

**East Side Highway District Board of Commissioners  
Special Call Meeting Minutes (Meeting held via Zoom)  
September 27, 2021**

**1. Call to Order**

Chairman Christensen called the meeting to order at 9:01 a.m.

**2. Roll Call**

Present: Commissioner Christensen & Commissioner Sieverding

Absent: Commissioner Addington

Also present: Director of Highways Weymouth, Deputy Director Yerian

Declared Conflicts of Interest: None

**3. Agenda & Conflicts of Interest**

Motion by Commissioner Addington to approve the agenda. Commissioner Sieverding seconded the motion. The motion carried.

Conflicts of Interest: None

**4. New Business Action Items:**

A. Canyon Road Bridge Feasibility Project Phase II Agreement: Mr. Baker P.E. with HDR Engineering summarized the project to date and an informal summary of the public meeting held on September 21, 2021. Phase II includes the following:

1. Draft Bridge TS & L (type, size, location): The TS & L provides conceptual bridge design, superstructure type, span arrangement, conceptual cost estimate.
2. A Geotechnical Investigation explores borings identifying subsurface conditions, soil characteristics, foundation alternatives, environmental sampling.

The estimated cost of Phase II is \$77,900. The District's match of 7.34% is \$5,718.

Action: After deliberation, Commissioner Sieverding made a motion to approve the Canyon Road Bridge Phase II Feasibility Agreement. Commissioner Addington seconded the motion. The motion carried.

B. Personnel Policy: At the September 20, 2021 Board Meeting the Commissioners previewed a policy change to employee benefit payout schedule from fiscal year-end to calendar year-end. The Board directed staff to canvass employees as to their preferences. Employees were in favor of the shift and for it to be effective January 1, 2022.

Action: After a brief deliberation, Commissioner Sieverding made a motion to approve the qualified benefit payouts to a calendar year-end. Commissioner Addington seconded the motion. The motion carried

C. Commissioner Sieverding made a motion to approve the August 16, 2021 Meeting Minutes. Commissioner Addington seconded the motion. The motion carried.

D. Proposed Amended 2020/2021 Budget Hearing and Resolution 2021-6.

Chairman Christensen opened the public hearing at 9:42 a.m.

Findings of Fact:

1. We advertised the 2020/2021 East Side Highway District Amended Budget in the Coeur d Alene Press on September 20<sup>th</sup> & 21<sup>st</sup>, 2021 and posted it on the District's website.

2. There was no written opposition received or public comment made, so Chairman Christensen closed the hearing for public comment.
3. Discussion: Director Weymouth highlighted the contributing factors to overall changes to the budget. It was an unusual year with Covid, which impacted income and expenses.
  - The HUR funds were held back by 15% for Covid related reasons. We closed 24% higher, with a one-time allocation of \$367K from House Bill 308.
  - Unexpected cost shares increased the income by \$44K
  - Expenses decreased in each category from administration to assets from the original budget. The office remodel did not happen, planned equipment purchases were delayed, refinanced the grader, and increased construction costs reduced the French Fernan project to 1 mile.
  - He made note of a formula error that increased expenses by \$69K from the previous draft.
  - The overall changes reflect the Board's direction in extensive budget and CIP workshops held throughout the year.

Action: Commissioner Sieverding moved to approve the proposed FY2020/2021 Amended Budget as presented. Commissioner Sieverding noted that the carry-forward is \$56K ahead of what was originally projected and that we will need to be careful about match requirements moving forward. Commissioner Addington seconded the motion.

No further deliberations followed. The motion carried.

Roll Call to approve RESOLUTION 2021-6 FY20/21 ESHD Amended Budget

Commissioner Christensen-Yes; Commissioner Sieverding-Yes; Commissioner Addington-Yes

Commissioner Christensen understands that formulas can get lost when dealing with multiple sheets and between Excel and Google Sheets. He asked that staff audit the formulas before submission to the Board. Commissioner Sieverding agreed that she too has been having trouble with Google Sheets and would prefer to receive the full budget in Excel to see the formulas. Commissioner Christensen agreed a view only feature would be helpful and that any changes to the documents are best completed at staff level. Commissioner Sieverding asked if a server would help eliminate the problem. In a related vein, Director Weymouth would like to add the entire Board Meeting Packet to the website. Our website, through Weebly, was a great starter site for the District; however, it may not be adequate for today's needs. A recent conversation with Hannah Anderson (Langdon Group- a sister company to JUB) offered to help the District modernize our website with better interaction with the public. The Commissioners agreed it was time to move in that direction.

5. **Adjournment** There being no further business to come before the Commissioners, the Chairman adjourned the meeting at 10:00 a.m.

---

Graham Christensen, Chairman &  
Sub District 1 Commissioner

---

Angela Sieverding  
Sub District 2 Commissioner

---

Mark Addington  
Sub District 3 Commissioner

---

Rosie Ham  
District Clerk