

**EAST SIDE HIGHWAY DISTRICT
MINUTES – December 14, 2020
Via Zoom Meeting ID: 893 32872841**

Chairman Graham Christensen called the board meeting to order at 9:06 a.m.

Present: Director Ben Weymouth and Board Secretary Angela Sieverding.

Connected via Zoom: Chairman Graham Christensen, Commissioner John Austin and Commissioner Mark Addington.

No Conflict of Interest:

Guest connected via Zoom

Angela Comstock (JUB Engineering)
Jay Hassell (JUB Engineering)

Agenda Item

C and D

Previous Minutes:

Commissioner Addington made a motion to approve the November 16, 2020 minutes as presented. Commissioner Austin seconded the motion, which was unanimously approved.

Treasury Report:

Commissioner Austin made a motion to approve the following Treasury Report: The general checking account expenses and transfers from checking were in the amount of \$468,817.03 covered by checks #18179 and #18219 (includes DD, PR, Tax Pmts to Federal & State, & PERSI.) Commissioner Addington seconded the motion, which was unanimously approved.

Petty Cash	\$200.00
Umpqua Checking Acct	\$152,335.65
Less Umpqua Assured Macro-Balance	-\$1,500.00
State Treasury Account Fund 891	\$399,715.77
Designated CDA Lake Dr. - DBF Fund 412	\$2,027,210.14
Traffic Mitigation Fees - DBF Fund 369	\$211,215.39
Total Balance of All Fund Accounts	\$2,789,177.95

DISCUSSION ON CORRESPONDENCE, REPORTS, PERMITS Received/Sent:

NEW BUSINESS:

- A. The Board approved **The Hangover Handicap 5 Mile Fun Event** application set for January 1, 2021 from 7:30 a.m. to 11:00 a.m. starting at the East end of Coeur d' Alene Lake Drive. This will be a virtual event this year.
- B. Commissioner Austin made a motion to approve the **ESHD Annual Meeting Notice** which includes that all general board meetings will be held on the third Monday of each month, unless otherwise published. Commissioner Addington seconded the motion which was unanimously approved.

- C. Commissioner Austin made motion to move forward in signing the **KN23092 Canyon Rd Bridge Feasibility State and Local Agreement** once Director Weymouth has worked out the terms with ITD. Commissioner Addington seconded the motion which was unanimously approved.
- D. Commissioner Addington made a motion to authorize the Chairman to sign the **LHSIP Grant application** for the **Burma/Gozzer Road Intersection Project** once it has been prepared by JUB Engineering. Commissioner Austin seconded the motion which was unanimously approved.
- E. Commissioner Austin made a motion to purge the **attached** documents in retention. Commissioner Addington seconded the motion which was unanimously approved.
- F. The Commissioner discussed amending the current **District's Medical Policy** include for all actively employed employees and/or commissioners that are eligible for medical care may remain on the District's medical insurance plan. Chairman Christensen called for a Special Call meeting set for December 17, 2020 at 9:00 a.m. to further discuss the matter.
- G. A letter of comment was sent to KCCD on July 22, 2020 in regards to the proposed **Gozzer Flats Condominium** (CON20-0002) which is a replat of "C16" & "C17" Gozzer Ranch Golf and Lake Clubhouse Addition "Units 1,2, 3, & 4" Gozzer Ranch Clubhouse Condominiums and a Port of Tract ZZ, Gozzer Ranch Golf and Lake Club IV situated on the west side of Gozzer Road. This road has been brought up to Highway District Standards; therefore, the Developer will not be required to enter into a Road Development Agreement.

Action: Commissioner Addington made a motion to allow the ESHD Chairman to sign off on **Gozzer Flats Condominium Plat**. Commissioner Austin seconded the motion which was unanimously approved.

- H. A letter of comment was sent to KCCD on November 24, 2020 addressing the District's comments on Ron Wood Minor proposed two (2) lot minor subdivision on 30 acres which will access **Service Creek Road** from a common driveway. This proposed development does not adjoin any public roads; therefore, the Property Owner will not be required to enter into a Road Development Agreement.

Action: Commissioner Addington made a motion to allow the ESHD Chairman to sign off on the **Ron Wood Minor Subdivision**. Commissioner Austin seconded the motion which was unanimously approved.

OLD BUSINESS: (Follow-up List):

1. Director Weymouth met with law enforcement and City of Coeur d'Alene regarding speed control on Coeur d'Alene Lake Drive and everyone is on board to change to a consistent speed limit. Weymouth will review ITD's master plan for CDA Lake Road and forward a copy to Chairman Christensen. Staff agreed to check into the protocol for changing speed limits.
2. Director Weymouth is researching references and funding options for leasing the Sub District #3-Harrison Shed. Construction is not yet complete.

3. David Callahan, Kootenai County Community Development Director, will be forming a working committee including members of Highway Districts and Attorney Susan Weeks to discuss proposed language to run through K.C. Planning and Zoning and the County Commissioners for the KC Land Use and Development Code.
4. Next ESHD Board meeting will be held on January 18, 2021.

The Chairman called for a recess at 10:35 a.m. The meeting resumed back into order at 10:45 a.m.

