

GOLDEN GATE HIGHWAY DISTRICT  
500 E. GOLDEN GATE AVENUE  
WILDER, IDAHO 83676

AGENDA

April 12, 2018

11:30 A.M.

1. Review and Approval of Agenda
2. Report of the Secretary on all Agenda Notice Postings
3. Motion to Receive Secretary's Agenda Notice Postings Report
4. Motion to Approve [if necessary] the amended agenda as last posted
5. Call for any motion to amend the agenda [if necessary] following the start of the meeting
6. Public Input
7. Visitors
8. Approval of Meeting Minutes and Resolution Authorizing Secretary's Records Destruction Request of Meeting Audio Tape [Unclassified Record] Subject Meeting Dates: See Attached
9. Treasurer Report:
  - a) Treasure Report/I.C. § 57-135 compliance submittal of written financial report which includes the amount of funds in the District's treasury as such funds are deposited or invested.
    - Recommendation for approval by the Board [Idaho Code Section 57-127] for investment of certified funds on deposit, which are not needed for the payment of expenditures during the certified period as permitted by Idaho Code Section 67-1210.
    - Consider motion to Receive and Approve the Treasurer's report.
  - b) Ordinary and necessary bills to be paid presented by the Treasurer
    - Reviewed, by the Commissioners, of the bills for each expenditure for approval as recommended by the Treasurer.

Recommended motion to approve the bills: "I move that the disbursement of funds from the District's treasury for the payment of the bills in the total sum of \$ \_\_\_\_\_, as presented by the Treasurer, be authorized and approved. This includes Expenses of \$ \_\_\_\_\_ and Payroll of \$ \_\_\_\_\_."
10. Public Hearing
  - Schmidt Construction – Munn Ranch Subdivision – Variance application
11. Old Business:
  - Authorize Chairman to sign 2018 Wheel Loader Lease Documents
12. New Business:
  - Set FY2019 Budget Hearing Date
  - Authorize Chairman to sign Simplot & Smith Pipeline Agreement Documents
  - Authorize Chairman to sign Bureau of Reclamation Permits
  - Discuss Employee Job Performance Evaluation Plan
  - Discuss Licensed Use Permit for Non-Public Utility Form
  - Discuss Update to License/Permit for Irrigation Form
  - Liquid Asphalt Piggyback Purchase

- 13. Operations Report: Casey Percifield
- 14. Director/Engineer Report: Gordon Bates
- 15. Attorneys Report: William F. Gigray
- 16. Communications:
- 17. MOJO Report:
- 18. IAHD Report:
- 19. ACCHD Report: Gordon Bates
- 20. COMPASS Report:

ATTEST: Genia Watkins  
 Genia Watkins, Secretary/Clerk

4/10/18 7:00 a.m.  
 Date and Time Posted

<b>Agenda Posting:</b> Post agenda 48 hours in advance of regular meeting and 24 hours in advance of special meeting.			
Golden Gate Highway District Office 500 E. Golden Gate Avenue Wilder, ID 83676	US Postal Service 109 5 <sup>th</sup> Street Wilder, ID 83676	City of Wilder 107 4 <sup>th</sup> Street Wilder, ID 83676	City of Greenleaf 20523 N. Whittier Greenleaf, ID 83626

**DISTRICT SECRETARY'S MINUTES BOARD  
OF COMMISSIONERS MEETING**

These Minutes have been approved by the Board of Commissioners and are the official record relating to the conduct or administration of the District's business, as reflected herein.

Wilder, Idaho

April 12, 2018

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 11:30 A.M. on Thursday, April 12, 2018 in the District Office at 500 E. Golden Gate Avenue, Wilder, Idaho.

**PRESENT:** Commissioners Virgil Holsclaw, Fred Sarceda and David Lincoln, Work Director Gordon Bates, Foreman Casey Percifield, Secretary/Clerk Genia Watkins, and Attorney William F. Gigray.

