

**EAST SIDE HIGHWAY DISTRICT  
BOARD OF COMMISSIONER  
MINUTES – APRIL 20, 2020**

**Present:** Director Ben Weymouth, and Supervisor John Pankratz

**Connected by Teleconference:** Chairman Graham Christensen, Commissioner John Austin, Commissioner Mark Addington, Secretary Angela Sieverding, Secretary Rosie Leake, Angela Comstock, and Toby Doolittle.

1. Chairman Graham Christensen called the board meeting to order per via conference call at 9:03 a.m. in accordance with Idaho Code 74-204(2).
2. There are no changes to the agenda or declarations of conflicts of interest.
3. Visitors: Toby Doolittle and Angela Comstock with JUB Engineer.
  - (a) One of the condition for approval of the **Beauty Bay Road Exchange** was for property owner to deed a section of property which encompasses a section of a private parking lot used by Doolittle's commercial boat marina. Once the quiet title is recorded for this exchange, an approximate 20' wide by 100' long portion of parking area will encroach within public right-of-way. Mr. Doolittle requested to place an unlocked gate in this area to prevent the public from entering into his private parking area.

The following two options were discuss to resolve the Doolittle's encroachment issue: The first option would be to obtain an ESHD encroachment permit which would include the conditions for his unlocked gate, and the second option would be for the Doolittles to petition the Board to vacate/abandon and purchase the area of his concern.

Mr. Doolittle agreed to provide the Board with a credited appraisal, tax assessment, and drawings for his area of interest; in addition, to reviewing IDL regulations within public right-of-way for commercial parking.

Mr. Doolittle also agreed to move forward with ESHD encroachment permit for the Board's review.

(b) Angela Comstock with JUB provided the Board with an **update** on the following **current projects**:

- The D3 Shed went out to bid on April 17<sup>th</sup> and 24<sup>th</sup>. Bid opening is set for May 6, 2020.
- The design for a one mile section of the French Gulch/Fernan Hill Road Project is ready for final review.
- JUB held a workshop with Director Weymouth and Supervisor Pankratz on April 13th to discuss shovel ready projects and priorities that may be suitable if Transportation Stimulus Funding becomes available. Weymouth recommended the following projects: Yellowstone

Trail Rd (Segment 4); the intersection of Burma Rd/Gozzer Rd Project; and the remainder of French Gulch/Fernan Hill Rd Project.

Commissioner Austin suggested increasing more miles into the District’s Road Stabilization Project if money allows.

Engineer Comstock informed the Board that all funds spent towards a safety project prior to approval cannot be used toward the match requirement. The rating criteria improves if the project are shovel-ready and the cost benefit ratio is high.

The Board agreed for JUB Engineers to provide a proposal for initial designs for the **Yellowstone Trail Rd Project** and the **intersection of Burma Rd/Gozzer Rd Project**.

4. **Previous Minutes:**

Commissioner Austin made a motion to accept the following minutes as presented: General Board meeting minutes for March 16, 2019 and Special Call meeting minutes for April 6<sup>th</sup>, April 9<sup>th</sup>, and April 14<sup>th</sup>. Commissioner Addington seconded the motion, which was unanimously approved.

5. **TREASURY REPORT:**

Commissioner Austin made a motion to accept the following Treasury Report: The general checking account expenses and transfers from checking were in the amount of \$283,942.04 covered by checks# 17853 and #17909 (includes DD, PR Tax Pmts to Federal & State, & PERSI.) Commissioner Addington seconded the motion, which was unanimously approved.

<b>Petty Cash</b>	\$200.00
<b>Umpqua Checking Acct</b>	\$82,605.78
<b>Less Umpqua Assured Macro-Balance</b>	-\$1,500.00
<b>State Treasury Account Fund 891</b>	\$1,145,282.89
<b>Designated CDA Lake Dr. - DBF Fund 412</b>	\$2,003,438.88
<b>Traffic Mitigation Fees - DBF Fund 369</b>	\$208,769.38
<b>Total Balance of All Fund Accounts</b>	<b>\$3,438,796.99</b>

Operational Account Register comparison to 2019/2020 ESHD budget (+) \$208,837.95

**DISCUSSION ON CORRESPONDENCE, REPORTS, PERMITS Received/Sent:**

*See attached*

**OLD BUSINESS: (Follow-up List):**

1. The French Gulch/Fernan Hill/Harrison Ave Open House delayed until this fall.
2. Staff is investigating funding options for the River Road culverts, and waiting for conditions to allow culvert inspection.
3. Director Weymouth is working on quotes for the office expansion and reported he couldn’t find any better bandwidth for the District’s internet connection.
4. Establishing a public hearing date for the District’s fee structure and impact fees has been delayed until further notice.

