

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

AGENDA

March 8, 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
 - Jim Crow – Munn Ranch Subdivision
7. Visitors
 - Shandro Group Representatives; Lori Outen & Vicki Jensen
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
11. Old Business:
12. New Business:
 - Discuss change in regular meeting time to 12:00 p.m.
 - Discuss April 1, 2018 Blue Cross Health Insurance Renewal
 - Authorize Secretary to sign Integra Flex renewal documents

- Discuss employee benefits for probationary employees
- Exceptional Performance Award
- Review Employee Evaluation Policy and Form
- Review MOJO Certification of Value Fiscal Year 2016/2017
- Set road tour date
- Review old permit applications and street cut deposits
- Review accounts receivable for old subdivision agreements and billings

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:

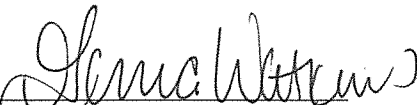
Posted At: Golden Gate Highway District Office
500 E. Golden Gate Avenue
Wilder, Idaho 83676

US Postal Service
109 5th Street
Wilder, ID 83676

City of Wilder
107 4th Street
Wilder, ID 83676

City of Greenleaf
20523 N. Whittier
Greenleaf, ID 83626

ATTEST:


Genia Watkins, Secretary/Clerk

3/6/18 @ 8:10 a.m.
Date and Time Posted

**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

March 8, 2018

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 11:30 A.M. on Thursday, March 8, 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, March 6, 2018 at 8:30 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.

MINUTES

READ AND

APPROVED: Minutes of the meetings were read. **Motion: Made by Commissioner David Lincoln: To Approve the Minutes of Meeting for January 11 and February 8, 2018, and Minutes of Special Meetings for February 12 and 16, 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 January 11, and February 8, 2018 and Minutes of Special Meetings February 12, and 16, 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 February 9, 2018 through March 8, 2018 were \$97,938.72, payroll for February 9, 2018 through March 8, 2018 was \$40,269.80 for a total of \$138,208.52. **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 \$138,208.52 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner Virgil Holsclaw.** The vote was unanimous. Motion carried.

PUBLIC

HEARING: None

OLD

BUSINESS: None

NEW

BUSINESS: DISCUSS CHANGE OF REGURLAR MEETING TIME
Discussion was held regarding at what time public input would be received. Commissioner's reception will be from 11:30 a.m. to 12:00 p.m. and public input will be tentatively 12:15 p.m. to 12:30 p.m. **Motion Made by Commissioner David Lincoln to Keep Regular Scheduled Meetings at 11:30 A.M. With Adjustment to the Agenda Posting. Seconded by Commissioner Alfred Sarceda.** The vote was unanimous. Motion carried.

**PUBLIC
INPUT:**

JIM CROW

Mr. Crow owns property in the Munn Ranch Industrial Subdivision off of Highway 19 outside Greenleaf, Idaho. Mr. Crow would like to see the intersections and roads inside the subdivision widened to support the heavy truck traffic. Trucks are not able to stay on the pavement to make the turns in the intersections as well as regular traffic increases, trucks are incapable of making the turns until vehicles have passed causing truck traffic to back up at times.

According to the Engineer, Treasure Valley Engineers, there is a 60' wide right of way and 26' wide pavement in the middle with barrow ditches on the sides with good drainage. Widening access from Highway 19 would require a permit from Idaho Transportation Department to work in their right of way. Mr. Bill Gigray pointed out that this request falls in Title 21 of Golden Gate Highway District #3's Policy Code, Public Right-of-Way Planning and Improvement Policy. Director Gordon Bates and Foreman Casey Percifield will work with Mr. Crow to get him the right paperwork to properly petition the District. Mr. Crow also brought to the attention of the Commissioners, pictures of his property that he is building right now. He understands that he needs to do the correct paperwork to be granted a variance, Director Gordon Bates and Foreman Casey Percifield will get him the correct paperwork for the next meeting. Mr. Crow would like to put in 100' of continuous culvert as opposed to 60' that is required.