**ABSENT:** None

**AGENDA**

**REVIEW:** Secretary Genia Watkins reported she posted the original agenda for the regular meeting Tuesday, April 10, 2018 at 7:00 a.m. **Motion: Made by Commissioner Virgil Holsclaw: To Approve the Posting of the Agenda, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**PUBLIC**

**INPUT:** None.

**VISITORS:** None.

**MINUTES**

**READ AND**

**APPROVED:** Minutes of the meetings were read. **Motion: Made by Commissioner David Lincoln: To Approve the Minutes of Meeting for March 8, 2018, and Minutes of Special Meetings for March 22, and April 3, 2018 Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

of Special Meetings for March 22, and April 3, 2018 Seconded By  
Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

**SECRETARY'S  
RECORD DE-  
STRUCTION**

**REQUEST:** Review of the meetings Minutes. Secretary Genia Watkins presented the Minutes of Meetings March 8, 2018 and Minutes of Special Meetings March 22, and April 3, 2018. **Motion: Made by Commissioner David Lincoln: To Accept the Minutes and by Resolution Authorize the Secretary's Record Destruction Request, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**FINANCIAL**

**REPORT:** Secretary/Treasurer Genia Watkins gave the financial report as follows. The expenses for March 9, 2018 through April 12, 2018 were \$257,779.54, payroll for March 9, 2018 through April 12, 2018 was \$60,620.20 for a total of \$197,159.34. **Motion: Made by Commissioner Fred Sarceda: To Approve the Financial Report and Authorize the Disbursement of Funds From the District's Treasury in the Sum Of \$257,779.54 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner Virgil Holsclaw.** The vote was unanimous. Motion carried. Secretary Genia Watkins stated that second monitor for front workstation was purchased and installed in March.

**OLD**

**BUSINESS:** AUTHORIZE CHAIRMAN TO SIGN 2018 WHEEL LOADER LEASE DOCUMENTS

Director Gordon Bates stated that lease documents with Caterpillar and John Deere, Inc. were ready for signatures in addition to documents brought by Attorney William F. Gigray. **Motion: Made by Commissioner David Lincoln: To Authorize Chairman Virgil Holsclaw to Sign Lease Documents and Resolutions 2018-02 & 2018-03, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**NEW**

**BUSINESS:** SET FY2019 BUDGET HEARING DATE

Meeting was set for August 23, 2018 at 12:00 p.m. **Motion: Made by Commissioner David Lincoln: To Hold The Fiscal Year 2019 Budget Hearing Date For August 23, 2018 at 12:00 P.M., Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

AUTHORIZE CHAIRMAN TO SIGN SIMPLOT & SMITH PIPELINE AGREEMENT DOCUMENTS

Attorney William F. Girgray drafted documents regarding multiple pipeline crossings with Simplot as well as Ronald Smith. Mr. Gigray suggested mapping these crossings on a map with the agreements referenced for future uses.

**Motion: Made by Commissioner Alfred Sarceda: To Authorize Chairman Virgil Holsclaw to Sign Pipeline Agreement Documents for Simplot and Ronald Smith, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

#### AUTHORIZE CHAIRMAN TO SIGN BUREAU OF RECLAMATION PERMITS

Director Bates stated these permits pertained to the work that was done on culvert repairs this year. **Motion: Made by Commissioner Alfred Sarceda: To Authorize Chairman Virgil Holsclaw to Sign Bureau of Reclamation Permits, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

#### DISCUSS EMPLOYEE JOB PERFORMANCE EVALUATION PLAN

Changes to Employee Job Performance Evaluation Plan were discussed. The number based scoring system has been eliminated. Changes were made to establish a more effective way of tracking employee performance. These evaluations can be completed as many times a year as needed in an effort to track both good and potentially bad reviews. At least one review a year is mandatory. **Motion: Made by Commissioner David Lincoln: To Approve Changes to Employee Job Performance Evaluation Plan, Seconded by Commissioner Alfred Sarceda.** The vote was unanimous. Motion carried.

