

**East Side Highway District Board of Commissioners
Regular Meeting Minutes
April 19, 2021**

Chairman Christensen called the board meeting to order at 9:00 a.m.

Present: Chairman Christensen, Commissioner Austin, Commissioner Addington, Director of Highways Weymouth, Deputy Director Yerian, Clerk Ham.

Visitors: Jay Hassell PE -JUB Engineering; Jeff & Candace O'Connell, Ken & Kathy Howell

Conflicts of Interest: None

Approval of Agenda: Commissioner Austin made a motion to amend the agenda to include a discussion about the Parker Ave #310-B proposed cost share as authorized under IC-74-204 (4). Seconded by Commissioner Addington. The motion carried unanimously.

Approval of Minutes:

Commissioner Addington made a motion to approve the March 15, 2021 Board Meeting; Special Call Meeting Minutes for March 17, 2021, & April 9, 2021. Commissioner Austin abstained from the vote citing a conflict of interest pertaining to the March 17th minutes. Chairman Christensen vacated his position and seconded the motion. The motion carried unanimously.

Approval of Treasury Report:

Commissioner Austin made a motion to approve the Treasury Report, Commissioner Addington seconded the motion. The motion carried unanimously.

Petty Cash	\$200.00
Umpqua Checking	72,435.75
Less Macro-Balance	-1500.00
State Treasury Account Fund 891	1,120,565.81
Designated CDA Lk Dr / DBF Account 412	1,824,001.20
Designated Traffic Mitigation/ DBF Account 369	212,340.39
Total Funds Balance	<u>\$3,228,043.15</u>

New Business:

Priority Items for Attendees

Parker Avenue #310-B Cost Share Proposal: Although this was an original agenda item it was removed when the proposal figures changed once labor and equipment were added. Over the weekend the residents vocalized their intent to proceed despite the financial implications. Residents initially approached the District about dust control options then the conversation evolved to paved surface possibilities. Costs including material, labor & equipment to chip seal are estimated at \$85K for the District and \$42K for the residents. Half of the District's portion is for labor and equipment, the other half is materials. The overall plan would be to enhance the roadbed with gravel, then two shots this year of (chip seal) followed by a 3rd and final shot in 2022. This maintenance upgrade is an estimated savings of \$83,070 over the next ten years.

In Conclusion: The Commissioners supported the idea of a draft cost-share agreement and authorized Attorney Weeks to draft a cost-share agreement. Due to the tight construction schedule if

the agreement is not ready for signature before the next board meeting (May 10th), a Special Call Meeting may be scheduled. Once accepted, the District would require the residents' portion to be paid in full. Discussion about overages resulted in the Board agreeing they would be absorbed by the District.

A. JUB Engineers Project Status Update: Jay Hassell P.E. informed the Board that for various reasons all projects except the SD 3 Shed are on hold. Engineer Hassell and Director Weymouth recently met with Ginno Construction. Although some delays were legitimately Covid-19 related, some were not. Ultimately, parties agreed to a change order itemizing a \$20K deduction in the total amount owed.

B. 2021 CDA Triathlon and Duo (annual) Special Events Permit: The Board approved the event with the condition the form be updated with the 2021 information.

ACTION: Motion by Commissioner Addington to authorize the Director of Highways to sign the updated permit when received, and to authorize the Director of Highways to sign future routine permits of this nature, unless there is a change that the Board should consider before approval. Commissioner Austin seconded the motion. The motion carried unanimously.

C. Noxious Weed Spray Agreement: In succession with Item B the Board authorizes the Director of Highways to sign this routine agreement now and in the future.

D. Road Development Agreement Template: Attorney Weeks provided the District updated templates. Director Weymouth asked the Commissioners to consider streamlining our plat approval process. This process would entail the Board reviewing/approving the preliminary plat and the District's Staff Report/ Comment Letter to the Kootenai County Community Development Department. This change would eliminate duplicate Board reviews and place a conditional final plat approval pending no changes were made from the preliminary.

ACTION: Motion by Commissioner Austin authorizing staff to utilize the templates for standard use, and approving the timetable of Board plat review and approval process. Commissioner Addington seconded the motion. The motion carried unanimously.

E. Set the FY22 Budget Hearing Date:

ACTION: Motion by Commissioner Addington to set the Budget Hearing date for Monday, August 30, 2021 at 9 am via ZOOM. Commissioner Austin seconded the motion. The motion carried unanimously.

F. Resolution 2021-1 to Adopt the 2020 Kootenai County AHMP Volume 2: The Board made a motion to adopt Resolution 2021-01 and the following roll call vote was taken.

