

**East Side Highway District Board of Commissioners  
Regular Meeting Minutes  
February 27, 2023**

1. Call to Order: Chairman Christensen called the meeting to order at 9:03 a.m.
2. Roll Call  
Commissioner Christensen, Commissioner Sieverding, Commissioner Addington  
Staff present: Director of Highways Weymouth, Deputy Director Yerian, Clerk Ham  
Guests: Ginny Tate, JUB Engineers Angie Comstock & Bryan Jensen
3. Approval of Agenda Commissioner Sieverding moved to approve the January 23, 2023 meeting agenda. Commissioner Addington seconded the motion. The motion carried.  
Declared Conflicts of Interest: none
4. Visitors/ Public Comment  
Potlatch Hill Road #109 resident Ginny Tate approached the Board with her concerns about the road conditions. She thanked Director Weymouth for meeting with her, reviewing the road documents, and improving road maintenance. Potlatch Hill Road serves multiple residents and her seasonal event venue. She and the City of Coeur d Alene have discussed annexation possibilities. She requested the Board's assistance to work through some of the conditions surrounding the annexation, the possibility of a LID (Limited Improvement District), and the cost of bringing the road up to AHDKC Standards. Director Weymouth will coordinate a date and time for a workshop to accommodate her request.
5. Approval of Minutes  
Commissioner Sieverding moved to approve the January 23, 2023 Regular Meeting Minutes and February 8, 2023 Special Call Minutes meeting minutes as presented. Commissioner Addington seconded the motion. The motion carried.
6. Approval of Treasury Report  
Commissioner Sieverding questioned where the Highway User quarterly deposit is reflected on the report. Staff addressed her concerns. Action: Commissioner Addington moved to approve the Treasury Report. Commissioner Sieverding seconded the motion. The motion carried. The February 2023 Treasury Report Cash Fund Balances are as follows:

Petty Cash	\$200.00
Umpqua Checking	\$159,799
Less Assured Macro-Balance	(\$1,500)
State Treasury Fund 891	\$2,591,906
CDA Lake Dr. DBF Fund 412	\$1,588,063
Traffic Mitigation DBF Fund 369	\$247,840
<b>Total Funds</b>	<b>\$4,586,308</b>

7. New Business
  - A. JUB Project Status: Angie Comstock P.E. highlighted some of the following items:

- KN22872 Canyon & Fernan Lake Guardrail Construction: Shoulder work will be done before the construction, scheduled for April 2023.
  - GIS Assistance: Updates were made and are ready for ESHD staff review. The DH 1510 report collaborations continue with Mr. Greg Wallingford of ITD; we anticipate a final draft of the DH1510 report in the next few weeks. Staff is updating traffic count data which will be uploaded into GIS in March. The draft DH1510 Report and District Right of Way map will be shared with the Board prior to submission and publication. Director Weymouth will confirm the compliance deadlines with Mr. Wallingford.
  - Frontage Road Bridge of Wolf Creek –Permitting is underway. The District will complete the work at the next low-water opportunity.
  - Leading Idaho Grant Support: The next steps include drafting plan sheets with Director Weymouth and hopefully a Notice to Proceed.
  - LHTAC Grant Season: Nothing has changed since the last board meeting. Grant applications were submitted. LHTAC will release the rankings at the March 10, 2023 Council Meeting.
- B. Cooperative Forest Service Agreement: This USFS and District maintenance agreement was due for renewal. After deliberation, Commissioner Addington motioned to authorize entering the contract with the USFS. Commissioner Sieverding seconded the motion, and the motion carried.
- C. MIN-23-0003 Dubrow Replat; D. MIN22-0040 Someday; E. MIN22-0037 Suncrest Estates: All three plat reviews and comment letters indicated the parcels are within the District’s jurisdiction; however, access is via SH 97. An additional comment on MIN22-0037 stated that the common driveway should align with Burma Road or meet separation standards. After deliberation Commissioner Addington motioned to approve all three comment letters and authorized Director Weymouth to sign the plats. Commissioner Sieverding seconded the motion, and the motion carried.
- F. DEQ Subaward Agreement #S777 for Sunnyside Road: This subaward is Federal ARPA funds that DEQ is administering through the Leading Idaho Lake Coeur d’ Alene Phosphorus Reduction Program. The total grant of \$1,012,173 includes the \$643,830 award and \$368K of In-Kind work that will be tracked, and reported monthly to DEQ. Action: Commissioner Sieverding motioned to authorize the Director to execute this agreement and associated documents on behalf of the District. Commissioner Addington seconded the motion, and the motion carried.
8. Old Business: No changes
9. Correspondence Permits and Reports:
10. Staff Reports  
Director of Highways Weymouth:
- Two employees are on light duty.
  - The winter maintenance line item is over budget primarily due to an increased need for deicer.