#### DISCUSS LICENSED USE PERMIT FOR NON-PUBLIC UTILITY FORM

Director Bates and Attorney Gigray made changes to form to fit more specific residential uses. These instances could be things such as well crossings, small irrigation crosses, as well as more immediate instances. Changes on the form include better instructions on the fees/deposit due, adding an expiration of term of 120 days unless otherwise notified block, and adding Designee to the signature area in case Director of Highways is unavailable to sign. **Motion: Made by Commissioner Alfred Sarceda: To Adopt Licensed Use Permit for Non-Public Utility and/or Replacement, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

#### DISCUSS UPDATE TO LICENSE/PERMIT FOR IRRIGATION FORM

Updates to this form include better instructions on the fees/deposit due, adding an expiration of term of 120 days unless otherwise notified block, and adding Designee to the signature area in case Director of Highways is unavailable to sign. **Motion: Made by Commissioner Alfred Sarceda: To Adopt License/Permit for Irrigation Form, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

#### LIQUID ASPHALT PIGGYBACK PURCHASE

Piggyback offer from Shoshone Highway District was given to the District by Idaho Asphalt Supply, Inc. It is for the chip seal oil, dura patch oil, and other road oil. With changes made to use tax requirements, costs have increased from 2017 but are relatively close to last year. Addition of distributor service of \$50 a ton or \$1,500 minimum is new this year. **Motion: Made by Commissioner Alfred Sarceda: To Accept Piggyback Offer From Idaho Asphalt Supply, Inc. For Liquid Asphalt Purchase, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

#### **ROAD**

**REPORT:** Foreman Casey Percifield discussed the attached report.

#### **ENGINEER**

**REPORT:** Director Gordon Bates suggested the District amend the FY2018 Budget. Wages and health insurance are below budget as well as carryover for FY 2017 is \$120,000 above budget after audit adjustments. Director Bates suggested pulling \$120,000 out of carryover to rebuild Red Top Road. **Motion: Made by Commissioner David Lincoln: To Amend FY2018 Budget, Seconded by Commissioner Alfred Sarceda.** The vote was unanimous. Motion carried.

Work Director Gordon Bates discussed the attached report.

#### **PUBLIC**

**HEARING: Motion: Made By Commissioner David Lincoln: To Open The Schmidt Construction Co., Inc.'s Notice Of Application for Variance 2018-01 At 1:15 P.M, Seconded By Commissioner Alfred Sarceda.** The Vote Was Unanimous. Motion carried.

Present at the hearing were: Commissioners Virgil Holsclaw, David Lincoln, and Alfred Sarceda, Director of Highways Gordon Bates, Foreman Casey Percifield, Secretary Genia Watkins, Attorney William F. Gigray, and Bill Schmidt and Patti Higgins.

Confirmed by Secretary Genia Watkins, the following exhibits have been admitted as evidence:

- Exhibit A – Variance Application
- Exhibit B – Applicant Site Plan
- Exhibit C – Aerial Photo Parcels R3632211600 & R3632211700
- Exhibit D – Aerial Photo Parcel R3632210000
- Exhibit E – Staff Report with photos
- Exhibit F – Plat Map of Munn Ranch Subdivision

**Motion: Made By Commissioner David Lincoln: To Accept The Exhibits As Presented By The Clerk, Seconded By Commissioner Fred Sarceda.** The Vote Was Unanimous.

Director Gordon Bates presented the Board a brief summary of application for Variance 2018-01. Variance is needed to seek wider commercial approach for driveway. The Districts standards are for 40', applicant is requesting 70' to support truck traffic for their business.

Mr. Bill Schmidt addressed the Board with his reason for requesting Variance 2018-01. He owns a construction business and operates heavy equipment including large trucks with 5-6 axels, the current road is not wide enough to allow trucks to make corners without driving off the pavement. This causes them to drive in the barrow ditch and damages culverts in their way. Exhibit F shows the parcels that Mr. Schmidt owns and shows the areas in which he is requesting variance.

Director Bates gave his staff report recording this variance application, see attached.

Mr. Schmidt indicated that right on his property boundary is a fire hydrant, he would like to pipe on each side but leave enough open barrow around the hydrant for drainage.

