

**East Side Highway District Board of Commissioners  
July 18, 2022 Board Meeting Minutes**

1. Call to Order

Chairman Christensen called the meeting to order at 9:02 a.m.

2. Roll Call

Present: Commissioner Christensen, Commissioner Sieverding, Commissioner Addington  
District staff: Director of Highways Weymouth, Deputy Director Yerian, Clerk Ham  
Guests: Angela Comstock P.E.-JUB Engineering, Chris Yake Senior GIS Analyst with Gateway Mapping, Residents Jerry Sebby & Phil Noel

3. Approval of Agenda

Commissioner Sieverding moved for approval of the July 18, 2022 meeting agenda. Commissioner Addington seconded the motion, and the motion carried.  
Declared Conflicts of Interest: none

4. Public Comment

Residents Phil Noel and Jerry Sebby approached the Board of Commissioners regarding possible cost share participation for improvements to Carlin Bay Road #310. Director Weymouth reported that ITD has a project in the general area and the contractor may be willing to haul the millings at \$6.50 per ton to Carlin Bay Road at the end of August. The all-inclusive preliminary costs are estimated at \$410,543. The District's portion of 67% (\$275,064) and residents 33% (\$135,479). Although not on the District's Capital Improvement Plan, this opportunity would provide significant mutual savings to all interested parties if the logistical details are worked out. If the residents support the project and the funds can be raised by the end of July, there is a really good chance the pieces will fall into place to have nearly 3 miles of roadway improved from gravel to a chip sealed surface. The Board discussed the current road base, traffic counts, and pre-construction drainage work. Because this was not an agenda item, no Board action was taken.

5. Visitors: Chris Yake, Senior GIS Analyst with Gateway Mapping took the District's foundation data and has been refining it in an updated GIS platform, taking it from a single desktop license to a cloud based platform allowing multi-user access. He presented the Board an overview of the features of the new platform. The maps are GIS based, and the parcel data is Kootenai County based. The next phase will include permit data, pop-ups, attachment hyper-links, culverts, and updating the District's right of way map.

Angie Comstock P.E. with JUB Engineering provided a brief project status update.

6. Approval of Minutes

Action: Commissioner Addington motioned to approve the June 13, 2022 Regular Board Meeting Minutes as presented Commissioner Sieverding seconded the motion. The motion carried.

7. Treasury Report

Action: Commissioner Sieverding moved to approve the Treasury Report. The general checking account expenses since the last board meeting are \$458,845.09 to include checks 19106-19160 and

electronic payments. Commissioner Addington seconded the motion. The motion carried. The July 2022 Treasury Report Cash Fund Balances are as follows:

Petty Cash	\$200
Umpqua Checking	\$100,537
Less Assured Macro-Balance	(1,500)
State Treasury Fund 891	\$1,425,444
CDA Lake Dr. DBF Fund 412	\$1,569,147
Traffic Mitigation DBF Fund 369	\$244,914
<b>Total Funds</b>	<b>\$3,338,743</b>

8. New Business

A. Sawmill Point Use of Right-of-Way Agreement: Director Weymouth’s Staff Report briefed the Board about a re-positioning of a gate and fence placed partially in the District’s right-of-way. The right-of-way in that area is exceptionally wider than normal, and the re-positioning not interfere with the travelling public, nor the District’s maintenance or snow storage. The owners have agreed to allow the removal of trees that interferes with the line of site needed for the District’s office internet service.

Action: Commissioner Sieverding made a motion to approve the Sawmill Point Use of Right of Way Agreement conditional upon obtaining all of the owners’ signature, and waiving the fee. Commissioner Addington seconded the motion. The motion carried.

B. JUB Project Status Update: Engineer Comstock provided the Board a status on each of the seven tasks items/projects current with JUB Engineering.

C. GIS Presentation (previously shown in the Visitors portion)

D. Burma Gozzer Intersection: Director Weymouth’s Staff Report reviewed the Burma/Gozzer intersection grant applications over the last several years. The District was approved for \$100K LHRIP grant; however, the criteria was not met for the needed LHSIP (safety grants), and the District is unable to proceed with the improvements without both grant sources. Action: Commissioner Sieverding made a motion to decline the \$100K LHRIP funding. Commissioner Addington seconded the motion. The motion carried.

E. KN 22872 Canyon-Fernan Guardrail State and Local Agreement: Director Weymouth’s Staff Report shared that LHTAC may be able to accelerate this project. The construction cost estimate exceeds the programmed construction funds by \$46,448, and all indications are that LHTAC intends to increase the programmed funds instead of requiring the District to make up the difference. The District’s share will be \$53,845. The SLA is under ITD’s review however, and was not available for today’s meeting. The accelerated timeline is such that LHTAC will need the signed agreement returned prior to the next scheduled Board Meeting in order to continue the project timeline to take advantage of LHTAC’s year-end program funds. Since this is a standard agreement that the District has executed many times, Staff is requesting a conditional approval, or to schedule a Special Call meeting. Action: Commissioner Addington made a motion to approve the SLA for KN22872. Commissioner Sieverding seconded the motion. The motion carried.

- F. Capital Improvement Plan: Staff Report by Director Weymouth showed that ten of the original twenty 2019 Transportation Plan projects are either completed or the District has touched upon. The updated CIP was drafted utilizing basic original parameters as the original approved Transportation Plan. An updated CIP plays a key role in our budgeting and planning process. Once approved, the updated CIP will also be published on the District's webpage.
- G. Resolution 2022-06: Action: Motion by Commissioner Addington to approve Resolution 2022-06 adopting the 2022 Capital Improvement Plan as an amendment to the 2019 Transportation Improvement Plan. Commissioner Sieverding seconded the motion. The motion carried.

