

**GOLDEN GATE HIGHWAY DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA**

Date	Time	Location
December 13, 2018	11:30 A.M.	Commissioner Meeting Room 500 E. Golden Gate Ave. Wilder, ID 83676
Action Items	<p><b>ACTION ITEM NOTATION INFORMATION:</b> Any agenda item that requires a vote of the Board of Commissioners is identified with the appearance of the "Action Items" in the left column of this Meeting Agenda posting. The appearance of the "Action Items" does not require that a vote be taken on that item. "Action Items" designation is inclusive of all items listed in the same agenda number row.</p>	
1.	<b>CALL TO ORDER:</b>	
2.	<b>ROLL CALL:</b>	
3.	<b>COMMISSIONER RECEPTION:</b>	
Action Items	<p><b>3. APPROVAL OF BOARD MEETING AGENDA NOTICE POSTINGS REPORT BY THE SECRETARY INCLUSIVE OF WEBSITE OR SOCIAL MEDIA PLATFORM POSTINGS WHEN MAINTAINED BY THE DISTRICT:</b></p> <ul style="list-style-type: none"> <li>• Report of the Secretary on agenda notice postings inclusive of any amended agenda notice postings.</li> <li>• Motion to receive Secretary's agenda notice posting report, and set agenda.</li> <li>• Motion to Approve {if necessary} the amended agenda as last posted.</li> </ul> <p><b>Procedure to follow to amend the Agenda after the Meeting is started:</b> In the event the Board needs to take final action on an emergency matter not included in the approved posted agenda, a motion must first be made stating: why the item was not reasonably anticipated to be on the agenda and stating the facts of the reason for the emergency. An emergency must be a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of such agenda posting will make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss. The motion and the basis for this motion must be included in the minutes of this meeting.</p>	
4.	<b>PUBLIC INPUT:</b>	
5.	<p><b>5. VISITORS:</b></p> <ul style="list-style-type: none"> <li>• Bob Carter, Project Manager &amp; Tom Ritthaler, Asst. Manager, Boise Project Board of Control</li> <li>• Homedale Highway District Representatives</li> </ul>	
Action Items	<p><b>6. MEETING MINUTES APPROVAL:</b></p> <ul style="list-style-type: none"> <li>• Approval of Meeting Minutes Subject Meeting Date: Regular Meeting November 8, 2018.</li> </ul>	
Action Items	<p><b>7. TREASURER'S REPORT AND BOARD APPROVAL OF BILLS:</b></p> <ul style="list-style-type: none"> <li>• 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. <ul style="list-style-type: none"> <li>➢ Consider motion to Receive and Approve the Treasurer's report.</li> </ul> </li> <li>• Treasurer's Recommendation for approval by the Board to invest certified funds on deposit as permitted by Idaho Code Section 67-1210 which are not presently needed for the payment of expenditures until the next regular meeting (the certified period).</li> <li>• Ordinary and necessary bills to be paid presented by the Treasurer. <ul style="list-style-type: none"> <li>➢ Reviewed, by the Commissioners, of the bills together with the assignment of budget line item for each expenditures for approval as recommended by the Treasurer.</li> </ul> </li> <li>• Suggested motion: "I move for 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 \$ _____."</li> </ul>	
Action Items	<b>8. PUBLIC HEARINGS:</b>	

<p>9.</p> <p>Action Items</p>	<p><b>OLD BUSINESS:</b></p> <ul style="list-style-type: none"> <li>Discuss Function Classification Map Update</li> </ul>
<p>10.</p> <p>Action Items</p>	<p><b>NEW BUSINESS:</b></p> <ul style="list-style-type: none"> <li>Homedale Highway District – Chip Seal Assistance</li> <li>Authorization to Bid FY2019 Culvert Rehabilitation</li> <li>FY2018 Road &amp; Financial Report</li> <li>Capitol for a Day – IAHD</li> <li>Exceptional Service Award</li> </ul>
<p>11.</p>	<p><b>REPORTS:</b></p> <ul style="list-style-type: none"> <li>Operation Report – Casey Percifield</li> <li>Director/Engineer Report – Gordon Bates</li> <li>Attorney’s Report – Wm. F. Gigray, III</li> </ul>
<p>12.</p>	<p><b>GENERAL MATTERS</b></p> <ul style="list-style-type: none"> <li>Discussion regarding general matters with staff related to the operations of the District. No action will be taken.</li> </ul>
<p>13.</p>	<p><b>COMMUNICATIONS:</b></p>
<p>14.</p>	<p><b>MOJO REPORT:</b></p>
<p>15.</p>	<p><b>IAHD REPORT:</b></p>
<p>16.</p>	<p><b>ACCHD REPORT:</b></p>
<p>17</p>	<p><b>COMPASS REPORT:</b></p>
<p>18.</p> <p>Action Items</p>	<p><b>EXECUTIVE SESSION UNDER IDAHO CODE § 74-206 (1) (a), (b), (c), (d), (e), (f), OR (i).</b></p> <ul style="list-style-type: none"> <li>If needed. [The Action item is the motion calling for executive session and identification of the statutory authorization and who outside of the Commissioners will be in attendance] The motion, if seconded, requires a roll call vote.</li> <li>The Action item is also the voice vote to come out of executive session and resume regular session. *No final action or final decision will be taken or made in executive session.</li> </ul> <p><b>NEXT MEETING OF THE BOARD:</b></p> <ul style="list-style-type: none"> <li>The next Board Meeting is: _____.</li> </ul>
<p>20.</p>	<p><b>ADJOURNMENT</b></p>

Signed: Genia Watkins, Genia Watkins/Secretary Date/Time Posted: 12/10/18 @ 9:40am

**Agenda Posting:** Post agenda 48 hours in advance of regular meeting and 24 hours in advance of special meeting.

Golden Gate Highway District No. 3  
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

December 13, 2018

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 11:30 A.M. on Thursday, December 13, 2018 in the District Office at 500 E. Golden Gate Avenue, Wilder, Idaho.

