

**East Side Highway District Board of Commissioners  
Regular Meeting Minutes  
November 18, 2024**

Call to Order: Chairman Christensen called the meeting to order at 9:00 a.m.

Attendance: Commissioner Christensen, Commissioner Sieverding, Commissioner Addington  
Also present: Attorney Susan Weeks; Ben Weymouth, Director of Highways; Rosie Ham, Clerk,  
Bryan Jensen P.E. JUB Engineering; Melissa Cleveland P.E. Welch Comer Engineering, Daniel  
Baker P.E. HDR Engineering  
Guests: Beth & Greg Parsons

Approval of Agenda: Commissioner Sieverding motioned to approve the agenda as presented.  
Commissioner Addington seconded the motion, and the motion carried. Declared Conflicts of  
Interest: None

Regular Meeting Public Comment: None

Continued Dillon Drive Abandonment Public Hearing:

At 9:02 a.m. Chairman Christensen recapped the status of the hearing held on October 21, 2024 then referred to the Hearing Officer, Attorney Weeks to continue.

Attorney Weeks read aloud the Hearing Comment Form from Petitioners Greg & Beth Parson 6998 E. Buckboard Road Coeur d Alene, Idaho 83814 with two attached letters. The letters are from residents Gerald & Stephanie Flannigan of 1122 S. Ponderosa Drive Coeur d Alene Idaho, and Elijah & Michaela Bennett 912 S. Ponderosa Drive Coeur d Alene Idaho. Both conveyed that they are property owners to the west side of the portion of Dillon Drive. Both parties support the vacation and state that they have no interest in purchasing the portion that is adjacent to their parcels. The comment form and two letters are entered into the record as Exhibit D.

At 9:06 a.m. The Chairman closed the public testimony.

Board deliberations commenced with questions and answers with staff about valuations.

Action: Commissioner Addington made a motion to table the deliberations and directed staff to obtain a competitive market analysis. Commissioner Sieverding seconded the motion, and the motion carried.

Fee Increase Public Hearing:

At 9:23 a.m. Chairman Christensen opened the public hearing and said “This is the established time and place for a Public Hearing to consider an increase in the Fee in Lieu of Construction.”

Director Weymouth provided a staff report explaining the history, and methodology used for the increase.

With no written or verbal public testimony, Chairman Christensen closed the public hearing at 9:27 a.m., and the board proceeded to deliberations.

New Business:

- A. Resolution 2024-03 Commissioner Sieverding made a motion to adopt Resolution 2024-03 - East Side Highway District Fee Schedule. Commissioner Addington seconded the motion, and the motion carried.
- B. JUB Project Status Report: Engineer Bryan Jensen reviewed the current task list making note of applying for \$100K for resurfacing Ponderosa & Silver, a concept report for the office parking lot replacement, and a Master Plan update draft to be presented at the December Board Meeting.
- C. Canyon Road Bridge Update: Engineer Baker reported that the final design is complete, and a number of required permits are either in process or approved, including the Floodplain Development Permit from Kootenai County, and a Stream Alteration Permit to the Idaho Department of Water Resources. There are two parcels impacted on the east abutment that will require very small right-of-way (about .02 acres) acquisitions. The team is working on the legal descriptions and exhibits. The right-of-way is needed to allow the County levy access. A public information meeting will be scheduled once all of the permits are secured and the construction timeline is established.
- D. Springston Bridge Discussion: Director Weymouth updated the Board of Commissioners on notable information. Delays related to US Coast Guard requirements slid the removal to the November-December 2025 timeframe. The City of Star Idaho has expressed interest in the structure to possibly repurpose it as a pedestrian bridge.
- E. MS4 Permit: Engineer Cleveland updated the Board on our annual MS4 Permit. Her annual report summarizes outreach activities and lab results for the samples taken from the 10 outfalls and 5 catch basins in our jurisdiction. The permit is due for renewal in April 2025. Engineer Cleveland shared five recommended changes or negotiation points before renewing the permit. The recommendations include the following: Change/reduce wet weather sampling, remove testing for cadmium, clarity on reasonable phosphorus threshold, potential reduction in dry weather inspections/testing to possibly every other year, and clarity on reduction of pollutant of concern reduction calculations. The reasoning and basis of each recommendation was discussed in detail. The Commissioners agreed with the recommendations.  
Action: Commissioner Addington made a motion authorizing Director Weymouth to submit the 2024 SWMP and Annul Report to DEQ. Commissioner Sieverding seconded the motion, and the motion carried.
- F. Set a Public Hearing for the Sale of Surplus Equipment: Action: Commissioner Sieverding motioned to set the hearing date for December 16, 2024. Commissioner Addington seconded the motion, and the motion carried.

Old Business & Meeting Schedule: No changes were made.

The Correspondence List: Items #4 G. George, #14 S. Sanders were briefly discussed.

Meeting Minutes: Commissioner Sieverding motioned to approve the October 21, 2024, Regular Meeting Minutes, and the October 31, 2024 Special Meeting Minutes. Commissioner Addington seconded the motion, and the motion carried.

Treasury Report: Commissioner Sieverding motioned to approve the Treasury Report. Commissioner Addington seconded the motion and the motion carried. The November 2024 Treasury Report expenses were \$279,042. The cash fund balances are as follows:

Petty Cash	\$200
Umpqua Checking Acct	\$145,670
(less assured macro-balance)	-\$1,500
State Treasury Fund 891	\$2,626,669
Reserve Funds Acct 412	\$1,328,278
TMF Fund Acct 369	\$242,349
Total Funds	\$4,341,666

### Reports

Director Weymouth:

- Personnel Policy: The policy is under professional review, and we anticipate presenting a final draft at the December board meeting.
- Hiring Policy: We have historically used a hiring agency; however, the last 3+ years has been through word of mouth. The competitive market suggests affordable health benefits is a main component in securing quality prospects. Based on these significant factors, Director Weymouth asked the Commissioners to support a Hiring Policy that allows management the option of a direct hire, which they did. Director Weymouth added that we may consider alternatives to CDL certification prior to hiring.
- Congratulations to Rick Stewart as the official Foremen in the Sub 1 Shop.
- An electrician is evaluating the problematic lighting in two shops. Avista rebates will likely offset a portion of the needed updates.
- The costs to fix or replace the roofs in Shop 1 and 2 will be included in the Facility Update master plan.

Deputy Director Yerian:

- Foreman and crews are preparing equipment for the winter season, roadside brush cutting, and placing rip rap in Bonanza Ranch. They are building a swale at the east entrance of Silver Beach Road.
- The GMC pickup we ordered from Robideaux Motors is ready.

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Commissioner Sieverding recapped the IAHD Annual Convention and asked about grant opportunities that were discussed in a convention workshop. Director Weymouth addressed her questions.

Adjournment: With no further business, the Chairman adjourned the meeting at 10:35a.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, Clerk