Chairman Christensen called a recess at 10:16 a.m. The meeting reconvened at 10:34 a.m.

- H. Coeur d Alene Lake Drive Signage: A \$19,514 Traffic Safety Supply quote for four 15" Radar Feedback signs and installation accessories was received. If approved, Director Weymouth will coordinate with the KCSO regarding placement; however, the tentative plan is to install them just past Tony's and on the other side of Bennett Bay Hill in both directions. The units are solar and battery powered, and provides a data log. Being moveable, alternative locations are also planned. The Board Members directed staff to proceed.
- I. Clerk Ham shared the various medical insurance plans and premiums available through IIIA. Action: Commissioner Sieverding made a motion renewing the District's current medical plan through IIIA, with no changes. Commissioner Addington seconded the motion. The motion carried.
9. Old Business  
#1 2021 DH1510 – Annual Road Mileage Report. The added comments are to facilitate communication between Chris Yake and Greg Wallingford to update the GIS platform with updated road mileage data.  
#2: Add- District's Hiring Policy. Commissioner Sieverding would like a job description for each position. Director Weymouth checked with Attorney Weeks, who clarified that Idaho Code 40-1310, gives the Highway District the authority to have job descriptions, but it is not required. The Board agreed to a workshop sometime this fall to work through some of the details such as hiring authority & protocol, job descriptions, and a compensation scale.
10. Correspondence: Commissioners reviewed the list and briefly discussed some of the items.
11. Staff Reports  
Clerk Ham shared a new dental insurance in the area called Northwest Dental Group. At this time the plan is available to groups only and are limited to 4 providers that are all in the Coeur d Alene and Hayden area. Once the plan expands to more of the outer areas, we will compare premiums and benefits.

Director of Highways Weymouth

- Staff updates – one crewman is on light duty while recovering from surgery, another is likely retiring in the next several months, and we have two summer hires on the job.

- Grant Status and Grant Applications Update:
  1. Yellowstone FLAP –Phase 1 is at 30% design review and we expect to hear this summer about Phase 2.
  2. Rip rap for Marmot Trail was awarded through DEQ’s Phosphorus Reduction for improving water quality in Lake Coeur d Alene. Since then, another \$20M funding pot was created, and they are now soliciting funding applications. We will collaborate with Melissa Cleveland to see if there is a possibility that the MS4 work could qualify for the new funding. Fernan Lake may also qualify for the new funding.
  3. Leading Idaho Local Bridge Program – LHTAC’s Council approved their ratings and we hope to receive ITD’s ratings by this Friday.
  4. River Road Culverts / Restoration Project: Fish & Game’s application through the Federal grant program, America the Beautiful, to the US Department of the Interior was delayed this year. Preliminary material costs are indicating \$200-300K. There is a meeting planned in August to further discuss the program and path forward.
- The office has been experiencing internet problems. Intermax has been proactive in assisting us with the connection issues. He is working on grant funding to get fiber at the office location, and we are on Starlink’s waiting list. The Verizon connectivity has dropped severely, and Verizon’s aid in getting that resolved has been disappointing. Along the lines of putting these pieces together, Commissioner Christensen asked if there was a way to coordinate with some of these companies to get their utilities updated and/or installed when we have a road torn up, such as Wolf Lodge Creek Road or Carlin Bay Road. Commissioner Sieverding asked if there was a way for the utility companies to help pay for the improvement if they are putting in new conduits. Director Weymouth said Ziply paid for mag chloride as a condition of their permit on Black Lake Road.
- Data Management discussion: We have been talking to a lot of vendors for various database platforms. Ideally, we would use one platform that manages all the data entry for fleet management, culvert inventory, and road histories, etc. Director Weymouth asked the Commissioners to consider how they currently use the data in their decision-making process, and to draft a proposal that addresses the big picture of what is needed and required. Commissioner Sieverding said, “The information is only as good as what management can use it for.” Director Weymouth shared an example that from a daily operations standpoint, it is not possible to run a simple report that shows a list of chip seals done in the last 15 years.
- Project Update: Other than what was previously discussed, the chip seal projects are well underway. We are assisting WHD for the next two weeks, then back to our schedule. The first half of Wolf Lodge Creek Road (from Alder to Marie Creek) is zipped and chipped, and the second half if planned this week.
- We are actively seeking durable rock sources and working with Attorney Weeks to see if access to Powderhorn Bay is feasible.
- We have potential cost shares for Road Stabilization on Arrow and Indian Mountain Roads.
- Equipment Update (further discussed in the budget workshop): All three foremen trucks are ordered and we are waiting for build slots, the F-550 chassis and equipment is also ordered with pending build slot; two WS47 plow trucks are ordered with a delivery expected in the spring of 2023; we purchased a paver and broom, and are looking for a chip spreader, roller, and crack sealer.

Commissioner Addington shared that upper Bell Canyon is holding up well with the road stabilization applied this spring, and would do better yet with a gravel lift this fall in a few spots. Director Weymouth mentioned that Bell Canyon is already on Foreman Christensen’s gravel list and the anticipated cost is around \$175K for that road.

Commissioner Sieverding

Commissioner Christensen

12. Adjournment: There being no further business to come before the Commissioners, the Chairman adjourned the meeting at 12:35 p.m.

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Chairman Christensen  
Sub District 1 Commissioner

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Commissioner Addington  
Sub District 3 Commissioner

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Angela Sieverding  
Sub District 2 Commissioner

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Rosie Ham, District Clerk