call.
2. There were no changes to the agenda or declarations of conflicts of interest.
3. Visitors:
(3a) Executive Director Amy Manning with III-A Insurance provided the Board and staff with III-A Insurance fiscal year's annual report including membership, plan & benefits changes, benefit enhancements, wellness screening, 5 year reserve history, and financial information.

Director Manning highlighted the following:

- III-A has changed their pharmacies contract from Caremark to ProAct which has resulted in a significant saving to the Plan. (Prescriptions must be sent to ProAct for prior authorization, if an employee encounters a problem getting their prescription filled they are to call III-A Insurance immediately.)
- Effective October 1, 2019, III-A Insurance will be administrating the Cobra program internally.
- Effective March, 2020, Blue Cross Insurance will transferring complaints to an “elite” specialized custom service team.

Director Manning reassured the Board that III-A Insurance is very financially stable and are committed to covering all cost associated with COVID-19 such as testing, treatment, and future vaccination.

(3b) Angela Comstock with JUB provided the Board with the following **Project Update:**

- **French Gulch/Fernan Hill Project** a final design meeting was held last Wednesday. Staff from LHTAC, Director Weymouth and Supervisor Pankratz gave JUB Engineers direction to finalize design. The goal is wrap up the design in early July. According to LHTAC comments, the commencement date for the construction of this project has changed from 2024 to 2025.

The Board directed staff to draft a letter to LHTAC encouraging them to advance the project. It is currently scheduled for FY25 construction, and the roadway will not last that long. The District will be spending our grant-match funds on maintenance, which will be replace on by the project.

- **Sub District 3 Shed** – See agenda item: B.
- **Board CIP Review Workshop for Shovel-Ready Projects:**
 As a result of discussion last month, JUB prepared the cost and agreements to put together the **scope of work** to survey and for the concept development for the following two projects: Burma/Gozzer intersection (estimate \$44,700) and the last segment of Yellowstone Trail Road from CDA Lake Drive to Bonnell (estimate cost would be in the upper \$63,600). These efforts will bring these projects closer to shovel-ready- should additional funding become available.

Director Weymouth pointed out that the Board is up against some heavy budget decisions at this time due to the on-going projects. It will be best to get a better feel for the budget before moving forward in advancing with these two scopes of work. If needed, the Board can always hold a Special Call meeting for JUB’s proposals and authorize any necessary agreements.

- **Boothe Park...** Discussed today’s Executive Session
- **KN20474, E. Canyon Road.** The durable striping program has been delayed this week due to weather.

4. **Previous Minutes:**

Commissioner Addington made a motion to approve the April 20, 2020 minutes as presented. Commissioner Austin seconded the motion, which was unanimously approved.

5. 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 \$228,365.18 covered by checks #17910 through # 17950 (includes DD, PR Tax Pmts to Federal & State, & PERSI.) Commissioner Austin seconded the motion, which was unanimously approved.

TREASURY REPORT:

Petty Cash	\$200.00
Umpqua Checking Acct	\$79,177.12
Less Umpqua Assured Macro-Balance	-\$1,500.00
State Treasury Account Fund 891	\$1,426,859.37
Designated CDA Lake Dr. - DBF Fund 412	\$2,003,438.88
Traffic Mitigation Fees - DBF Fund 369	\$208,769.38
Total Balance of All Fund Accounts	\$3,716,944.75

6. NEW BUSINESS:

- A. Motion by Commissioner Austin for the East Side Highway District to enter in the **Federal Lands Access Program Match Agreement** between U.S. Department of Transportation, Federal Highway Administration (FHWA) and Western Federal Lands Highway Division for required 7.34 % match requirement for the **Yellowstone Trail Road Improvement Project 8450(2) – Segment 1, Part 2**. Commissioner Addington seconded the motion, which was unanimously approved.

Based on the current schedule and budget \$5,000 is due by August 1, 2020 (for scoping); \$70,000 due by April 1, 2021 (for design); \$180,000 due by April, 2022 (for construction); and \$176,574 due by April 1, 2023 (for construction.)

- B (1)** On May 6, 2020, the East Side Highway District received the following two bids for the Sub-District 3 Vehicle Storage Shed Project: Ginno Construction of Idaho, Inc. -\$617,500 and National Native American Construction, Inc.-\$642,400.00.
Action: Commissioner Addington made a motion to grant Contractor **Ginno Construction of Idaho, Inc.** the **Notice of Award** and **enter into a Contract** with the contractor in the amount of (\$617,500) for the **District 3 Vehicle Storage Shed Project**. Commissioner Austin seconded the motion, which was unanimously approved.
- B(2)** Motion by Commissioner Austin for the ESHD to **enter into an agreement with STRATA** for the proposes to perform the **Scope of Services** on time-and-expense basis for the preliminary fee estimate of \$23,757 for the construction materials testing, special inspection, and laboratory testing during the construction of the **Sub-District #3 Vehicle Storage Shed** project. Commissioner Addington seconded the motion, which was unanimously approved.
- Commissioner Austin said the financial market is very volatile at this time; therefore, he suggested the Board use the district's cash reserves to fund the contractor/ engineer cost for the storage shed project and when the building is complete and the funding market improves, the Board may want to seek a loan to free-up the District's cash flow.
- C. Architect West's cost estimate of approximately \$6,000 would take the **office remodel** to a 50% design stage. The Board authorized Director Weymouth to proceed and obtain cost estimate for the office remodel design to assist in making a budget and planning decision.
- D. The Board agreed to grant Toby and Tammy Doolittle (personal representative for Floyd Flowers) an encroachment permit to allow a portion of their marina parking lot to encroach within public right-of-way on **Beauty Bay Drive**.
- E. The Board asked staff to prepare a draft 2019/2020 budget and a projected early draft 2020/2021 budget for the Board to review at the next June 15 board meeting.

