

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

1. Call to Order: Chairman Christensen called the meeting to order at 9:00 a.m.
2. Roll Call:  
Present: Commissioner Christensen, Commissioner Sieverding, Commissioner Addington  
Also present: Director of Highways Weymouth P.E., Deputy Director Yerian, District Clerk Ham, Attorney Susan Weeks- James Vernon & Weeks, Daniel Baker P.E. HDR Engineering, Angie Comstock P.E. JUB Engineering, Tracey Yost Advanced Benefits
3. Approval of Agenda  
Commissioner Sieverding moved for approval of the July 19, 2021 meeting agenda.  
Commissioner Addington seconded the motion. The motion carried.
4. Proposed Fee Increase Public Hearing Idaho Code 63-1311(a): Chairman Christensen opened the Public Hearing at 9:02 a.m. to discuss the adoption of fee increases as published in the Coeur d Alene Press on July 9 & 12<sup>th</sup> 2021. The District is seeking to increase fees due to the increased costs associated with the various permits and growth based applications. We received no public comment. Commissioners' deliberations included discussions about fee vs. minimum deposit, employee's timekeeping, implementation date, and the engineering estimates for the Fee In Lieu of Construction ranging from \$15-42K. Chairman Christensen said the fee of \$7,500 is a starting point, and this fee does not negate the District's ability to require the road be built to Highway District Standards as is the case in a major subdivision. Based on input from Attorney Weeks, the fees will apply to all new applications received with a County Comment request letter dated after today's meeting.  
Action: Commissioner Addington moved to close the public comment section, to accept Resolution 2021-5 with a verbiage update from minimum deposit to minimum fee, to retain the five-year payoff, and to implement the new fee structure with each new application received after today. Commissioner Sieverding seconded the motion. The motion carried.  
The following roll call was taken:  
Commissioner Addington Yes  
Commissioner Sieverding Yes  
Commissioner Christensen Yes  
Resolution 2021-5 is now adopted and approved by the East Side Highway District Board of Commissioners on this 19<sup>th</sup> day of July 2021.
5. Visitors:  
Daniel Baker P.E. with HDR Engineering addressed the Board concerning the Canyon Bridge project status:
  - The stakeholder meetings held to date have revealed the importance of the bridge to emergency services, a valuable link to recreationists, and EPA water quality monitoring during flood events. A draft summary of these meetings will be provided in the near future.
  - A public meeting is scheduled for September 21, 2021 at the Shoshone Fire District building.

- Discussions with the EPA included options for the repository road and the current use of the bridge for water quality studies and sediment control- monitoring responsibilities.
- Traffic counters were deployed over the July 4, 2021 weekend; however, a grass fire had some of the roads closed. We will likely need to try again over a week in August.

Tracey Yost with Advanced Benefits: Mr. Yost provided the Board with a market analysis that showed that the District's premiums are well under comparable market trends.

Mr. Yost discussed the disparity between the State unemployment rates to job availability.

Employees can negotiate better pay and benefits, which highlights the importance of keeping a healthy benefits package.

We can expect a 2% increase in dental rates, with no increase to vision insurance until at least 2023. A medical benefits meeting for employees is scheduled for August 19<sup>th</sup>.

Angie Comstock P.E. JUB Engineering provided the board a project status update.

- Construction for KN 20094 French-Fernan is scheduled for August 9<sup>th</sup> and is expected to be completed before the close of September. A recent informational flier was mailed to the residents, updating them as to the project status and what to expect next.
- Yellowstone Trail Road FLAP: (Also under New Business as a possible action item). The Yellowstone Trail Project (\$14-15M with District's 7.34% match requirement) is broken into four segments with sub-phases. Federal Highways has approved funding for segment one. Engineer Comstock offered JUB's services to prepare the grant application for future segments. The Board and staff discussed the overall project, the construction order of segments, and inherent issues with some areas. The first segment is scheduled for construction (two-phased) for the summer of 2023.