Intersection of Munn Avenue and Monte Way will not be effected with approval of this Variance 2018-01.

Director Bates agreed with reasons behind Mr. Schmidt's request for variance with no objections. Approval of variance will benefit the public as well as the District. Mr. Schmidt has no objections to Director Gordon Bates' staff report, Exhibit E., recommendations of approval of variance.

Chairman Virgil Holsclaw asked if any additional input was needed, none was given.

Chairman Virgil Holsclaw asked the following questions:

1. Has the application been filed with the Highway District of a form prescribed and includes all the necessary information and has the appropriate fee been paid and has been filed by a real party in interest?

Director Bates: Yes

2. Does the subject application include more than one request for variance?

Director Bates: No

3. Would the literal interpretation and enforcement of the relevant regulation result in a practical difficulty or unnecessary physical hardship which is inconsistent with the objectives of the HSDP standards?

Director Bates: Yes

4. Are there extraordinary site characteristics applicable to the property involved or to the intended use of the property, which do not apply generally?

Mr. William Gigray: Yes, truck traffic.

Director Bates: Yes

5. Will a literal interpretation and enforcement of the regulation deprive the applicant of privileges enjoyed by the owners of other properties?

Mr. William Gigray: Interpretation of "privileges enjoyed by the owners of other properties" is the ability to access their property with vehicular traffic. This variance will improve access for property owners.

Director Bates: Yes

6. Will the granting of the requested variance constitute a grant or special privilege inconsistent with the limitations on similarly situated properties?

Mr. William Gigray: With conditions suggested by Director Bates, No.

7. Will the granting of the variance be detrimental to the public health, safety or welfare, or be materially injurious to properties or improvements in the vicinity?

Mr. William Gigray: With conditions suggested by Director Bates and testimony from applicant, No.

8. Are there any reasonable conditions found or proposed and found to be in the public interest that should be imposed as a condition of vacation? If so, state them.

Mr. William Gigray: With conditions suggested by Director Bates and no objections from applicant, No.

Chairman Virgil Holsclaw directed Attorney William F. Gigray to draft finding of fact/conclusion of law and order of decision. To prepare the same in accordance with announced preliminary decision and findings and in that regard Approval of Application as Submitted subject to conditions.

**Motion: Made By Commissioner David Lincoln: To Approve Application as Submitted Subject to Conditions, Seconded By Commissioner Alfred Sarceda.** The Vote Was Unanimous. Motion carried.

**Motion: Made By Commissioner David Lincoln: To Direct Attorney William F. Gigray to Draft Finding of Fact/Conclusion of Law and Order of Decision, Seconded By Commissioner Alfred Sarceda.** The Vote Was Unanimous. Motion carried.

**Motion: Made By Commissioner David Lincoln: To Continue The Schmidt Construction Co., Inc.'s Notice Of Application for Variance 2018-01 At 12:30**



**Motion: Made By Commissioner David Lincoln: To Continue The Schmidt Construction Co., Inc.'s Notice Of Application for Variance 2018-01 At 12:30 P.M at The Next Regularly Scheduled Meeting Set May 10, 2018, Seconded By Commissioner Alfred Sarceda. The Vote Was Unanimous. Motion carried.**

**Motion: Made By Commissioner Virgil Holsclaw: To Recess The Schmidt Construction Co., Inc.'s Notice Of Application for Variance 2018-01, Seconded By Commissioner Alfred Sarceda. The Vote Was Unanimous. Motion carried.**

