

**EAST SIDE HIGHWAY DISTRICT
MINUTES – July 20, 2020**

Chairman Graham Christensen called the board meeting to order at 9:07 a.m.

Commissioner Austin made a motion to amend the agenda to include Local Kootenai County Vehicle Registration Fees for discussion- item G. Commissioner Addington seconded the motion, which was unanimously approved.

Present: Director of Highways Ben Weymouth, Supervisor John Pankratz, and Secretary Angela Sieverding.

Via Teleconference: Chairman Graham Christensen, Commissioner John Austin, and Commissioner Mark Addington.

Visitor: Jay Hassell with JUB Engineers provided the Board with an update on following projects:

- **D3 Shed.** The foundation and excavation is complete. JUB staff are still reviewing the first rounds for submittals for the building.
- **French Gulch/Fernan Hill Project:** A letter was sent to the residents providing a project update. The P.S. & E. has been delivered to ITD and LHTAC last week. The project is on the shelf-ready for construction.
- **Burma/Gozzer Rd Project:** Staff is working on converting a topographic map and the right-of-way into one CAD drawing. The design concept will be the next step for this project.

Previous Minutes:

Commissioner Austin made a motion to approve the June 15, 2020 minutes as presented. 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 \$ 587,322.09 covered by checks # 17997 through #18048 (includes DD, PR Tax Pmts to Federal & State, & PERSI.) Commissioner Addington seconded the motion, which was unanimously approved.

TREASURY REPORT:

Petty Cash	\$200.00
Umpqua Checking Acct	\$49,328.04
Less Umpqua Assured Macro-Balance	-\$1,500.00
State Treasury Account Fund 891	\$829,988.51
Designated CDA Lake Dr. - DBF Fund 412	\$2,012,697.43
Traffic Mitigation Fees - DBF Fund 369	\$209,722.07
Total Balance of All Fund Accounts	\$3,100,436.05

DISCUSSION ON CORRESPONDENCE, REPORTS, PERMITS: No comment

OLD BUSINESS: (Follow-up List)

1. Director Weymouth will be viewing I-WorQ's application for managing MS4 permit and Activities. Post Falls Highway District is developing their program in IWorQ,

NEW BUSINESS:

- A. Director Weymouth and Supervisor Pankratz met with Idaho State Parks & Recreation representatives to discuss the parking congestion at the **Bull Run Trail Head** which is impacting the travel way on Bull Run Rd. The plan is to put up "no parking" signs to mitigate the traffic congestion and possibly work with ISPR to expand the parking lot.
- B. The Commissioners were presented with a Retiree Health Insurance policy accepting III-A's offer to allow retiring employees the option to remain on the District's medical insurance plan until they turn the age of 65 at their own cost. III-A established the qualifications for the insurance, and it was the District's role to establish an internal policy outlining any additional requirements and policy process.

Action: Commissioner Austin made a motion to adopt the **Retiree Health Insurance policy** Commissioner Addington seconded the motion. Motion adopted with unanimous approval.

A memo will be sent to all employees detailing the qualifications and requirements.

- C. Director Weymouth presented the Board with a draft interior design to remodel the Mullan Trail office space which includes closing in the front porch area for an additional office and greeting area; redesigning the current break room into a file storage/workspace/lunch room area; reinsulating the building, and placing new carpet and cabinets- the estimated cost for these improvements is \$120,000.

Commissioner Austin would like to include an expansion of building to accommodate future growth and suggested getting an estimate from a private contractor to save on the cost.

Supervisor Pankratz said if the Board is considering extending the North end of the boardroom, it is important to identify all the underground utilities currently in place, as well as, conditional use of our property.

The Board directed staff to regroup with the architect to see if extending the building would be feasible.

- D. Secretary Sieverding gave the following update on this fiscal year's budget:
 - Highway Users Funds is projected to come in higher than budgeted-even with a 11 % reduction in the last quarter;
 - Property/sales tax is anticipated to be no less than what was budgeted; and
 - Road Stabilization cost came in \$18,135 less than anticipated.

The final proposed **ESHD's 2020/2021 Budget** will be prepared for the August 17th board meeting which will include 2019/2020 estimated carry-over based on August operating statement.

- E. The Board directed staff to draft a letter to the Carlin Bay Homeowners Association addressing the parking issue on **Carlin Bay Road**.

- F. Executive Session (See below on pg 4.)
- G. KMPO's executive director, Glenn Miles asked the Board to review a very draft Memo, Resolution and Ballot language to authorize **Local Kootenai County Vehicle Registration fees**. The goal would be to reauthorize and increase the vehicle registration fees to exclusively provide a regional pooled funding source that could be used to leverage competitive grant funding programs to implement a specific list of twelve projects identified to address congestion relief, to undertake strategic road improvements and other large mobility projects.

Chairman Christensen said that not one of KMPO's proposed twelve projects are within the ESHD or East side of Coeur d' Alene; therefore, the Board agreed with Supervisor Pankratz recommendation to entertain a local option gas tax to financially support more county-wide projects.

