

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

AGENDA

May 10, 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
 - Valley Finish, Inc. Application for Variance No. 2018-02
 - Bill Schmidt Construction Variance Continuation No. 2018-01 for consideration and approval by the Board of the FCO granting Variance Application.
11. Old Business
12. New Business:
 - Authorize Chairman to sign Mutual Cooperation Agreement with Notus-Parma Highway District #2
 - FY2018 Budget Amendment: Authorize Chairman to Sign Publication for paper; set FY2018 Budget Amendment Hearing Date
 - Discuss FY2019 Budget Options
 - Resolution 2018-04 Open Meeting Policy
 - Resolution 2018-05 Public Records Policy

- Resolution 2018-06 Investment Policy
- Piggyback GSA Contract to Purchase John Deere 410L Backhoe & Authorize Preparation of 7 year Municipal Lease

13. Operations Report: Casey Percifield

14. Director/Engineer Report: Gordon Bates

15. Attorneys Report: William F. Gigray

16. Communications:

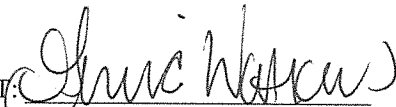
17. MOJO Report:

18. IAHD Report: District 3 Regional Meeting – May 23, 2018, Caldwell Airport

19. ACCHD Report:

20. COMPASS Report:

ATTEST:


Genia Watkins, Secretary/Clerk

5/18/18 6:45 a.m.
Date and Time Posted

Agenda Posting: 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 th Street Wilder, ID 83676	City of Wilder 107 4 th 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

May 10, 2018

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 11:30 A.M. on Thursday, May 10, 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, May 8, 2018 at 6:45 a.m. at the locations listed on the agenda. **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 Alfred Sarceda to Approve the Minutes of Meeting for April 12, 2018 Seconded By Commissioner David Lincoln.** The Vote Was Unanimous. Motion carried.

SECRETARY'S

RECORD DE-

STRUCTION

REQUEST: None.

FINANCIAL

REPORT: Secretary/Treasurer Genia Watkins gave the financial report as follows. The expenses for April 13, 2018 through May 10, 2018 were \$57,991.90, payroll for April 13, 2018 through May 10, 2018 was \$41,032.80 for a total of \$99,024.70. **Motion: Made by Commissioner Alfred Sarceda: To Approve the Financial Report and Authorize the Disbursement of Funds From the District's Treasury in the Sum Of \$99,027.70 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner Virgil Holsclaw.** The Vote Was Unanimous. Motion carried.

PUBLIC

HEARING: Motion: Made By Commissioner David Lincoln: To Continue The Schmidt Construction Co., Inc.'s Notice Of Application for Variance 2018-01 At 12:15 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, and Attorney William F. Gigray.

Attorney William F. Gigray addressed the Board with his Findings of Fact, Conclusion of Law, and Order of Decision Granting Variance Subject to Conditions that the Commissioner's requested he prepare at the last meeting. Mr. Gigray also presented the Board with a Variance Conditions Acceptance Agreement between Golden Gate Highway District No. 3 and William M. Schmidt & Schmidt Construction Co., Inc. Mr. Gigray followed by reading the Findings of Fact, Conclusion of Law, and Order of Decision Granting Variance Subject to Conditions, see attached.

Motion: Made By Commissioner David Lincoln: To Approve Attorney William F. Gigray's Draft Findings of Fact, Conclusion of Law, and Order of Decision Granting Variance Subject to Conditions For Variance 2018-01, Seconded by Commissioner Alfred Sarceda. The Vote Was Unanimous. Motion carried.

Motion: Made By Commissioner Alfred Sarceda: To Close The Schmidt Construction Co., Inc.'s Notice Of Application for Variance 2018-01 at 12:30 P.M., Seconded by Commissioner David Lincoln. The Vote Was Unanimous. Motion carried.

Motion: Made By Commissioner David Lincoln: To Open The Valley Finish, Inc.'s Notice Of Application for Variance 2018-02 At 12:31 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, and Attorney William F. Gigray. Mr. Jim Crowe, owner of Valley Finish, Inc. was unable to attend in person. He submitted written testimony on his behalf that will be included as an exhibit.

Mr. Gigray informed the Board that because there are no visitors present, Chairman Virgil Holsclaw can skip process of explaining hearing and get right to the application.

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

- Exhibit A – Variance Application
- Exhibit B – Aerial Photo Parcel R3632211500
- Exhibit C – Staff Report
- Exhibit D – Correspondence from Jim Crowe, owner of Valley Finish, Inc.