**ATTORNEY'S**

**REPORT:** Attorney William F. Gigray discussed the attached report.

**COMMUN-**

**ICATIONS:** None

**MOJO**

**REPORT:** None

**IAHD**

**REPORT:** None

**ACCHD**

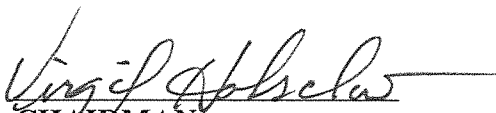
**REPORT:** None

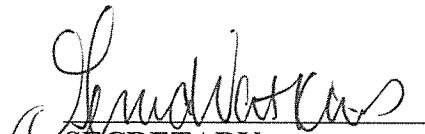
**COMPASS**

**REPORT:** None

**ADJOURN-**

**MENT:** There being no further business to come before the Commissioners, the meeting was adjourned.

  
CHAIRMAN

  
SECRETARY

# Golden Gate Highway District No. 3

Commissioners: Fred Sarceda, David Lincoln, Corby Garrett

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April 12, 2018

To: GGHD Commissioners  
From: Casey Percifield  
Subject: **Road Report for April 2018**

This past month the crew has accomplished:

- Grading gravel roads
- Installing signs
- Dura Patching
- Brooming Sand off roadway
- Installed pipe on Centerpoint Rd.
- Installed pipe on Matthews Rd.

Next month's projects:

- Finish grading gravel roads
- Finish brooming sand
- Dura Patching chip seal roads
- Make cold mix asphalt
- Patch culvert crossing



Street Address  
500 Golden Gate Ave  
Wilder, ID 83676

Mailing Address  
Box 38  
Wilder, ID 83676

Phone 208. 482.6267  
Fax 208. 482.6100  
Email [office@gghd3.org](mailto:office@gghd3.org)

# Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

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April 12, 2018

To: GGHD Commissioners

From: Gordon Bates, P.E.

**Subject: Director's Report for April 2018**

- FY2018 Budget Amendment is recommended. Wages and health insurance are below budget. FY2017 carryover is \$120,000 above budget after Audit adjustments. Suggest pulling from carryover to rebuild Red Top Road (east of Notus Road).
- Strategic Initiatives Grant: LHTAC will require new applications for FY2019. Previous year recipients will not be eligible. Laila Kral offered to provide some pointers to help strengthen our culvert application.
- Nearly complete with LHRIP Sign Grant installations.
- Simplot-Smith Farms pipeline: Pipeline Agreement ready for signatures.
- Completed several Land Use reviews with comments to CCDS.
- Matthews Road hill and John Wong easement: No change in status. Erosion control performing great.
- Peckham Road design on going.



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# WHITE PETERSON

## ATTORNEYS AT LAW

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\*\* Also admitted in WA

### Legal Counsel Report

To: Board of Commissioners, Golden Gate Highway District No. 3  
From: Wm. F. Gigray, III  
Re: Regular Meeting– April 12<sup>th</sup>, 2018

The following is my report of legal service projects and activity and matters which we wish to bring to the attention of the Board of Commissioners:

<i>PROJECT</i>	<i>DATE</i>	<i>ACTIVITY</i>
<b>Matthew Road Drainage Easement John &amp; Nancy Wong</b>	On-going	Easement accepted – need copy.
<b>Public Right-of-Way Access Permit Abstract of Record Form</b>	On-going	Working with Gordon to create a useable form.
<b>Peckham Road Project</b>	On-going	Waiting for more information
<b>Wheel Loader</b>	March/April	Reviewed Lease/Purchase Agreements with Caterpillar and John Deere Financial. Prepared a Resolution to authorize the Agreement with Caterpillar Financial Prepared an Opinion Letter to Caterpillar Financial Prepared a Resolution to authorize the Agreement with John Deere Prepared an Opinion Letter to John Deere
<b>Pipeline Agreement</b>	On-going	Revised the Permit/License Agreement with Ronald G. Smith dba Stateline Farms. Revised the Permit/License agreement with J.R. Simplot Company
<b>Licensed Use Permit for Non-Public Utility Form</b>	3/22/18	Worked with Gordon to revise the standard Non-public Utility Permit License.
<b>Exemption Certificate</b>	4/7/18	Advised Genia on Exemption Certificate
<b>Legislation</b>	2018	Legislation that will affect government entities
<b>Investment Process Policy Code Amendment [ not on agenda ]</b>	On-going	Process mandated by IC Section 57-127 Title 9, Chapter 5 [Resolution for April meeting]

Signed: \_\_\_\_\_

Cc: District Secretary

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