Action: Commissioner Sieverding moved to approve 2021 RFP Idaho Federal Lands Access Program (FLAP) Funding Application- JUB Task Order 20-21-003-003.

Commissioner Addington seconded the motion. The motion carried.

#### 6. Approval of Minutes

Commissioner Addington moved for approval of the Meeting Minutes dated June 10<sup>th</sup>, June 21<sup>st</sup>, and June 23, 2021 as presented. Commissioner Sieverding abstained because they pre-date her term. Commissioner Christensen vacated his position as Chairman, and seconded the motion. The motion carried.

Commissioner Sieverding moved to approve the July 6, 2021 meeting minutes as presented.

Commissioner Addington seconded the motion. The motion carried.

#### 7. Treasury Report

Commissioner Sieverding made a motion to approve the Treasury Report as presented.

Commissioner Addington seconded the motion. The motion carried.

#### 8. New Business (action items)

A. JUB Status Report – discussed under Visitors.

B. JUB Task Order for FLAP Grant Application – action taken under Visitors.

C. To Set a Public Hearing for the Amended Budget

Action: Commissioner Addington moved to schedule a hearing for the Amended Budget for September 20, 2021. Commissioner Sieverding seconded the motion. The motion carried.

D. Executive Session under I.C.74-206(f) to discuss litigation for Boothe Park

Commissioner Sieverding made a motion to enter into an Executive Session at 9:57 a.m., as authorized by I.C. 74-206 (f). Commissioner Addington seconded the motion.

A roll call vote was taken, and Commissioner Addington voted in favor of the motion, Commissioner Sieverding voted in favor of the motion, and Commissioner Christensen voted in favor of the motion. The motion carried. The Board entered into executive session. The Board reconvened to its regular session at 10:28 a.m. following the executive session. No action was taken.

Chairman Christensen called for a brief recess. The meeting resumed at 10:42 a.m.

9. Old Business

#1 SD3 Shed: The construction is completed. We will re-seed when the rains return to comply with the County's Erosion and Sediment Control Plan. The research for alternative lease options remains open for discussion.

#2 KC Land Use & Development Code: Ongoing communications with the County. New growth has sparked a flood of development. Some developers have found a way to avoid the major subdivision process by applying for phased minor subdivisions. The County is circulating draft language for comments.

#3 CDA Road Master Plan & Speed Limit Sign: Joint efforts and ongoing communications with the city. There are specific areas in the District's portion that would benefit from flashing speed limit signs. Planned communication with the Sheriff's Department will ensure the best sign placement. Director Weymouth said there is a developer-driven improvement in the concept stage for the area at Tony's Dinner Club. Trail separation in this area would be advisable.

10. Correspondence

#18 Special Events Permit Application for the annual Immaculate Conception Church procession from Post Falls to the Cataldo Mission was briefly discussed.

#39 LHTAC funding applications were briefly discussed.

11. Reports

Director Weymouth:

- The lower paved section of Sunnyside Road (AKA Rocky Canyon) is no longer maintainable. He suggested we use the asphalt zipper to return the existing surface back to gravel-like conditions until it can be addressed in the future, as a stabilized gravel road will provide a better driving surface than the badly deteriorated pavement.
- We are running full staffed, plus the addition of two temporary summer-only positions through Integrated Personnel. The addition of these two temporary positions has proved beneficial for flagging and miscellaneous tasks that are better suited for summer help. We plan to add \$26K to next year's budget under the Labor Section (Contract Labor).
- Administrative staff are working on the budget and then will focus on the 5-year CIP.
- Data Management Planning – This working document identifies the multiple platforms staff currently utilize for various administrative tasks. The goal is to improve efficiencies and productively in the office and shop settings. We want to add a web-based fleet management

system that includes an equipment replacement schedule. Staff will share the document with the Board once it is refined.