SHANDRO GROUP REPRESENTATIVES – LORI OUTEN

Lori Outen with Shandro Group presented the Commissioners with a summary of benefits for the Blue Cross coverage. There is not many changes in the policy, prices have decreased for employee coverage, but dependent coverage has increased slightly, making the net changes very minimal. One significant change is the new policy has done away with the \$1,000 deductible for prescription drugs. Members will only have to pay co-pays for prescriptions. MetLife provides dental, life, & AD&D insurance. Rates have increased for the dental coverage for the first time in a while, not significantly enough to change providers. Lori Outen recommended the District leave the benefits as is, and to change the buy down to reflect the District no longer needs to reimburse for prescription drug. **Commissioner David Lincoln Made Motion to Accept Lori Outen's Recommendation to Leave the District's Benefits as is, but to Change the Buy Down to Reflect the Prescription Drug Reimbursement Change. Seconded by Commissioner Alfred Sarceda.** The vote was unanimous. Motion carried.

INTEGRAFLEX RENEWAL DOCUMENTS

Plan documents are the same as last year, with one exception being the \$1,000 out of pocket for prescription drugs. **Commissioner David Lincoln Made Motion to Authorize Secretary to Sign Renewal Documents. Seconded by Commissioner Alfred Sarceda.** The vote was unanimous. Motion carried.

DISCUSS PROBATIONARY EMPLOYEE BENEFITS

Policy Code states that probationary employees are not able to take vacation or sick leave until their probationary term expires. Vacation and sick time will accrue per pay period and be available when the term expires. Secretary Genia Watkins requested that vacation and sick time be available for her to use when necessary. **Commissioner David Lincoln Made Motion to Grant Secretary Genia Watkins Leave as Necessary And Make It Retroactive to February 15, 2018. Seconded by Commissioner Alfred Sarceda.** The vote was unanimous. Motion carried.

EXCEPTIONAL EMPLOYEE AWARD

Foreman Casey Percifield reported that all employees have been doing a good job for the last quarter. No specific employee went above and beyond their regular duties.

REVIEW EMPLOYEE EVALUATION POLICY & FORM

See Attached.

Foreman Casey Percifield stated that being able to evaluate employees on a more regular basis would be helpful in determining overall performance.

Commissioner David Lincoln recommends that Director Gordon Bates and Foreman Casey Percifield to work on a solution. Mr. Lincoln would also like to see a third party evaluation for Director Gordon Bates and Secretary Genia Watkins.

REVIEW MOJO CERTIFICATION

Motion Made by Commissioner David Lincoln to Authorize Chairman Virgil Holsclaw to Sign MOJO Certification of Value Fiscal year 2016/2017 Documents. Seconded by Commissioner Alfred Sarceda. The vote was unanimous. Motion carried.

ROAD TOUR DATE

Director Gordon Bates would like to set road tour date before the District has a preliminary budget for FY2018-2019. Date of March 22, 2018 at 10:00 was set for the road tour.

REVIEW OLD RIGHT-OF-WAY & STREET CUT DEPOSITS

Secretary Genia Watkins brought to the attention of the Commissioners that a lot of customers have not called for final approval for their deposits. Right-of-Way Permit Applications state that there is a 120 day valid permit period. If customer does not request an extension, their deposit is forfeited. Utility crossing and street cut deposits are usually held for 2 years to allow time to confirm road is repaired and meets standards. Suggestion was made to compile a list of old deposits to review.

REVIEW ACCOUNTS RECEIVABLE REPORT

Secretary Genia Watkins brought to the attention of the Commissioners an aging report with numerous outstanding invoices that are over 5 years. Mr. Bill Gigray stated the statute of limitations for collections is 4 years oral, 5 year written. A few of the invoices were for subdivisions that went bankrupt and were never built. Commissioners advised Secretary to research the District's remedy for collecting on these invoices.

ROAD

REPORT: Foreman Casey Percifield discussed the attached report.

ENGINEER

REPORT: Work Director Gordon Bates discussed the attached report.

ATTORNEY'S

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

Mr. Gigray noted April's agenda needed to have an action item to set public hearing on budget.

