

**EAST SIDE HIGHWAY DISTRICT BOARD OF COMMISSIONERS
 REGULAR MEETING MINUTES - DECEMBER 17, 2018**

Present: Chairman Christensen, Commissioner Austin, Commissioner Addington, Supervisor Pankratz, Board Secretary Sieverding, and District Secretary/Treasurer Leake.

<u>Public Comment:</u>	<u>Association</u>	<u>Request to Speak</u>	<u>Agenda Item</u>
Angela Comstock	JUB Engineers	Yes	D, N, O, P, Q
Pat Wardian		Yes	F
Sheri Hanson		No	
Shelly Hudson		No	
Marc Levesey	HMH	No	
Sharon Wardian		No	
Jake Garringer	City of CDA	No	
Joe Jenicek	Resident (Canyon Rd)	Yes	

In part of I-90-1(13) 36 project, the State *relinquished* Canyon Road to the Highway District Jurisdiction (Coeur d' Alene Valley Highway District the predecessor of the ESHD) in 1966. Supervisor Pankratz said that he will check with the District's legal counsel to see how this agreement effects the actual right-of-way. Once there is more clarity, the Board will seek a resolution for **Joe Jenicek's fence encroachment.**

PREVIOUS MINUTES :

Commissioner Addington made a motion to approve the November 19, 2018 ESHD Board meeting minutes. Commissioner Austin seconded the motion, which 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 \$ 389,905.13 covered by checks #17063 through #17127 (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	\$86,089.95
Less Umpqua Assured Macro-Balance	-\$1,500.00
State Treasury Account Fund 891	\$910,175.72
Designated CDA Lake Dr. - DBF Fund 412	\$2,733,547.80
Traffic Mitigation Fees - DBF Fund 369	\$199,449.10
Total Balance of All Fund Accounts	\$3,927,962.57

One reason for the District's property taxes receivable being down for this month may be the delay in Kootenai County sending out property tax notices this year.

The Board is very pleased with the amount of interest the District is earning on their DBF 412 account held at the Idaho Office of the State Treasurer.

NEW BUSINESS:

- A. The USAT Age Group National Championship Special Events Application limiting the road closure has not been resubmitted; therefore, no action was taken.
- B. Commissioner Austin made a motion directing staff go out to bid to apply and supply dust abatement for the **ESHD's Road Stabilization Program** as authorized under **67-2806 (2)**. Commissioner Addington seconded the motion, which was unanimously approved.
- C. Staff presented an amended 'draft' for the **ESHD Cost-Share Road Program**. The Board ask for staff to include an option for volunteer Local Improvement District as part of the cost-share program.
- D. The notice for the **ESHD Transportation Plan Update** as been scheduled to run in December 21st and 28th newspapers. The proposed ESHD Transportation update will posted on the District website at *eastsidehighwaydistrict.com* The comment period will be open through December 31st.
- E. David L. Stommes sent a petition to the Board requesting to vacate and abandon a parcel of land being a **platted alley between Lot 7, 8, 9 and 10, Block D in the Plat of Medimont** record in Book B at page 107 records of Kootenai Count Idaho, lying in Section 28, Township 48 North, Range 2 West, Boise Meridian. Mr. Stommes has requested that all the public right-of-way in the proposed vacation and abandonment revert back to Lots 7 and 8, Block D in the Plat of Medimont.

Commissioner Austin made a motion to adopt **Resolution 2018-08** to set a **Vacation and Abandonment Hearing** (for the above proposed described right-of-way) set for 19th day of February, 2019 at 9:00 a.m., at the office located at 6095 East Mullan Trail Road, Coeur d' Alene Idaho 83815. Commissioner Addington seconded the motion, which was unanimously approved.

- F. Earlier this year, the Board approved Mr. and Mrs. Pat Wardian's design to build a boulder retaining wall to tie in to the existing neighboring boulder retaining on **Silver Beach Loop Rd** and to create an area designated for parking.

According to Mr. Wardian, his designated engineer Rob Tate, with Tate Engineering later recommended changing the design to a Verti-Block retaining wall system, and to install drain tiles to manage all the surface water that used to come down to the road and down the shoulder to the catch basin by Bart Nelson's property. Mr. Wardian proceeded to build the wall with a Verti-Block wall system, but was unaware that Engineer Tate had not presented the ESHD with the new wall design.

Supervisor Pankratz notified Mr. Wardian via email that the wall was not constructed to the approved design and did not meet the 4 foot distance from edge of road pavement.

Mr. Wardian apologized for not including the Board in the change of design of his Verti-Block retaining wall.

The Board agreed that the Verti-Block retaining wall was superior to the boulder wall but agreed for staff to notify Engineer Rob Tate that all amended design changes must be approved by the Board.

Action: Motion by Commissioner Austin approved Mr. and Mrs. Wardian Verti-Block wall located at 2291 Silver Beach Loop Rd "**as built.**" Commissioner Addington seconded the motion, which was unanimously approved.

