

**East Side Highway District Board of Commissioners**  
**Regular Meeting Minutes**  
**May 10, 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.

Conflicts of Interest: None

Visitors: Jay Hassell PE -JUB Engineering; Daniel Baker PE- HDR Engineering

Approval of Minutes:

Commissioner Addington made a motion to approve the April 19, 2021 Board Meeting Minutes. Commissioner Austin 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. Discussion: Chairman Christensen inquired about the propane and winter maintenance line items reaching the budgeted amount. The propane costs increase may be related to the Sub District 3 Shed, and due to conditions this last winter, we used more magnesium chloride than sand. We added two new Chart of Account codes (under Asset Expenses) to track improvement activity on Latour Creek Road and Parker Ave. The motion carried unanimously.

Petty Cash	\$200.00
Umpqua Checking	128,256.45
Less Macro-Balance	-1500.00
State Treasury Account Fund 891	1,576,503.36
Designated CDA Lk Dr / DBF Account 412	1,824,001.20
Designated Traffic Mitigation/ DBF Account 369	212,340.39
Total Funds Balance	<u>\$3,739,801.40</u>

**Priority Items for Visitors**

Walker Bay Road #115: Resident Andrew Erickson lives at 4948 E Bennett Bay Ct, off Walker Bay Road. He inquired if the Board would consider vacating Walker Bay Road so he can gate the entrance, thereby limiting access to the dead-end road(s).

Some of the considerations vocalized in the discussion were:

- What is the benefit to the public?
- Idaho Code prohibits gates on a public road - it would have to be vacated first.
- The road does not meet current Highway District Standards. If vacated, the District would require it be brought up to Standards before re-instating it as a District maintained road, which could be costly to residents.
- We receive road mileage funds for this road.
- This proposal lacks 100% residential support.

In Conclusion: Resident Erickson and the Board agreed to table the discussion.

Canyon Bridge Project Key 23092: Project Consultant Daniel Baker, PE with HDR Engineering, shared an overview of the project.

ITD is replacing their bridges on I90 where it crosses the CDA River at milepost 40. Our bridge on Canyon Road is just 400' upriver from ITD's bridge. Due to its age, it is also at a point of replacement or removal. Director Weymouth successfully partnered with ITD to dovetail our bridge into their project. This partnership brought the District's costs from an estimated \$1.2M to \$235K. Phase 1 of the project includes meetings with key stakeholders and the public. The public meetings allow stakeholders the opportunity to view the entire proposal and voice their concerns or ideas about the project. This phase also conducts a Feasibility Study, which includes evaluating a "no bridge" option. This multi-faceted phase will conclude at the end of summer. The outcome of these meetings will determine if we proceed to Phase 2, which establishes replacement type and costs. Two possibilities are to replace the bridge or convert it to a pedestrian bridge. The public benefit, cost comparisons, and funding will weigh heavily on the Board's final decision. Mr. Baker will inform District of the stakeholder meeting dates and provide the Board monthly status updates.

### New Business (Action Items)

- A. Parker Avenue #310-B Cost-share Proposal: Attorney Weeks prepared the chip seal cost-share agreement for the Board's consideration today. Estimated project costs are \$127K. HB308 monies will fund the District's portion; the residents' portion is 33% and payable upfront.

The Board discussed these items related to the chip seal cost-share:

- What are the construction costs vs. the 10-year maintenance costs?
- Is there room in the CIP, and is funding available?
- Is there 100% resident participation?
- What is the existing road base?
- Each situation is unique, so the benefits/impact of cost-share vs. Resident Initiated LID should be part of the conversation.

ACTION: Motion by Commissioner Addington accepting the Parker Ave Chip Seal Cost-share Agreement. Commissioner Austin seconded the motion. The motion carried with unanimous approval.