7. OLD BUSINESS: (See attached follow-up list)

- Notice will be sent to the residents next week that the workshop for the proposed French Gulch/Fernan Hill/ Harrison Project has been postponed until later this fall.
- Director Weymouth said one of the leaks in River Road culvert is obvious but he would recommend a more formal inspection. Staff received another estimate on a slip-liner which was considerably higher than the first quote. A contractor has been asked to provide a cost estimate to replace the culverts. Staff will continue to seek funding opportunities and partners to assist in this culvert project.
- Supervisor Pankratz informed the Board that the old Viewer Report appears to be in line with where the road is today along Anderson Lake which allows easy access to the lake in location, and the gate has been removed.

8. DISCUSSION ON CORRESPONDENCE, REPORTS, PERMITS (See attached list)

(No comments)

9. SECRETARY SIEVERDING REPORT:

The current ESHD map includes layers was based on Viewer Reports, Track sheets, Microfiche, Scanned documents, Subdivisions, Extents, and Unknown documents. Secretary Sieverding suggested that the revised ESHD Map should represent active right-of-ways, easements, and possibly abandonments/vacations and agreements.

In the past seven weeks Sieverding has been going through over 1,070 documents organizing them into a data base which will include: road number, township, range, and sections; and status of each document. This data base will later be exported into an EXCEL database which will allow those without GIS experience to have access to the images of these documents.

In doing so, Sieverding has found over that over 8% of these documents have been abandoned or vacated and many documents are located in the boundaries of the State land or highways, Forest Service, Kootenai County Park and Recreation, and/or is Highway District property.

Once Sieverding has populated the new tables, the Board can determine what they want to appear on the new map and what public right-of-ways/easements they want to retain, abandon/vacate and/or validate.

10. Supervisor Pankratz Report:

- The Coeur d' Alene River water level is down two feet this weekend.
- A resident was not satisfied with the way drainage issue was addressed on the back end of Killarney Lake.
- Supervisor Pankratz will be going on vacation May 28th and may be taking time off the week of June 8th.
- In last year's amended 2018/2019 budget, the District paid \$364,799 to a contractor for FEMA Flood Repair. The 90% offset for that expense was not received in last year budget; therefore, the Board can anticipate a reimbursement of \$333,451 in this year's amended budget.

11. Director Ben Weymouth Report:

- John Hatrock was served a citation for trespassing onto the District's property.
- Summer maintenance is starting to take off and road stabilization will start this week weather permitting. The District is on track for seal-coating this summer-and the good news is that oil prices have come down.
- Director Weymouth and Supervisor Pankratz spent some time out at the IFI Pit and found the District still has a lot of remaining area to mine for a material source at this location.

The District owns a 40 acre parcel of land at Powder Horn that is landlocked, it has streams across it, and is close to the lake. The parcel of land does not appear be a good source for a gravel pit; therefore, the Board may want to look into exchanging this 40 acre parcel with Stimson Lumber Company, Forest Service, or/and State Lands to any other party that may be interested in doing a land swap for something that would be more viable material source. Staff is making inquiries and will keep the Board informed.

12 Commissioner Reports:

- **Commissioner Addington:**
A property owner off Headlands has expressed an interest participating in a District Cost-share to improve East Point Road.
- **Commissioner Austin:**
Supervisor Pankratz's retirement date is July 31, 2020. Commissioner Austin would like to follow-up in an Executive Session to discuss staffing.
- **Chairman Christensen:**
Last year's road stabilization has held up very nicely.

EXECUTIVE SESSION:

Chairman Christensen called for an **Executive Session** as authorized under Idaho Code 74-206 (I) to discuss "Risk Management" relating to Boothe Park Rd.

Commissioner Austin made a motion to enter into an Executive Session at 10:58 a.m. Commissioner Addington seconded the motion. The following roll call was taken: Commissioner Austin-yes; Commissioner Addington-yes; and Chairman Christensen-yes. The motion was carried with unanimous approval.

Present: Director Ben Weymouth and Supervisor John Pankratz

Connected by Teleconference: Chairman Graham Christensen, Commissioner John Austin, and Commissioner Mark Addington, and Engineer Jeremy Russell.

The Executive Session closed at 11:26 a.m., upon reconvening into a general session immediately, thereafter.

Commissioner Addington made a motion to adjourn the board meeting at 11:26 a.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**

**BOARD SECRETARY/DISTRICT CLERK
SIEVERDING**