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 read Exhibit C, Staff Report with photos. See attached.

Director Gordon Bates stated that the Staff Report, Exhibit C, was sent to the applicant via email. In response, Mr. Crowe responded by email on May 9, 2018, which is Exhibit D. Mr. Crowe states that he accepts staff recommendations and if needed, he will be available by phone. Attached letter to email states the same in more detail. Director Bates read letter in full to Commissioners.

With no questions from the Commissioners, Mr. Gigray suggested the Board can move forward with their decision.

Motion: Made By Commissioner Alfred Sarceda: To Close the Receipt of Evidence and to Proceed With Deliberations to Accept Application for Variance 2018-02, Seconded By Commissioner David Lincoln. The Vote Was Unanimous. Motion carried.

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

Motion: Made By Commissioner David Lincoln: To Recess The Valley Finish, Inc.'s Notice Of Application for Variance 2018-02 At 12:45 P.M Until The Next Regularly Scheduled Meeting Set June 14, 2018, Seconded by Commissioner Alfred Sarceda. The Vote Was Unanimous. Motion carried.

OLD

BUSINESS: None.

NEW

BUSINESS: AUTHORIZE CHAIRMAN TO SIGN MUTUAL COOPERATION AGREEMENT WITH NOTUS-PARMA HIGHWAY DISTRICT #2

Agreement is with Notus-Parma Highway District #2, contract is for equipment sharing, labor assistance, and emergency situations. It is renewed and signed every year.

Motion: Made By Commissioner David Lincoln: To Authorize Chairman Virgil Holsclaw to Sign Mutual Cooperation Agreement With Notus-Parma Highway District #2, Seconded by Commissioner Alfred Sarceda. The Vote Was Unanimous. Motion carried.

FY2018 BUDGET AMENDMENT: AUTHORIZE CHAIRMAN TO SIGN PUBLICATION FOR PAPER; SET FY2018 BUDGET AMENDMENT HEARING DATE

Commissioners reviewed FY2018 Budget Amendment. June 14, 2018 is the next regular scheduled meeting date, budget hearing can be held at same time. Commissioner Alfred Sarceda asked Director Gordon Bates about sale of paint truck and tilt back trailer. Tilt back trailer is used to haul the roller. Current tilt back trailer is in dire need of extensive costly repairs, replacement is suggested to upgrade to bigger trailer to utilize the ability to haul excavators in future to avoid delivery costs. Foreman Casey Percifield received quotes from trailer dealer on new trailer, very low trade in value was given for current tilt back trailer due to the shape that it is in.

Commissioner Alfred Sarceda asked about increase amount in equipment repairs. Foreman Casey Percifield stated that one of the trucks had a transmission replaced.

Director Gordon Bates stated one of the main reasons for amending the budget is due to the fact that our carryover from FY2017 was substantially higher than anticipated which gave us room to add some projects to FY2018. At the end of the year, our carryover will again be higher than originally budgeted for.

Once Amended Budget has been published, funds cannot be increased to spend on any projects.

Motion: Made By Commissioner David Lincoln: To Authorize Chairman To Sign Publication for Paper and Set Amended Budget Hearing for June 14, 2018 at 12:30 P.M., Seconded by Commissioner Alfred Sarceda. The Vote Was Unanimous. Motion carried.

DISCUSS FY2019 BUDGET OPTIONS

Director Gordon Bates presented the Board with a few items that needed some attention while drafting FY2019 Budget.

- Increase Commissioners salary: Secretary Genia Watkins stated that with the current salary and benefits provided to Commissioners, we might reach a point where Commissioners will not have enough net pay to cover benefits. Commissioner Alfred Sarceda asked where we stand on Commissioner

compensation with regards to other highway districts. Secretary Genia Watkins stated she will gather that information and present it to the Board and the next meeting. Commissioner Virgil Holsclaw stated that he has elected to not use benefits provided by District due to the fact that he already has benefits that work the best for him. This is providing the District a significant amount of cost savings in health insurance costs.