- B. JUB Engineers Project Status Update: Jay Hassell P.E. informed the Board that all projects except the SD 3 Shed are on hold for various reasons. Engineer Hassell reported that the change order is ready for signatures, and once signed, a prepare a final billing. Commissioner Austin offered his assistance to staff in alternative funding options.
- C. MIN21-0009 Borley Estates Plat Review: Director Weymouth presented this proposed two-lot residential minor subdivision on Borley Road (#113). His review determined the following: The plat dedication and easements shall comply with the AHDKC Standards, a Road Development Agreement with specific requirements will be necessary. Access to both lots is from Borley Road and must be permitted, and the existing driveways must meet AHDKC Standards.  
ACTION: Commissioner Austin made a motion authorizing staff to proceed with the Road Development Agreement. After the RDA is in place, Chairman Christensen can sign the final plat. Commissioner Addington seconded the motion. The motion carried unanimously.
- D. MIN20-0106 Herold Estates Plat Review: Director Weymouth presented this proposed two-lot residential subdivision fronting High Chaparral Road. His review determined that since the development fronts a private road not maintained by the District. High Chaparral Road

gains access to Sunnyside Road, which the District maintains and meets current District standards, that no further requirements are necessary.

ACTION: Conditional on no changes made to the preliminaries, Commissioner Addington made a motion approving the plat and authorized signing the final plat once available. Commissioner Austin seconded the motion. The motion carried unanimously.

- E. MIN21-0006 Applehans Estates Plat Review: Director Weymouth presented this proposed two-lot residential minor subdivision fronting Fernan Hill Road (#107). His review determined the following: The application meets AHDKC Standards for plat dedications and easements. Access for both lots exists via a shared driveway. The line curve tables on Sheet 1 of the plat needs correction. A Road Development Agreement with specific requirements will be necessary.
- ACTION: Commissioner Addington made a motion authorizing staff to proceed with the Road Development Agreement. After the RDA is in place, Chairman Christensen can sign the final plat. Commissioner Austin seconded the motion. The motion carried unanimously.
- F. MIN20-0055 Five Turkeys Plat Review: Director Weymouth presented this proposed three-lot residential minor subdivision on French Gulch Road (#106). His review determined the following: The preliminary plat dedication and easements meet the AHDKC Standards requirements, and a Road Development Agreement with specific requirements will be necessary. Permits will be necessary should access change from the existing roadway approach to French Gulch Road.
- ACTION: Commissioner Austin made a motion authorizing staff to proceed with the Road Development Agreement. After the RDA is in place, Chairman Christensen can sign the final plat. Commissioner Addington seconded the motion. The motion carried unanimously.
- G. MIN21-0001 Rider Point Plat Review: Director Weymouth presented this two-lot residential minor subdivision on Wolf Lodge Creek Road (#124). This split had a unique right of way situation where the existing road travels through the lot with no easement or deed. Director Weymouth will clarify the right-of-way specifics to the County in an amended letter. The final plat will dedicate a sixty-foot (60') right of way in the form of an easement. Unless the owner chooses to pay the traffic mitigation fee upfront, a Road Development Agreement will be necessary. Access to Wolf Lodge Creek Road is via a shared driveway, and no additional access will be permitted.
- ACTION: Commissioner Austin made a motion to approve the final plat with an amendment to clarify the right of way easement with adjacent 10' utility and drainage easement verbiage in a letter to Kootenai County. Commissioner Addington seconded the motion. The motion carried with unanimous approval.
- H. HB 308 Expenditure Discussion: The District received a one-time appropriation of \$367,256.80 from the State Legislators (HB 308) on our April 2021 Highway Users deposit. In light of this additional funding, Director Weymouth identified the following projects.
- Latour Creek Road (#205): Add a 1.5' gravel lift (creek rock) for 1,700 feet (from Dudley Rd #206 to the Bridge). The first layer of triple shot will be scheduled (weather permitting) in the next two weeks, followed by a second shot later this summer. The final shot will be in 2022. Estimated material costs are \$35K.
  - Wolf Lodge Creek Road (#124): The District received many calls from residents concerned about the expedited deterioration of the road from Frontage Road to the Alder Creek 'Y'. Summer construction and bridge work on I-90 over the last few summers and because Google maps show this as an alternative route are contributing factors to the

expedited road failure. Deputy Director Yerian said the road is beyond patching and warrants using the asphalt zipper and chip-sealing. Preliminary work to include shoulder and drainage clean-up will begin shortly. Estimated costs are approximately \$90K.

- **Vehicle Purchases.** We are out of sync on our vehicle rotations, and all three of the Foreman's units are at the end of their useful lives. We did not spend the FY20 budgeted amount because of concerns about funding shortages during the COVID pandemic. We also have one budgeted for FY21 and another planned for FY22. Director Weymouth proposes purchasing three units at this time. The Board agreed to purchase three new foreman trucks combined within the \$150K range. They shelved the discussion about the purchase of a fourth truck for the Director. In closing, Deputy Director Yerian is working on an equipment replacement assessment to re-establish a realistic rotation schedule. The use of government piggybacks will be instrumental in this endeavor.