DIRECTOR WEYMOUTH:

1. The Highway District's Directors are working with a Consultant on reviewing all the Associated Highway District fees which will be further discussed at the next Associated Highway District's meeting set for January 14, 2021 at 3:30 p.m.
2. Grays Meadow, the former Black Lake Morrow's Ranch property is now owned by Idaho Department of Fish and Game has been selected by EPA and the Restoration Partnership for a collaborative design and construction project which will include rerouting their pump discharge of Grays Meadow into the CDA River rather than Black Lake this spring. The design is 30% complete and is out for stakeholder's review. Director Weymouth has been touch with the Restoration Partnership to discuss the potential impact to the Lower Black Lake Rd if the water levels were to rise.

U.S. Fish and Wildlife is have been working on some Conservation easements near the 4th of July culverts on River Road area which may open up for potential shared project. A meeting has been set up for early January to further discuss this project. Commissioner Austin would like to be a part of those meetings.

SECRETARY REPORT: No comment

The Board thanked Secretary Angela Sieverding for her 30 years of service to East Side Highway District.

COMMISSIONER ADDINGTON: No comment

COMMISSIONER AUSTIN:

1. Commissioner Austin requested to put up a speed limit sign on **Service Creek Rd.** Director Weymouth said that he will look into what the District's policy is for posting speed limit signs.
2. Commissioner Austin directed Staff to contact the Boothe Heirs to discuss quite claiming the upper end of Boothe Park to the District.

CHAIRMAN CHRISTENSEN: No comment.

ESH 5 Year Capital Improvement Plan Workshop: Director Weymouth presented the Board with a working CIP and Financial Planning projection including the District's 5 year obligated funds, assigned/unassigned discretionary funds, future equipment purchases, and a 5 year projected summary balance.

The Board and Staff discuss financing the Sub District #3 shed to free up some of the District's cash flow to allow the District to work towards more road projects.

Director Weymouth and the Board agreed the District should have a long range plan for roadway improvements and equipment replacements.

The Board agreed in using the Coeur d'Alene Lake Rd funds to pay for the Sub District #3 Shed and later the District could use the building as collateral to free-up the District's cash flow to work on other projects.

The Board agreed they may in the future have to consider bringing some of the District's roads up to a sub-standard just because of the cost to bring road up to Highway District Standards.

The Board agreed to have JUB Engineers prepare a proposal for preliminary design of the Benewah Bridge Road Replacement.

Staff agreed to gather more information for financing the Sub District #3 shed and for Staff to provide the Board with short list for road projects to consider in running a temporary District-Wide Special Override Election. Secretary Sieverding said she will work on a summary based on cost per \$100,000 for a tax increase. Jay Hassell with JUB Engineers will provide the Board with the fundamental aspects of a Pavement Management Plan.

Staff will make adjustments to the Draft CIP and bring back to the Board for additional discussion.

EXECUTIVE SESSION: Chairman Christensen moved to call the meeting into an Executive Session at 12:15 a.m. pursuant to the provision of Idaho Code 74-206 (a) to discuss **hiring an employee** upon the following roll was taken: Commissioner Austin- yes; Commissioner Addington- yes; and Chairman Christensen-yes.

The Executive Session closed at 12:28 p.m., upon reconvening into a Regular Session thereafter.

No Action Taken.

ADJOURNMENT:

Commissioner Addington made a motion to adjourn the board meeting at 12:34 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**

**BOARD SECRETARY/DISTRICT CLERK
SIEVERDING**

Documents to Purge – Agenda Item E

Description of Item	Subject	Years	Retention	Box	Purge
A/P Invoices (A-K)	Audited Records	10/12-09/2013	5	94	2020
Vendor Invoices A-K	Audited Records	10/1/2013 - 09/30/2014	5	101	2020
Vendor Invoices K-Z	Audited Records	10/1/2013 - 09/30/2014	5	102	2020
Daily Time Sheet & Copy of invoices for material spent on roads.	Time Sheets	2014	5	103	2020
Correspondence	FY17 LRHIP Project	03/00/2016	2 Years	103	2018
Correspondence	General	Oct 2014-Sept 2015	2 Years	103	2018
Payables (A-L)	Audited Records	Oct 2014-Sept 2015	5	105	2020
Payables (M-Z)	Audited Records	Oct 2014-Sept 2015	5	106	2020
General Correspondence	Correspondence	2016	2	108	12/30/2018
Canyon Rd Seal Coat	Application	2016	2	108	12/30/2018
KC Community Development	Correspondence	2016	2	108	12/30/2018
Dust Control	Permits	2016	2	108	12/30/2018
KCATT	Correspondence	2016	2	108	12/30/2018
KMPO	Correspondence	2016	2	108	12/30/2018
Newspaper Article	Newspaper	2016	2	108	12/30/2018
Public Record Request	Record Request	2016	2	108	12/30/2018
Vehicle Registration	Vehicle Registration	2016	2	108	12/30/2018
Accident Reports	Reports	2016	2	108	12/30/2018
Frost Permit	Permits	2016	2	108	12/30/2018
Budget	Budget Files	01/00/2005-2010	10	111	12/30/2020
Correspondence	Correspondence	01/2017-12/2017	2	114	2019
Special Load Limit Permits	Permits	01/2017-12/2017	2	114	2019
KMPO	Correspondence	01/2017-12/2017	2	114	2019
Kootenai County	KCCD	01/2017-12/2017	2	114	2019
Newspaper Article	Newspaper	01/2017-12/2017	2	114	2019
OEM	OEM	2016	2	114	2019
Treasury Report	Reports	2015-2017	2	114	2019
Public Record Request	Record Request	01/2017-12/2017	2	114	2019