Local Kootenai County Vehicle Registration fees will be further discussed at the KCATT meeting held on July 28th and the KMPO Board on August 13th.

SECRETARY REPORT: No comment

SUPERVISOR PANKRATZ:

Supervisor John Pankratz will be retiring from the East Side Highway District on July 31, 2020. Pankratz thanked all the current and past commissioners for giving him the opportunity to work at one of the greatest places he has ever worked at.

Commissioner Austin has known John Pankratz for over 38 years and appreciates Pankratz's sincere dedication in working with limited funds to get keep the District moving in the right direction.

Chairman Christensen thanked Pankratz for taking him under his wing as a new commissioners and for being a great public servant.

Commissioner Addington commend Pankratz for always standing behind "good principles" and for sharing his "priceless" all-around knowledge with the Board, the crew, and staff.

DIRECTOR BEN WEYMOUTH:

1. The ESHD staff have remained to stay healthy and working as a result of being vigilant with their personal hygiene and social distancing during this time of COVID 19.
2. Director Weymouth, Foremen Horning, and Ty Cosson traveled to Boise to pick up equipment from Utility Trucks and Federal Surplus.
3. This year's District's Road Stabilization project is complete. The crew is currently assisting Worley Highway District with their chip sealing and weather permitting, the District's should start chip sealing the first week in August.
4. Basin Resources, Inc. over blasted the Cataldo Pit- causing rock and debris to mound over a section of the **Canyon Road** which has caused damage the durable paving markers and the chip seal. Director Weymouth said he will be working with the Basin to see if they would be interested in exchanging chips to redo the durable markers and to chip seal the road.

5. Instead of grinding and chip sealing Dredge Road this year, the District will be doing French Gulch Road.
6. **Harrison Ave** is on the District's seal coat list for later this summer.
7. Director Weymouth attended the Faceless CUP hearing held on July 16th. The hearing examiner will issue their findings of fact and recommendations for the Kootenai County's approval.
8. Director Weymouth thanked Board for the overlap in time to allow Supervisor Pankratz to show him the ropes. Weymouth thanked Pankratz for being been a great mentor and teacher.

COMMISSIONER ADDINGTON: No comment

COMMISSIONER AUSTIN:

1. A speed study would have to perform to increase the speed on Burma Road- the design speed is 35mph

CHAIRMAN CHRISTENSEN:

1. Director Weymouth agreed to research speeding concerns on **CDA Lake Drive** with the City Engineer.

Chairman Christensen called for a break at 11:05 a.m., the regular session resumed back into order at 11:13 a.m.

EXECUTIVE SESSION:

- F. Commissioner Austin made a motion to enter into an Executive Session at 11:15 a.m. as authorized under 74-206 (a) to consider hiring an employee; 74-206 (f) to discuss pending litigation on Boothe Park; and 74-206 (i) for risk management related to an encroachment, in which the following roll call was taken:
Chairman Christensen... yes; Commissioner Austin... yes; and Commissioner Addington... yes.
The motion was unanimously approved.

The Executive Session closed at 11:47 a.m., upon reconvening into a regular session.

No Action taken.

Commissioner Austin made a motion to adjourn the board meeting at 11:48 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**

**BOARD SECRETARY/DISTRICT CLERK
SIEVERDING**

EAST SIDE HIGHWAY DISTRICT
***AMENDED* AGENDA – July 20, 2020**

The East Side Highway District's Board Meeting will be held via conference call in accordance with Idaho Code 74-204 (2) and the State of Idaho's Governor Little's proclamation on March 13, 2020.

This proclamation and the amended proclamation from April 16, 2020 are posted on our website.

To participate go to: <https://us02web.zoom.us/j/83596877901>

Join by phone: 1-253-215-8782

Meeting ID: 835 9687 7901

1. Call to Order – Chairman Graham Christensen at 9:00 a.m.
2. Changes to Agenda and/or Declarations of Conflicts of Interest
3. Visitors: Jay Hassell, Project Updates
4. Approval of Previous Minutes: General Board meeting-June 15, 2020
5. Approval of Treasury Report
6.
 - A. Bull Run Trail Head Discussion
 - B. Retiree Health Insurance Policy *
 - C. Office Expansion Review & Design *
 - D. 2020/2021 ESHD Proposed Budget Discussion
 - E. Carlin Bay Rd Parking Discussion
 - F. * Executive Sessions as authorized under:
74-206 (a) to consider hiring an employee;
74-206 (f) to discuss pending litigation on Boothe Park; and
74-206 (i) for risk management related to an encroachment.
 - G. *Local Kootenai County Vehicle Registration Fee*
7. Old Business and next meetings
8. Correspondence, Permits, and Reports
9. Secretary Report
10. Supervisor John Pankratz Report
11. Director Ben Weymouth Report
12. Commissioner's Reports
13. Adjournment

For Special accommodations/translation services, call 765-4714, no less than 72 hours in advance. The East Side Highway District assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and Civil Rights Restoration Act of 1987 (P.O. 100.2560 and the Americans with Disabilities Act.