- The Burma - Gozzer Intersection LHSIP grant application scored too low to secure grant funding in the previous process. JUB has prepared alternatives to the road design to try accommodating the two property owners impacted. The \$100K LHRIP grant was approved and we will continue to seek funding opportunities. In the meantime, we will make meaningful safety improvements like brush cutting and improved signage.
- The road stabilization program and chip sealing programs (except for sweeping) are finished for this season. The time frame for fog sealing these roads depends on the product used. The Board and staff discussed road stabilization vs. a pavement management program. Deputy Director Yerian explained that when he first started with PFHD, the situation was similar to ours today. By focusing on pavement preservation and a preservation program, that scenario changed. Now that District has much more paved than gravel roads.

We should be chip sealing all of our roads on a 7–10-year rotation vs our current 15–20-year cycle. Director Weymouth said that it costs fifteen times more money to replace than to preserve with regular maintenance. The pitfall of the Road Stabilization program is that once the product is applied, then it must be done annually. The long-term cost of that could be viewed as unfavorable when comparing to the cost of pavement management. Staff asked the Board to consider these options towards an emphasis on a healthy long term pavement management program: First; We could use our own equipment & crew to apply mag chloride to the roads in Sub Districts 1 & 2; Second; we will consider using a reduced shot rate since these roads have had applications for three consecutive years. Finally, the money we save with the first two recommendations could be shifted to the pavement management program. Director Weymouth indicated that the existing annual \$150K chip seal budget line item should ideally be \$450K to keep all of our paved roads on a 10-year chip seal cycle. This plan will eventually allow us to more pave roads.

- Impact Fees: Director Weymouth asked if the Board would still like to move forward with Impact Fees. Commissioner Christensen said that since there have been Board Member changes throughout the Association, he would like to get a feel from the other Districts at the next AHDKC meeting.
- Cost-Shares: Director Weymouth demonstrated how the cost share calculations are unique to each road because of width and existing surface conditions. We received more requests this year than we were able to accommodate due to pre-scheduled projects. Staff has discussed three potential cost shares with residents, and will be preparing cost estimates for them to consider before petitioning the Board.
- The new Foreman trucks are unavailable – at least for this fiscal year. We will transition that expense to next year’s budget.

Deputy Director Yerian reported some difficulties locating a gas and phone line on the French/Fernan project. We are finishing the remaining pre-construction work in the next few weeks, including significant culvert replacements and ditch shaping.

Commissioner Addington said he was pleased with the effects of the road stabilization program. Deputy Director Yerian reported that although we have positive results, it was a challenging year for that particular program because of a lack of rain.

Commissioner Sieverding asked to schedule a meeting with Director Weymouth to discuss inner office mechanics. She would like to understand better who is doing what so she can share where she left off in the programs and databases that she used to manage. Director Weymouth is concerned that Iworq does not function as a planning tool – it is more of a data repository. In addition, every time we ask about adding a feature, it is \$10k, and Iworq owns the data, not the Highway District. Other web-based platforms would provide a more comprehensive interface and reporting mechanisms.

Director Weymouth would like to plan a field trip to show Commissioner Sieverding the CIP projects and problem areas.

Commissioner Christensen reported that the work done on Latour Creek Road and Wolf Lodge Creek Road looks good. He also noted that a food truck was parked at Exit 21. He recalled this was a topic of discussion a few years ago. Post Meeting Note: July 16, 2018 Board Meeting Minutes showed this topic of discussion. The action taken at that time was for staff to prepare a District Policy to handle requests for private/commercial enterprises permanently parked and/or conducting business within the District's right-of-way. Resolution 2018-05 was passed on August 20, 2020, prohibiting the use of the District's right-of-way for private and/or commercial business operations.

12. Budget Workshop: Commissioners and Administrative Staff worked through the working draft budget line-by-line in preparation for the August 30, 2021 Budget Hearing.
13. Adjournment: There being no further business to come before the Commissioners, the Chairman adjourned the meeting at 1:48 p.m.

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Graham Christensen, Chairman  
Sub District 1 Commissioner

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Angela Sieverding  
Sub District 2 Commissioner

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Mark Addington  
Sub District 3 Commissioner

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Rosie Ham  
District Clerk