- DEQ asked if we wanted continued consideration for our unsuccessful grant applications, which Director Weymouth affirmed.
- River Road culvert project is being positioned for a grant application to America the Beautiful this summer.
- We secured internet connections for the Rose Lake and Harrison shops via a Verizon jet pack; this eliminates fax machines in the office and shops and presents a \$160 monthly net savings on the landline telephone bill.
- GWorks acquired Pubworks in a recent acquisition. The GWorks contract was handled administratively. Staff is loading 2022 and current data, and a program demonstration is planned for April.
- ICRMP is more proactive in cyber security due to increased threats and liability concerns. They advised we review their sample policy for implementation. A draft policy will be shared with the Board for review.
- We are actively working on nine different bids and quotes for our summer work.
- HDR submitted a Scope of Work to LHTAC for the Canyon Road Bridge. There was some discussion about the timing of bridge reconstruction related to ITD's bridge replacement and lane closures.
- Kootenai Water District is planning to replace water lines in the Bonanza Ranch area. The AHDKC Standards indicate the lines should not be in the roadbed. Director Weymouth is working with their engineer and may attend the Water District's board meeting to discuss the planned work.

Deputy Director Yerian:

- We received all three of the Foreman trucks.
- The new 550 is in Boise for Utility installations. Foreman Horning and Crewman Combs traveled to Boise for the pre-build, and we think it should be ready in the next month.
- We purchased a stainless steel tanker for multiple uses, one of which is the Road Stabilization Program. The benefits of this application are multi-faceted. We will save money by picking it up at the rail station in St. Maries and applying the product ourselves for all of Sub-District 3 and part of Sub-District 2. Secondly, we will apply the product on our schedule in optimum weather conditions vs. waiting for the contractor to have an opening.
- We have been working with OMCO. They build stainless tanks, water trucks and deicer units. The tentative plan is to fit one of the 2008 Western Stars for another stainless steel tanker. We will use one in Sub-District 3 as a winter deicer unit, as an application truck, and for material storage. Having two application trucks will increase our efficiency throughout the year immensely.

Commissioners:

Commissioner Addington thanked the Director and Deputy Director for navigating the projects and District's needs. It is great to have experienced management in place to help now that we have funds to work with.

Commissioner Sieverding asked questions about the property related to Potlatch Hill Road, the hydrants water source, the sharp corner at the entrance, and annexation. Staff addressed her concerns.

Commissioner Christensen said a lot of legislative transportation activity is happening, and Capital for the Day was a great opportunity to share the highway district world with new legislators. He also mentioned that an MOU with another agency should be drafted to address managing Boothe Park. He cited safety concerns on Coeur d'Alene Lake Drive in the Bennett Bay Hill area. The travel lanes need to be re-established to separate the trail traffic from the motorized vehicles. Flexible delineators may be a better option than rumble strips.

Adjournment

With no further business to come before the Commissioners, the Chairman adjourned the meeting at 10:56 a.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