Commissioner Christensen Yes

Commissioner Austin Yes

Commissioner Addington Yes

The resolution was approved and adopted by the East Side Highway District Board of Commissioners with unanimous approval.

G. Resolution 2021-2 to Declare Intent of Right of Way Exchange on Ponderosa Drive & Set Public Hearing Date: The March 15, 2021 Board Meeting Minutes stated that the Board of Commissioners were in favor of the conceptual plan, followed by the statement that Parsons would provide the Board with a survey and legal description of the area to be exchanged.

According to the March 15, 2021 meeting, the legal description is being prepared and the parties would like to proceed with scheduling a Public Hearing. The Board made a motion to adopt Resolution 2021-01 declaring their intent to proceed with the exchange and setting the public hearing date for June 21, 2021. The following roll call vote was taken.

Commissioner Christensen Yes

Commissioner Austin Yes

Commissioner Addington Yes

The resolution was approved and adopted by the East Side Highway District Board of Commissioners with unanimous approval.

- H. Acceptance of the Asphalt Oil Piggy Back bid from Idaho Asphalt Supply. Director Weymouth reported that the prices from this bid are lower than the ones Lakes Highway District received a month ago and lower than the prices we paid last year.

ACTION: Commissioner Austin made a motion authorizing Director Weymouth to sign the document accepting the piggyback bid with Idaho Asphalt Supply. Commissioner Addington seconded the motion. The motion carried unanimously.

- I. SD3 Shed Closeout: Discussions about the closeout occurred earlier in the meeting with Jay Hassell PE with JUB Engineering.

ACTION: Commissioner Addington made a motion authorizing the change order to finalize billing on the shed and close out the project. Commissioner Austin seconded the motion. The motion carried unanimously.

- J. MIN20-0068 Dayville Final Plat: Director Weymouth presented this proposed four-lot minor subdivision adjacent to Stott Road #315. His review determined the following: The plat dedication and easements meet the AHDKC Standards, a Road Development Agreement with specific requirements will be necessary, approach permits will be necessary for lots 1-3.
ACTION: Commissioner Addington made a motion authorizing staff to proceed with the Road Development Agreement, and once that is in place to sign the final plat. Commissioner Austin seconded the motion. The motion carried unanimously.

Commissioner Austin referred to recent AHDKC discussions about the \$3,500 Traffic Mitigation Fee. The proposed changes would replace the fee with the cost of actual construction. The developer would either build the road to AHDKC standards or pay for the actual construction. Director Weymouth said all the Districts recognize the fee needs adjusting. The next steps would include a discussion at the next AHDKC meeting followed by scheduling a public hearing to change the fee (as required by Idaho Code).

- K. MIN20-0045 Siebert Acres First Addition: Director Weymouth presented this proposed three lot subdivision accessing Holt Road (#106-C) & French Gulch Road(#106). His review determined the following: The plat dedication and easements meet the AHDKC Standards, a Road Development Agreement with specific requirements will be necessary, access to the lots are already in place with a note that no additional access will be permitted to French Gulch Road.

ACTION: Commissioner Austin made a motion authorizing staff to proceed with the Road Development Agreement, and to sign the Mylars once that is in place. Commissioner Addington seconded the motion. The motion carried unanimously.

Old Business: (Follow-up List)

#1 & 2 were discussed earlier in the context of other projects.

#3 CDA Lake Drive Master Plan & Speed Study: Director Weymouth & Deputy Director Yerian recently met with the City of CDA Road Maintenance Director. A tentative chip seal plan was discussed cooperatively with the City sometime next year. The City's role would be provide traffic control for the entire length and provide the materials for their portion. Commissioner Christensen asked if they were planning any repairs prior to the chip seal. Director Weymouth said Mr. Hagadone has a proposed development between the golf course and the condo/towers. The City is asking him to comply with the master plan which would shift three lanes and create a stormwater swale between the road and the Centennial Trail.

Director Weymouth & Deputy Director Yerian will establish what improvements should be addressed before the chip seal, the most significant being a reconfiguration of Sunnyside Road # 112, which will increase the trail and roadway separation and improve the intersection. Commissioner Christensen would like to see the speed limit as a continued focus.

#4 Roadway Validations: ongoing

#5 Benewah Bridge: ongoing (and will be discussed in the CIP workshop)

#6 Gozzer Road Guard Shack: is largely on hold. The final agreement allows for the guard shack. Director Weymouth will touch base with Rand Wichman regarding some right of way acquisition that may be necessary from Mr. Webster. We applied a second time to LHTAC for \$500K in funding to support the Gozzer/Burma Road intersection re-alignment, however, we did not score high enough on our application to secure the award. LHTAC adjusted the cost estimate which impacted the benefit vs. cost ratio, consequently causing a shift in the scoring. Director Weymouth will look into where would we have scored if we have the right of way, and if it is worth our time to keep applying for grant funds.