**Old Business: (Follow-up List)**

#1, 2,4,5 & 6 were either discussed earlier in the context of other projects and/or remain ongoing.

#3 CDA Lake Drive Master Plan & Speed Study: Chairman Christensen asked if there was anything prohibiting us from changing the speed limit to 35 mph if that is what the engineering report said. Director Weymouth said that entails a formal action by the District and the City of Coeur d Alene. We could do it solo, but it would make sense to partner with the City for their portion. Chairman Christensen would like to move forward with this important safety feature In light of increased summer traffic. Director Weymouth will contact Mr. Bosley PE with the City of CDA in this regard.

**Upcoming Meetings:**

The AHDKC Meeting is scheduled for Thursday May 12, 2021 after the KMPO. Director Weymouth encouraged attendance at the AHDKC Meeting because the agenda includes our standard administrative fees. The Directors' recommendation for the Fee Per Lot will have a simple adjustment based on the Consumer Price Index - increasing the fee to a \$5,500-\$6,000 range. The next step in this process would be developing an RFP and discussing the components of that step. There will be some shareable costs, and others will be District specific. Our Board is supportive of pursuing this endeavor. Director Weymouth believes that our community and infrastructure agencies are hyper-aware of the intense growth. Now could be the best time to implement impact fees, so growth pays for itself.

Regional IAHD Meeting May 26, 2021 at the CDA Resort:

**Correspondence & Permits: ( See attached)**

No Comments or items were discussed

**Reports:**

Secretary: Nothing new to report

**Director of Highways Weymouth:**

- He received a phone call from an investor/realtor about 147 acres between SH97, O'Gara Road & Hawthorn Road (just west of the school). He wanted to know if the District would have any concerns about free lot splits. Under the county ordinance, the Planning Department doesn't even see the proposal. They take legal descriptions to the Recorder's Office, and 147 acres becomes seven lots, which can become four - minor subdivisions. This is an example of why Impact Fees are a good idea for the Highway Districts. Hawthorn is a gravel road and O'Gara is in decent

shape but this development would dramatically increase the traffic on these roads. Director Weymouth would like to obtain the right of way we need on Hawthorn and do what we can to make any new roads public right of way. Indian Mountain and the Harrison Flats are some areas with the propensity for development in the near future.

- Sub 2: one employee out on medical leave for 3-4 weeks.
- Sub 1: Kristi Dixon started in the office through Integrated Personnel
- Summer road maintenance, chip seal prep, and Road Stabilization are in full swing.
- The County referred a Turner Bay resident, Dave Dieters, to the Highway District to see if we could assist him with the location for a new driveway on a private road. After consulting with Attorney Weeks, she replied with "The Highway District cannot take on the liability associated with private roads."
- Arrow Road residents paid their share of the dust abatement cost-share.

Deputy Director Yerian:

- Sub 1 crew is working on Wolf Lodge Creek Road (#124) repairing shoulders.
- Sub 2 is busy with weed spraying and the road stabilization program.
- Roadside mowing will begin as soon as the new mower attachment is installed.

Chairman Christensen:

- It appears someone is doing drainage work on the uphill side of Silver Beach Road (#110). They dug a trench and placed big rock in it but did nothing to mitigate the hillside above it from sloughing. Deputy Director Yerian said he would look into the matter.
- If the District has some discarded trees from the wind storms can they be re-purposed to a bike park working on a skill-building course? Director Weymouth confirmed the availability and said we have also donated some to Vern Newby's senior citizen wood burning program. They should contact the District office to coordinate a time with the Foreman.

Commissioner Austin: There is a problematic tree on Service Creek Road. Foreman Kraack & Deputy Director Yerian have been coordinating efforts with AVISTA to resolve the issue. The District's policy is to secure the scene (if the power is down) and contact the utility company when there is a safety issue involved.

Commissioner Addington: He will not be able to attend the AHDKC due to a scheduling conflict.

Meeting Adjournment: Commissioner Addington made a motion to adjourn the meeting at 11:50 a.m. Commissioner Austin seconded the motion, which was unanimously approved.

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Chairman Commissioner 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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Ham  
District Clerk