**6. NEW BUSINESS:**

- A. Commissioner Addington made a motion to **adopt** the most current **FEMA Equipment Rental Rates**. Commissioner Austin seconded the motion, which was unanimously approved. (These rental rates will be used for calculating the in-house road cost and outsource equipment rentals; if one of the District's equipment is not available on FEMA's list, the District will continue use KCHD Equipment Rental Rates as they were adopted in 2015. Commissioner Austin seconded the motion, which was unanimously approval.
- B. Commissioner Austin made a motion for the chairman to sign the final plat for **Sky Meadows Subdivision** contingent upon the approval of the Order of Decision by the County. Commissioner Addington seconded the motion, which was unanimous approval.

**SECRETARY REPORT:**

1. Secretary Sieverding reported that she has been working on organizing all the district's sources of right-of-ways/easements; abandonment/vacations; exchanges of property; and other documents into into an Excel database and creating an image file for all to view. This database will include a directory for those without GIS experience to retrieve documents. Sieverding said that once she is able to complete this project, her next goal is work on creating map showing "active" right-of-ways/easements and those right-of-ways that have been vacated or abandoned. This project will be a good tool for the Board to use in the future, to determine what roads the Board may want to validate and which right-of-ways they may want to vacate and abandon.

Sieverding said that she has found many documents entered into the projects were in the wrong township and range, so being able to direct her sole attention to this project has been very productive.

2. The Board agreed for Sieverding to continue to work from home until the appropriate time. The Board suggested for Staff to put together plan on how to we get back to new normal using the Governor's COVID-19 pandemic guidelines.

**SUPERVISOR PANKRATZ's REPORT:**

A letter was sent to John Hatrock asking him not to trespass or plant trees on the District's property located at 6095 E. Mullan Trail Road. Mr. Hatrock has continued to dig holes and enter upon the property without permission. If continued, Supervisor Pankratz will call law enforcement to address this matter.

**DIRECTOR WEYMOUTH's REPORT:**

1. The crew spent last week grading **Harrison Ave** to clean it up and to get better idea of what is there. The plan is when the District starts their road stabilization to place some mag-chloride on the road to control the dust, and later adjust the District's chip-seal program to include this road with chip seal in late summer.

The goal is to start the District's Road Stabilization Program on May 11<sup>th</sup> or 18<sup>th</sup>.

2. The crews are in the process of replacing a few of the guardrail posts lost on Coeur d' Alene Lake Drive.

**COMMISSIONERS:**

**Commissioner Addington:**

A gate has been placed on public right-of-way near Anderson Lake which has prevented the public access to the lake. Staff agreed to review the source of right-of-way and the encroachment will be addressed.

**Commissioner Austin:**

Commissioner Austin said he has had no complaints. The load limits have been lifted on all Sub-District #1(Coeur d'Alene); all of Sub District #2 (Cataldo/Rose Lake area) with exception of Willow Creek Rd; and all of Sub District #3 (Harrison area) except for Bell Canyon Rd.

**Chairman Christensen:**

Chairman Christensen expressed his concerns with reduction of fuel prices and how this will impact the Highway Users Funds. A 5% reduction is predicted. Fuel tax is based on a rate; therefore, part of the offset would be reduction in the District's fuel cost. This will be further reviewed in our upcoming budget cycle.

**C. Executive Session:**

**Present:** Director Ben Weymouth and Supervisor John Pankratz.

**Connected by Teleconference:** Chairman Graham Christensen, Commissioner John Austin, Commissioner Mark Addington, Jeremy Russell, and Attorney Susan Weeks.

Chairman Christensen called for Executive Session as authorized under Idaho Code 74-206(f) to discuss pending litigation on Boothe Park.

Commissioner Austin made a motion to enter into executive session at 10:01 a.m. Commissioner Addington seconded the motion. The following roll call was taken: Commissioner Austin - Yes; Commissioner Addington - Yes; Chairman Christensen - Yes. The motion was carried with unanimous approval.

The Executive Session closed at 10:23 a.m., upon reconvening into the General Board meeting immediately thereafter. **No action was taken.**

Commissioner Addington made a motion to adjourn the board meeting at 10:23 a.m. Commissioner Austin seconded the motion, which was unanimously approved.

The next East Side Highway District Board meeting has been scheduled for May 19, 2020. Due to the COVID 19 pandemic, it is uncertain, if KCATT, KMPO, and/or AHDKC meetings will be suspended.

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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**

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**BOARD SECRETARY SIEVERDING**