

**GOLDEN GATE HIGHWAY DISTRICT NO. 3
SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE: The Board of Commissioners of the Golden Gate Highway District No. 3 will conduct a Special Meeting at the following time and location:

DATE	TIME	LOCATION
Thursday, January 23, 2018	3:30 p.m.	Commissioners Meeting Room at the Administrative Offices 500 Golden Gate Avenue, Wilder, Idaho 83676

SPECIAL MEETING AGENDA

1. **Call to Order:** by Chairman
2. **Roll Call** – of Commissioners
3. **Approval of Meeting Agenda and Posting**
 - Receive the report of the posting of this meeting’s Agenda notice.
 - Motion to approve the Agenda and Notice Postings Report [sets the Agenda]
 - ✓ [Motion to approve Agenda as last posted is needed only when there has been a posting of additional Agenda items less than 48 hours before a Regular Meeting or less than 24 hours of Special Meeting.]
 - ✓ [Entertain motion to amend the Agenda following the start of the Meeting only if needed. This motion requires a good faith reason why the item was not included on the posted Agenda.]
4. **Special Business:**
 - A) Interview of selected applicants for Secretary/Treasurer position in Executive Session under Idaho Code § 74-206 (1) (a):
 - Consider a motion to go into executive session in accordance with:
I.C. § 74-206 (1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need;
 - Motion to include a designation of those to be in attendance during the meeting followed by a roll call vote.
 - Motion to come out of executive session and to reconvene in open session.
 - B) Consider amendment to Policy Code Section 8.5.2 and approval of confidentiality agreement form.
 - C) Consider appointment and salary of Secretary/Treasurer
5. **Adjournment**

ATTEST: Tara Ankenbauer
Tara Ankenbauer, Interim Secretary/Clerk

1/23/18 @ 3:10 pm
Date and Time Posted

Agenda Posting: Post agenda 48 hours in advance of regular mtg, and 24 hours in advance of special meeting

Golden Gate Highway District Office 500 Golden Gate Avenue Wilder, Idaho 83676	US Postal Service 109 5 th street Wilder, Idaho 83676	City of Wilder 107 4 th street Wilder, Idaho 83676	City of Greenleaf 20523 N. Whittier Greenleaf, Idaho 83626
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**DISTRICT SECRETARY'S DRAFT MINUTES
BOARD OF COMMISSIONERS SPECIAL MEETING**

CAUTION: These Draft Minutes have not been approved by the Board of Commissioners and are not therefore an official record relating to the conduct or administration of the District's business and will not be retained. At such time as Minutes of the meeting reflected herein are approved by the Board of Commissioners said Minutes will become the official record of the conduct or administration of its business, as reflected therein and retained by the District.

Wilder, Idaho

January 23, 2018

A special meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 3:30 P.M. on Tuesday, January 23, 2018, in the Commissioners' Meeting Room at the District Administrative Office at 500 Golden Gate Avenue, Wilder, Idaho.

PRESENT: Commissioners Fred Sarceda, David Lincoln, and Chairman Virgil Holsclaw; Director of Highways, Gordon Bates P.E.; Foreman, Casey Percifield; and, Attorney William F. Gigray III.

ABSENT: None

APPOINTMENT OF SPECIAL SECRETARY TO TAKE MINUTES OF THE MEETING:

The Director of Highways advised the Board that the interim Secretary Tara Ankenbauer was ill and could not attend the meeting.

- **Motion:** Made by Commissioner Sarceda and seconded by Commissioner Lincoln to appoint William F. Gigray, III as special secretary to take minutes of the meeting. The motion as approved unanimously.

AGENDA POSTING REVIEW:

Director of Highways Gordon Bates, P.E. reported he posted the original agenda for this special meeting on Monday, January 22, 2018 at 3:10 p.m. at the locations as stated on the Agenda Notice.

- **Motion:** Made by Commissioner David Lincoln: To approve the report of the posting of the agenda, Seconded By Commissioner Fred Sarceda. The motion was approved unanimously.

SPECIAL BUSINESS:

A) Interview of selected applicants for Secretary/Treasurer position in Executive Session under Idaho Code § 74-206(1)(a):

- Consider a motion to go into executive session in accordance with:

I.C. § 74-206(1)(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need;

No motion was made and the Chairman proceeded to the next order of Special Business.

B) Consider amendment to Policy Code Section 8.5.2 and approval of confidentiality agreement form.

- William F. Gigray, III, as District legal counsel, presented to the Board Resolution No. 2018-01 which proposed to amend Section 2 of Chapter 5 of Title 8 Golden Gate Highway District No. 3 Policy Code to provide for an exception to the policy prohibiting the hiring of relatives of current employees. He explained as drafted that the exception was limited to officers and that the proposed Resolution includes a new subsection 8.5.2.1 that required any appointed officer who was related to a District employee to sign a confidentiality agreement which form was part of the proposed Resolution as Appendix 8.5.2.1. The Commissioners reviewed and discussed the Resolution and inquired of the Gordon Bates and Casey Percifield regarding the same.
- **MOTION: Commissioner Fred Sarceda moved that Resolution No. 2018-01 be approved as presented. The motion was seconded by Commissioner David Lincoln. The Motion was approved unanimously.**

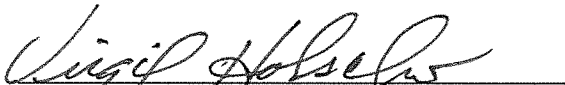
C) Consider appointment and salary of Secretary/Treasurer

- It was announced by the Chairman that the Board of Commissioners had concluded their review of the applications which were submitted pursuant to notice for the open position of Secretary/Treasurer and that the Commissioners had completed their interviews of applicants chosen by them to be


interviewed. He then asked the Commissioners if any of them was prepared to make a motion on this matter.

- **Motion was made by Commissioner Fred Sarceda that the Board of Commissioners appoint Genia Watkins as Secretary Treasurer of the Highway District for a period ending June 14, 2018 at the wage rate of \$21.00 per hour, subject to her signing the Officer Confidentiality Agreement which had just been approved in Resolution No. 2018-01. The Motion was seconded by Commissioner David Lincoln and was approved unanimously.**

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



CHAIRMAN



SPECIAL SECRETARY