- COLA for employees – flat rate or %: Director Gordon Bates stated that with using percentages as a COLA only separates the gap between pay grades. Using a flat rate of increase on a yearly basis, increases each level of pay grades the same. Commissioner David Lincoln suggested crew members a percentage, and all other employees at a flat rate. Discussion was held regarding having the Foreman's wages be set as a salary, it is currently hourly. Director Bates stated that he supported the idea of keeping the Foreman's wages as hourly. Attorney William F. Gigray suggested to make sure we have accounted for comp time in our budget in case an employee decided to leave without notice. Director Bates stated we will prepare a few options for them at the next meeting. Commissioner David Lincoln stated in the future he would like to see some pay levels for all employees to reflect their job duties, training, and skill level. Attorney William F. Gigray mentioned the upgrades to Canyon Highway District #4's pay rate table. Director Bates stated that Canyon Highway District #4 has a lot more employees at various levels and expertise, they are able to make those job description classifications. With our District having only 7 crew members, that would be very difficult to do, but as the District gets larger, will more than likely have to happen. Commissioner David Lincoln stated he would like to see it happen sooner rather than later.
- Box culvert on Ustick – East of Hwy 95: Box improvement is not included on the 5 year capital improvement plan. The state of the box is in need of repair soon. Repairs will include the widening of the road to make it safer. Director Gordon Bates stated he will work on getting some figures for that repair.
- Equipment/sand shed & conveyor: Director Gordon Bates and Foreman Casey Percifield stated that they would like to put together costs to construct a new sand shed with storage for equipment and purchase a material conveyor. Currently, the District's sand is stored outside and holds a lot of moisture. In the winter when the crew is using the sand, it freezes causing the crew to have to climb on the trucks to break the sand up, causing a significant safety hazard. The District has had 2 falls already caused by this scenario, both have resulted in shoulder injuries. Director Gordon Bates stated he believes it is only a matter of time before a more serious injury happens. The dimensions for the shed would be 73' x 160' with 30-40' of the shed being for equipment storage. Currently, the District does not have enough storage for the equipment. This will provide a shelter for a few new pieces of equipment. Commissioner David Lincoln stated that when the current building was built, they left room to add on the equipment storage area. Foreman Casey Percifield stated that the building would have to be taller than the current one to allow for the loader to move sand out of the shed. Area for the new shed

would be in the northeast corner of the yard. Yard material would have to be rearranged to accommodate everything. Director Gordon Bates stated that if in the future the District ever used salt for winter maintenance, it has to be stored dry.

- Building & maintenance upgrades: Director Gordon Bates stated that there are many upgrades/repairs that need addressed with the building. Some repairs included carpet cleaning, gutter/soffit repairs, paint updates, and window repairs. No significant repairs/upgrades have been done to the building since it was built.

RESOLUTION 2018-04 OPEN MEETING POLICY

Attorney William F. Gigray prepared resolution to address changes to District Policy regarding open meeting policy with new laws in effect July 1, 2018. Because the District has a maintained website, we will be required to follow the same posting laws both online as well as on paper. Regular meetings will need to be posted 48 hours prior to meeting, and special meetings 24 hours. Attorney William F. Gigray and Commissioners expressed the importance of having 24-7 hour access to the website. Director Gordon Bates and Secretary Genia Watkins will talk with the District's web manager to figure out the best way to get access to our website for timely postings.

Another change in the law that takes effect on July 1, 2018 is the "action item" listed on an agenda. New law states any item that might or will have a motion taken, will have to have "action item" listed by it on the agenda. Attorney William F. Gigray brought an example of agenda with this "action item" requirement being used.

Motion: Made By Commissioner David Lincoln: To Authorize Chairman to Sign Resolution 2018-04 Open Meeting Policy, Seconded by Commissioner Alfred Sarceda. The Vote Was Unanimous. Motion carried.

RESOLUTION 2018-05 PUBLIC RECORDS POLICY

Attorney William F. Gigray noted that new laws regarding public records will require record of who has possession, designation, and control of public records. The District's policy already follows these requirements, this just adds classification to some of the materials that they are referencing.

Motion: Made By Commissioner Alfred Sarceda: To Authorize Chairman To Resolution 2018-05 Public Records Policy, Seconded by Commissioner Virgil Holsclaw. The Vote Was Unanimous. Motion carried.

RESOLUTION 2018-06 INVESTMENT POLICY

Attorney William F. Gigray brought this resolution to the Board to assure compliance with Idaho code section regarding excess funds not used for an amount of time, needs to be certified and invested in certain types of investment accounts. Secretary Genia Watkins stated that majority of the District's funds are held in their State Investment Pool

which gains interest and is readily available for monthly expenses. Secretary Genia Watkins stated that the District has numerous accounts that have small amounts, maybe consolidating some of them would benefit the District.

Motion: Made By Commissioner Alfred Sarceda: To Authorize Chairman To Resolution 2018-06 Investment Policy, Seconded by Commissioner Virgil Holsclaw. The Vote Was Unanimous. Motion carried.