Upcoming Meetings:

A notice will be published in the CDA Press for the change in May's board meeting date to May 10th instead of the 17th.

Regional IAHD Meeting May 26, 2021 at the CDA Resort: Staff will register all three Commissioners and administrative staff.

Correspondence, Reports, Permits: (See attached)

Commissioner Austin asked for more information about #15 Inland Northwest Land - Kathy Edlund - ROW request for Evans Creek Road # 229. Director Weymouth clarified that the consultant for Stimson requested information about where our right of way ended.

Secretary: Clerk Ham expressed her appreciation to the Board for their vote of confidence in her new appointment as District Clerk and Board Secretary.

Director of Highways Weymouth:

- Sub District 1: One employee out with Covid; A mechanic started through Integrated Personnel on April 5th, and a secretary will start on April 26th.
- Sub District 2: One employee is out on medical leave.

- Visits with other Highway Districts are planned to determine what systems are used for pavement management, GIS, fleet tracking, etc to improve administrative efficiency.
- A new sickle mower has arrived and will be used for roadside mowing.
- The tree removal and brush cutting project on Burma Rd. #304 was completed.
- Work on Latour Creek #204 from Dudley to the first bridge began. A 1.5' lift using creek rock and topping with a base course gravel is planned.
- ITD has issued a Notice to Proceed for the Canyon Road Bridge Project Key 23092.

Deputy Director Yerian:

- All of his items will be addressed in the CIP workshop commencing after the Commissioner's reports.

Chairman Christensen:

- There has been a great deal of discussion about funding going forward legislatively, and he would like us to be more proactive in discussions and direction with the IAHD Executive Director Nick Veldhouse.
- Fernan Lake Road #108. Commissioner Christensen asked about the status of the boulders remaining in the ditch from a recent landslide - asking if we can use the rock anywhere. Deputy Director Yerian replied that yes we have a place for the boulders and we will rent equipment to remove them after the chip seal season since they do not impede traffic flow at this time. He also asked if that area may be prone to more slides or is there maintenance required for the retaining fences? Yerian replied that it is likely and that work is needed to better shore up the slopes.
- The access next to Bennett Bay on the downhill side seems to be doing more than temporary work. Deputy Yerian spoke with the contractor who had dumped topsoil on the trail, which subsequently was cleaned up. We will check the status of their permit and proceed accordingly.
- Summary of Funding in 2021 Legislative Session:
 1. HB 308 successfully passed legislation.
 2. There has been a lot of discussion regarding shifting fund sources to increase the sales tax accessibility to locals. The idea is that gas tax won't be increasing, but revenue from sales tax will. Highway Districts have persistently asked for an improved split percentage between ITD and the locals. The latest proposal from the Governor is closer to a 95/5 split than a 70/30. IAHD Executive Director Veldhouse is looking at bonding options, and while bonding may help, it is not a viable solution for long-term funding. Commissioner Christensen emphasized the importance of talking with Veldhouse at the regional meeting scheduled for the end of May.
 3. The property tax cap is 8% which is not going to impact the District.

Commissioner Austin:

- Commissioner Austin asked if it would help to speak with the State of Idaho about contributing to the maintenance of the Bells Bay Campground. Director Weymouth clarified that the District has an agreement (due for renewal) with the USFS to grade a portion of the road to the campground bi-annually. Part of the agreement renewal process would address the \$300 annual reimbursement amount, and the discussion could include roadway improvements.

- Black Rock Road #220 - He was concerned about the potholes coming back so quickly after grading. Director Weymouth said there was a significant issue with a logger's removing equipment during the spring break-up. Commissioner Austin asked if bringing gravel in was an option. Deputy Director Yerian will coordinate with Foreman Kraack for a feasible solution.

Commissioner Addington:

- Commissioner Addington reported a conversation with resident John Scarrow regarding a cost-share for East Point Road # 314 for a chip-seal from Headlands Rd #314-A to SH 97. Unfortunately, he lacks the support of his neighbors. He would appreciate an estimate even though the project would cost considerably more than the Parker Ave project due to the width and existing road base condition.

Commissioners and Administrative Staff held a CIP workshop to discuss funding and prioritizing projects, with a strong emphasis on using anticipated HB 308 funds for roadway improvements.

Commissioner Addington made a motion to adjourn the meeting at 12:30 p.m. Commissioner Austin seconded the motion, which was unanimously approved.

Chairman Commissioner Christensen
Sub-District 1

Commissioner Austin
Sub-District 2

Commissioner Addington
Sub-District 3

Ham
District Clerk