**COMMUN-
ICATIONS:** None

**MOJO
REPORT:** None

**IAHD
REPORT:** None

**ACCHD
REPORT:** None

COMPASS

REPORT: Director Gordon Bates reported project ranked #13 (Highway 16) will be moved up the priority list. ITD will spend funds to improve this project in order to secure federal grants.

**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: Virgil Holsclaw, David Lincoln, Fred Sarceda

March 8, 2018

To: GGHD Commissioners

From: Gordon Bates, P.E.

Subject: Employee Evaluation Policy & Process

Casey & I would like to the Commissioners input on potential revisions to Performance Evaluations as detailed in the Forms Book. It is proposed to frequently document employee performance (both good and poor) throughout the year instead of once annually. Actions would be documented in their employee file on a simple form or perhaps a short memo by their supervisor.

Policy says the Director is to conduct evaluations once a year. In practice the Foreman evaluates his crew and the Director reviews the evaluation. Employees seem to focus on the scores rather than actions. It is difficult to recall overall performance once a year.

Frequent performance documentation will more accurately reflect an employee's efforts on the job. The intent is to write down employee actions that exceed expectations when they occur. Also to document actions below expectations when they occur along with goals for better performance.

These are NOT disciplinary actions related to violations of Policy. Such actions are to be documented and dealt with in accordance with the disciplinary procedures detailed in the Policy Manual.



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500 Golden Gate Ave
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Golden Gate Highway District No. 3

Commissioners: Fred Sarceda, David Lincoln, Corby Garrett

March 8, 2018


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

This past month the crew has accomplished:

- Hauling pitrun to yard
- Shop maintenance, Service equipment & vehicles
- Road name signs to install
- Plow & sanding when needed
- Installed arch pipe Boehner Rd.
- Installed pipe Boise River Rd.
- Finished spraying stock Piles, Mojo, Hoskins Pit, and Yard

Next month's projects:

- Finish hauling gravel to yard
- Grade gravel roads
- Road name signs to install
- Install culvert pipe on Centerpoint Rd.
- Brooming sand off roadway
- Patching roads with Dura-Patcher



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Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

March 8, 2018

To: GGHD Commissioners

From: Gordon Bates, P.E.

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

- Peckham Road design on going.
- Matthews Road hill and John Wong easement: no change in status. Erosion control performing great.
- Strategic Initiatives Grant: Grant ranked #17 which should be at the top of the list for FY2019 funding of \$1,000,000 (assuming no new applications).
- Conducted speed evaluations on several more curves. More grant signs to be installed upon final Engineer's Report for advisory curve signage.
- Culvert Rehab Project: Centerpoint Road and Texas Road crossings at North Drain will be under construction next week.
- Simplot-Smith Farms pipeline: Reviewed/approved construction plans. Permits issued for crossing Peckham Rd, Red Top Rd and boring under Roswell Rd subject to pipeline agreement. Several more road crossings are not yet permitted. Pipeline Agreement drafted by Mr. Gigray and under review by myself. Then agreement will be sent to Simplot and Smith for their legal review.



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WHITE PETERSON

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OF COUNSEL

* Also admitted in OR
** 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– March 8, 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>
Matthew Road Drainage Easement John & Nancy Wong	On-going	Easement accepted – need copy.
Public Right-of-Way Access Permit Abstract of Record Form	On-going	Working with Gordon to create a useable form.
Peckham Road Project	On-going	Waiting for more information
Policy Code Amendment	3/1/18	Suggested amendment to Title 13, various chapters for Development Procedures and Permitting Policies. Bureau of Reclamation Consent Form
Investment Process Policy Code Amendment	1/31/18	Process mandated by IC Section 57-127 Title 9, Chapter 5 [Resolution for April meeting]
Pipeline Agreement	3/1/18	Prepared Permit/License Agreement with Ronald G. Smith dba Stateline Farms. Prepared Permit/License agreement with J.R. Simplot Company
Legislation	2018	Legislation that can affect government entities

Signed: _____

Cc: District Secretary

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