PIGGYBACK GSA CONTRACT TO PURCHASE JOHN DEERE 410L BACKHOE & AUTHORIZE PREPARATION OF 7 YEAR MUNICIPAL LEASE

Director Gordon Bates presented the Board with information regarding the 2018 Backhoe Contract. See Attached.

Motion: Made By Commissioner David Lincoln: To Award to Coastline Equipment the Purchase of One (1) John Deere 410L Backhoe for an Amount Not to Exceed \$120,000 Including 7 Year Warranty. The Chairman is Authorized to Administratively Sign Purchase Documents and Also Authorize Work Director to Secure Documents for a Seven (7) Year Lease with John Deere Financial, Seconded by Commissioner Alfred Sarceda. The Vote Was Unanimous. Motion carried.

Director Gordon Bates stated he will work with Coastline Equipment in getting these documents ready for a future meeting.

ROAD

REPORT: Foreman Casey Percifield discussed the attached report.

ENGINEER

REPORT: Work Director Gordon Bates discussed the attached report.

Director Gordon Bates will put together surplus information for road signs that are no longer being used.

Commissioner David Lincoln asked Director Gordon Bates if he had heard any information regarding the District receiving grant money regarding intersection improvements. Director Gordon Bates stated he had not heard anything formal yet. Receiving this grant would mean when Peckham Road is rebuilt, the District would have the funds to rebuild intersections at Travis, Van Slyke, and Allendale to support increasing truck traffic.

Commissioner Alfred Sarceda made request to Director Gordon Bates that the Commissioner's be made aware of situations within the District regarding large planning and zoning applications. The District has opportunity to provide comment on changes that effect the road network only and how it will impact traffic. Director Bates stated he will let the Commissioner's know about significant applications in the future.

ATTORNEY'S

REPORT: Attorney William F. Gigray stated he has covered most of his report. He and Director Gordon Bates have been corresponding with each other regarding Owyhee Subdivision and will have information for the Board in the future.

COMMUNICATIONS:

Secretary Genia Watkins stated she received correspondence from Boise Water Project regarding outstanding invoice that she sent in April. The District has numerous outstanding invoices that are over 5 years old. Collection attempts were made last month with no positive results. Attorney William F. Gigray stated that the District could deem them as uncollectable after 5 years. Secretary Genia Watkins will work up a schedule for the Board for the next meeting.

MOJO

REPORT: Commissioner Alfred Sarceda mentioned that at the meeting, discussion was held regarding what type of material could be dumped into the pit. MOJO engineer was going to check into that matter.

IAHD

REPORT: District 3 Regional Meeting will be held May 23, 2018 at the new terminal at the Caldwell Airport.

Discussion was held regarding IAHD Convention in Coeur de Alene. Rooms have been reserved for November. Secretary Genia Watkins will look into cost savings between flights vs. driving.

IAHD has implemented a new scholarship program for any children and grandchildren of highway district employees. This program is just being started and they are not sure of all of the specifics, but are brainstorming ideas for fundraisers to support these scholarships.

ACCHD

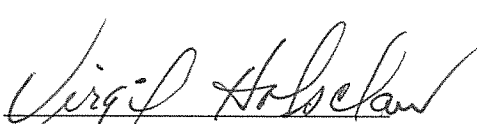
REPORT: None

COMPASS

REPORT: None

ADJOURNMENT:

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

May 10, 2018


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

This past month the crew has accomplished:

- Finished grading gravel roads
- Finished brooming sand off roadway
- Made coldmix asphalt
- Patched culvert crossings, 6 with Dan Winn, and 4 others on our own
- Dura Patching

Next month's projects:

- Grader Patching
- Dura Patching
- Prep Roswell Rd for first coat of chip seal
- Sign install
- Prep chip seal roads



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Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, Fred Sarceda, David Lincoln

May 10, 2018

To: GGHD Commissioners

From: Gordon Bates, P.E.
Director of Highways

Subject: **FY2019 Budget Options for Discussion**

Genia and I are seeking general guidance from the Commissioners on a few options. These are not final recommendations but only to see what information we should prepare. This will help us develop a draft for Board consideration at the June meeting.

1. Increase Commissioners salary by amount TBD. This is mainly related to increased cost of health insurance for dependents.
2. COLA for employees. Percentage of base pay OR flat rate amount TBD.
3. Ustick Road replacement of box culvert just east of HWY 95. The 5-year Capital Improvement Plan does not include small projects like this.
4. Equipment/Sand Shed and conveyor. Currently wet sand freezes on the sanders. Crewmen climb on trucks to clear sand. Two falls from the trucks have resulted in injuries with large Worker's Comp claims.



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