

**EAST SIDE HIGHWAY DISTRICT BOARD OF COMMISSIONERS  
 REGULAR MEETING MINUTES  
 November 19, 2018**

**Present:** Chairman Christensen, Commissioner Austin, Supervisor Pankratz, and Board Secretary Sieverding.

<u>Public Comment:</u>	<u>Association</u>	<u>Request to Speak</u>	<u>Agenda Item</u>
Lorna Campbell	Blue Creek Wolf Lodge CC	No	
Joe Jenicek		No	Agenda I
Corey McKenna	NISC	Yes	Agenda A
Angela Comstock	JUB Engineers	Yes	Agenda B & P
Cynthia Rozyla	NISC	Yes	Agenda A
Gloria Palmer		No	
Jerry Sebby		No	
Marc Levesey	HMH	No	

Angela Comstock gave an update "Draft" District Transportation Plan. LRHIP Medimont Bridge application has been sent. The Yellowstone Rd Overlay Project application is due by December 8th. The applications for Canyon Road Bridge and Burma/Gozzer Rd Safety Project are due by January 2019.

LHTAC has asked to hold an open house for the public to weigh in on the proposed East Side Highway District Transportation Plan. Notice will be provided in the local newspaper letting the public know that the "Draft" Transportation Plan is available for review at the ESHD main office and will be posted on ESHD's website(<http://www.eastsidehighwaydistrict.com>) A public comment sheet is available for all those interested in participating in the ESHD Transportation update.

**Previous Minutes:**

Commissioner Austin made a motion to approve the October 15th and October 24th board meeting minutes. Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion, in which the motion 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 \$ 193,426.36 covered by checks #17010 through #17062 ( includes DD, PR Tax Pmts to Federal & State, & PERSI.) Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion, in which the motion was unanimously approved.

Petty Cash	\$200.00
Umpqua Checking Acct	\$95,881.03
Less Umpqua Assured Macro-Balance	-\$1,500.00
State Treasury Account Fund 891	\$ 1,208,068.99
Designated CDA Lake Dr. - DBF Fund 412	\$ 2,725,881.59
Traffic Mitigation Fees - DBF Fund 369	\$198,896.82
<b>Total Balance of All Fund Accounts</b>	<b>\$4,227,428.43</b>

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

**OLD BUSINESS:**

(See attached Follow-up List)

**NEW BUSINESS:**

- A. Cynthia Rozyla, president of the North Idaho Sports Commission, and Corey McKenna would like to host a USA Triathlon **Age Group** National Championship Event in Coeur d' Alene, on August 15th and 16th, 2020 and August 14th and 15th, 2021. The two-day event is proposed to feature approximately 5,500 participants plus their families and friends. It will be a huge economic impact to the community.

The proposed sprint bike route will start and finish at McEuen Park in downtown Coeur d' Alene. The route will exit McEuen Park on the SE corner, head east on Mullan, right on CDA Lake Drive, and head South towards Higgins Point to the turn around, and back. Residents in the area can access off Silver Beach Rd.

Due to the density of the athletes and safety on the course, Ms. Rozyla and Mr. McKenna requested for a "**Full Road Closure**" on **Sunday morning** on August 16, 2020 and August 15, 2021 (from 5:00 a.m. to 12:noon.) from South of Silver Beach Road to the end of Higgins Point (bike turn around.) This will affect the following intersections and accesses to: South Silver Beach Rd, So. Evergreen Lane, Walker Bay Rd, E. Sunnyside Rd, E. Yellowstone Rd, S. Lockhust Ln, Boothe Park Rd, Bennett Bay Motel, and Higgins Point Boat Launch. Tony's Restaurant will be closed, so it should not be affected.

The Alternative and Emergency exits, if needed are: Mullan Trail Road, exits onto I-90; Wolf Lodge/ Hwy 97 exits onto I-90; and the other is So. Silver Beach Rd.

Commissioner Austin questioned the "Full Road Closure" and suggested using the bike path or just closing one lane of traffic to allow both the resident and emergency access at all times. Corey McKenna explained the Centennial Trail does not provide the adequate width needed for the event and closing one lane of road would be a safety issue.

Supervisor Pankratz asked for proof of written authorization from IDPR for the closure of the Centennial Trail.

**Action:** Commissioner Austin made a motion to approve the conceptual proposed USA Age Group National Championship Event with the following stipulations: The Special Event will include Limited Road Closure to allow both residents and emergency access between the hours of 5:00 a.m. and 11: a.m., a traffic control plan, and proof of insurance.

Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion, in which the motion was unanimously approved.

If USAT is in agreement to a "**Limited Road Closure**" and time line, Ms. Rozyla said that she will resubmit to the Board a new permit application, proof of insurance, traffic plan, and proof of approval of the closure of the Centennial Trail and Higgen's Boat Launch.

- B. The Board reviewed a "Draft" Road Stabilization Program including a table for traffic counts presented by Secretary Sieverding and agreed for Supervisor Pankratz to add an additional \$50,000 to the program for the Board's further review.