- G. Commissioner Addington made a motion to proceed with the purchase from Utility Truck Equipment and to install one unlicensed "Monroe" 1065 gallon anti-ice unit in the amount of \$26,650. Commissioner Austin seconded the motion, which was unanimously approved.
- H. The Board elected not to put in an application for DEQ Grant through the Vehicle Replacement Program.
- I. Commissioner Austin made a motion to sign off on the **Milton Acres Plat**. Commissioner Addington seconded the motion, which was unanimously approved.
- J. Commissioner Austin made a motion to enter into Professional Services Agreement with Welch Comer & Associates for **CDA Lake Drive** engineering services. Commissioner Addington seconded the motion, which was unanimously approved. (*Authorized under 67-2320 (2) which excludes professional services contracts previously awarded for an associated or phased project*).
- K. Commissioner Addington made a motion to approve the TESH Special Events Application for the **Hangover Handicap** event to be held on January 1, 2019, on Tuesday, from 9:30 a.m. to 11:00 a.m. starting at Coeur d' Alene Lake Drive from mile post 14 to 18. Commissioner Austin seconded the motion, which was unanimously approved.
- L. Commissioner Addington made a motion to adopt the **ESHD Federal Awards Policy and Procedures** as presented by District Secretary/Treasurer Leake. Commissioner Austin seconded by the motion, which was unanimously approved.
- M. Commissioner Addington made a motion to approve **the 2018 ESHD's Annual Financial Statement** for publication in accordance to Idaho Code 40-1317. Commissioner Austin seconded by the motion, which was unanimously approved.
- N. Commissioner Austin made a motion to go out to Bid for the **Blue Lake and Anderson Lake Road FEMA Reimbursable Projects** contingent on the completion of the environmental summary. Commissioner Addington seconded the motion, which was unanimously approved.
- O. Commissioner Addington made a motion to adopt **Resolution 2018-09** to commit to the match requirement of the STP Grant requirement necessary for funding the **Sunnyside Road Project**. Commissioner Austin seconded the motion, which was unanimously approved.
- P. Commissioner Addington made a motion to adopt **Resolution 2018-10** to commit to the match requirement of the LHSIP Grant requirement necessary for funding the **Burma Road and Gozzer Road Intersection Project**. Commissioner Austin seconded the motion, which was unanimously approved.

- Q. Commissioner Addington made a motion to adopt **Resolution 2018-11** to commit to the future match requirements necessary for funding the **Canyon Road Bridge Replacement Project**. Commissioner Austin seconded the motion, which was unanimously approved.
- R. Commissioner Austin made a motion to approve the following annual notification for the ESHD 2019 Annual Board Meeting public notice as authorized under Idaho Code 74-204: The East Side Highway District Board holds all their regular board meeting on the third Monday of each month, at 9:00 a.m., held at 6095 East Mullan Trail Rd, Coeur d' Alene, Idaho. The agenda is posted www.eastsidehighwaydistrict.com the preceding Thursday of the scheduled board meeting.

Commissioner Addington seconded the motion, which was unanimously approved.

The Board agreed to release notice that the next scheduled board meeting set for January 21, 2019 will be changed to January 28, 2019.

OLD BUSINESS: (Follow-up List)

1. District Secretary Rosie Leake and Supervisor Pankratz will be meeting with Avista Utilities on December 19, 2018 to discuss the accounting arrangement for collecting Utility Permit fees.
2. Commissioner Austin emphasized that once Boothe Park boundaries dispute is settled he would like to pursue paving area at Boothe Park.

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

Items:

#14 There has never been a formal agreement between Kootenai County and the highway districts for the Noxious Weed Program which has been terminated. The K.C Commissioners took 70% of what each highway district has spent in the past three years and refunded each district for that amount. The ESHD received a check for \$6,728.00.
Supervisor Pankratz said this will be a change in the District's weed control operations.

#33 ITD is working on the documentation for the Coeur d' Alene Lake Drive right-of-way exchange.

SECRETARY:

1. The 2018 ESHD Geo Local Road Mileage Report has been sent to ITD which includes 4.279 miles for Coeur d' Alene Lake Drive. All the mileage ties in with the District's GIS shape files. Last year, the District received \$5,976 per mile in Highway Users Funds which means the District should receive an additional 25K for just CDA Lake Drive next year.

SUPERVISOR PANKRATZ:

1. Supervisor Pankratz has received a work release from Employee Horn for "light duty."
2. A right of entry will be needed to survey the Harrison Shop property.
3. The District has had nothing but problems with the emissions on their 2008 trucks. Unit #344

is currently being sent back to Spokane for repairs.

Supervisor Pankratz ordered a fuel additive called "better diesel" that is suppose to eliminate a percentage of the emission problems.

4. Dan Coonce informed Supervisor Pankratz that Western Federal Lands Division will design the **Yellowstone Road FLAP Project** in house.

COMMISSIONER AUSTIN:

1. There is a section in the CDA Press to provide notice of meetings and to list a few highlights of each agenda. Staff said they would look into it.

COMMISSIONER ADDINGTON:

1. A few **Carlin Bay Rd** residents were asking for an estimate to pave the road.

Staff provided the Board with asphalt cost and bituminous surface treatment to improve one linear mile road with a 24' width. The Board tabled the conversation until they amended their current Cost-Share Policy.

CHAIRMAN CHRISTENSEN:

1. Six of the District's bridges that are not being inspected by ITD-most of them are under 22." Chairman Christensen asked for staff to inquire if LHTAC had a bridge inspection training class.

Commissioner Austin made a motion to adjourn the board meeting at 12:10 p.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

SECRETARY/TREASURER
SIEVERDING