- C. Staff presented the Board with a "Draft" breakdown for cost for dust abatement, BST, and asphalt cost per mile. The Board asked staff to amend the spreadsheet excluding dust-abatement, and to include cost-share increments of 10%, 33%, and 50% based on ADT.
- D. The ESHD had adopted Resolution 2010-12 to charge \$125.00 for encroachments permits; therefore, the Board directed staff to enforce charging all utility companies for encroachment permits from this day forward.
- E. A cost share breakdown for **Carlin Bay Rd** was presented to the Board. No action was taken.
- F. A cost share breakdown for East Doyle Rd was presented to the Board. No action was taken.
- G. Commissioner Austin made a motion to include the following in the ESHD's Personnel Policy: The pool hours will be replenished as needed with hours accrued over 720 that were not claimable in Options 1 and 2 of the Sick Leave Payout Policy.

Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion in which the motion was unanimously approved.

- H. A cost share breakdown for Emerald Drive and Diamond Road was presented to the Board. No action was taken.
- I. Resident Joe Jenicek's fence is encroaching onto the public ROW on Canyon Road. The Board agreed to meet on location to see what the best remedy would be to rectify the encroachment.
- J. Chairman Christensen vacated from the chairman's position; thereafter, made a motion to call the General Board meeting into an **Executive Session** as authorized under 74-206 (b) to consider the evaluation of hiring a permanent employee. Commissioner Austin seconded the motion, in which the following call was held:  
Commissioner Christensen .... Yes  
Commissioner Austin ..... Yes.  
The motion was unanimously approved.  
**No action was taken...**
- K. Commissioner Austin made a motion to retain Welch-Comer Engineers for the Design and Construction of the Coeur d' Alene Lake Drive Project, as permitted under 67-2320, G (4). Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion, in which the motion was unanimously approved.
- L. The board approved the television time slots for the AHKC Winter Public Service Announcement.
- M. Commissioner Austin made a motion to release the District's contract with J7 Contracting, Inc. (Contractor) on the **Newell Road Culvert Repair Project**. Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion, in which the motion was unanimously approved
- N. Commissioner Austin made a motion to authorize JUB Engineers to review the preliminary construction plans for the **Lake Club Estates (MSP18-0002)** a major subdivision. Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion, in which the motion was unanimously approved

- O. Chairman Christensen vacated from the chairman's position; thereafter, made a motion to approve and sign the LHRIP application for the **Medimont Bridge Construction Project**. Commissioner Austin seconded the motion, in which the motion was unanimously approved
- P. Commissioner Austin made a motion to approve submitting a LSI application through LHTAC for a **Yellowstone Trail Road Overlay Project**. Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion, in which the motion was unanimously approved
- Q. Commissioner Austin made a motion to adopt Resolution 2018-07 designating the District's Clerk to act as the **Custodian for all Public Records**, and to designate the District's Supervisor to act as an Alternative Custodian. Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion, in which the motion was unanimously approved
- R. Chairman Graham Christensen and Commissioner Austin will both be attending the Legislation Session this coming February.

**OLD BUSINESS: See attached.**

**SECRETARY:**

- 1. Secretary Leake presented Board Members with two versions of the Annual Road and Street Report. The first version allowed for the Coeur d Alene Lake Drive funds to be listed on Line 58 and therefore reducing our closing balance on Line 64 and removed from the equation on line 65. The second version included the funds in the carry forward. The closing balance of this report is a weighted point on our grant applications as well as a serious consideration to Legislators when they are asked to approve additional funds. Commissioners decided that the funds should be represented in the carry forward and then **Coeur d Alene Lake Drive** listed as a future project on page 3.

Action: Chairman Christensen vacated from the chairman's position; thereafter, made a motion to approve the 2018 ESHD Annual Road and Street Report. Commissioner Austin seconded the motion which was unanimously approved.

**SUPERVISOR PANKRATZ:**

- 1. **Pat J. Wardian** applied for an encroachment permit for his property located at 2291 **Silver Beach** Road . Permit No. 2018-45 was for installing an underground drain pipe from the swale in the drain on the road. The Board granted the approval for an eight foot encroachment to build a boulder retaining wall within the easement on Silver Beach Loop Rd at the August 21, 2017 board meeting.

The Wardians retaining wall does not meet the approved design. The location of the wall is not constructed per approved plans. The cut pavement into the storm drain needs patched per Highway District Standards.

- 2. The crew is slowly transitioning over to the winter's maintenance schedule.
- 3. The bids for the Highway 97 Slide Project came in so high, ITD is going back to the drawing board.

4. The District is still waiting for the new crusher to move into the Pit on the hill top near the Fire Station in Harrison. That is where Sub District #3 will be getting their sand for needed for this winter season.

**COMMISSIONER AUSTIN:** No comment

**COMMISSIONER ADDINGTON:** (Absent)

**CHAIRMAN CHRISTENSEN:**

1. Chairman Christensen requested for staff put together an annual inspection program for those six bridges within the ESHD that are not currently inspected by ITD.

Commissioner Austin made a motion to adjourn the board meeting at 12:15 p.m. Chairman Christensen vacated from the chairman's position; thereafter, seconded the motion, in which the motion 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 (Absent)**

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**SECRETARY/TREASURER  
SIEVERDING**