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

**ABSENT:** Director/Engineer Gordon Bates

### **AGENDA**

**REVIEW:** Secretary Genia Watkins reported she posted the agenda for the regular meeting Monday, December 10, 2018 at 9:40 a.m. at the locations listed on the agenda. **Motion: Made by Commissioner Fred Sarceda: To Approve the Posting of the Agenda, Seconded by Commissioner David Lincoln.** The Vote Was Unanimous. Motion carried.

**VISITORS:** Bob Carter & Tom Ritthaler, Boise Project Board of Control  
Dan Herman, Homedale Highway District

### **PUBLIC**

**INPUT:** Bob Carter, Project Manager with Boise Project Board of Control introduced himself and Tom Ritthaler, Assistance Project Manager. They both wish to start a fresh new working relationship between Boise Project Board of Control and all highway districts and neighbors. They are happy to work with us on permits, equipment sharing, as well as solutions to some old problems.

Dan Herman introduced himself as the new Director for Homedale Highway District. Mr. Herman is brainstorming ideas of how his District can catch up on their chip sealed roads. He proposed renting equipment from Golden Gate Highway District and employees to assist them in doing their own chip sealing this year. It would take roughly 2-3 days for them to get 15 miles done. Attorney William F. Gigray stated the appropriate channel would be to get a cooperative agreement between Homedale Highway District and Golden Gate Highway District completed and then the next step would be to work out specifics of hours, equipment, and costs. The Commissioners will research options with Director Gordon Bates and Road Foreman Casey Percifield.

**MINUTES  
READ AND**

**APPROVED:** Minutes of the meetings were read. **Motion: Made By Commissioner Fred Sarceda: To Approve The Minutes Of Regular Meeting on November 8, 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 November 8, 2018 through December 13, 2018 were \$98,476.41, payroll for November 8, 2018 through December 13, 2018 was \$45,237.20 for a total of \$143,713.61. **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 \$143,713.61 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner David Lincoln.** The Vote Was Unanimous. Motion carried.

**PUBLIC**

**HEARING:** None

**OLD**

**BUSINESS:** DISCUSS FUNCTION CLASSIFICATION MAP UPDATE

No updates at this time.

**NEW**

**BUSINESS:** HOMEDALE HIGHWAY DISTRICT – CHIP SEAL ASSISTANCE

Commissioners suggested getting the Cooperative Agreement with Homedale Highway District prepared for the next meeting to discuss.

**AUTHORIZATION TO BID FY2019 CULVERT REHABILITATION**

Commissioners read attached memo for Authorization to Bid FY2019 Culvert Rehabilitation Bid Advertisement. Bid advertisement is set to be run in Idaho Press Tribune on January 4 & 11, 2019. Date set to for bids to be opened is January 25, 2019 at 11:30 a.m.

**Motion: Made By Commissioner David Lincoln: To Approve The Notice of Advertisement for the FY2019 Culver Rehabilitation Project, Seconded By Commissioner Fred Sarceda.** The Vote Was Unanimous. Motion carried.

#### FY2018 ROAD & FINANCIAL REPORT

Secretary Genia Watkins stated that she had prepared the FY2018 Road and Financial Report based on our un-audited FY18 year-end figures. The report will be transmitted electronically, and then will be published in the Idaho Press Tribune to comply with Idaho Code.

**Motion: Made By Commissioner Fred Sarceda: To Approve FY2018 Road and Financial Report and Authorize Signatures, Seconded By Commissioner David Lincoln.** The Vote Was Unanimous. Motion carried.

#### CAPITOL FOR A DAY – IAHD

Discussion was held regarding which representative would be able to attend IAHD's Capitol for a Day program to be held in February, 2019. IAHD will reimburse each district for lodging costs and will provide all meals, but it will be up to the Highway District to pay for all other costs incurred for the program. Commissioner David Lincoln stated that he will attend if it doesn't interfere with another trip that he might already have committed to. If he can't go, the Highway District will send another representative.

#### EXCEPTIONAL SERVICE AWARD

Foreman Casey Percifield stated that he and Director Gordon Bates believed Secretary Genia Watkins was deserving of the Exception Service Award for the quarter.

#### **ROAD**

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

#### **ENGINEER**

**REPORT:** Work Director Gordon Bates provided the attached report for Commissioners to read.

#### **ATTORNEY'S**

**REPORT:** Attorney William F. Gigray provided a memorandum regarding Canyon County's New Tax Exemption Ordinance. New ordinance would offer exemptions for new businesses based on investment and new job creation. This will significantly impact Highway Districts and school districts.

#### **GENERAL**

**MATTERS:** Secretary Genia Watkins stated that she had send letter to Wilder Irrigation District Board of Directors requesting exemption for a parcel located on HWY 95 and Jacks Road that was purchased for ROW. Wilder Irrigation District sent response stating that they would grant our exception.

Secretary Genia Watkins also send notice to Wells Fargo Leasing that the District requested to cancel their contract for copier leased through them effective immediately. They have not responded. She will check back within the month to make sure it was received.

Discussion was held regarding *Bopp et al* and records from White Peterson.

**COMMUN-  
ICATIONS:** None

**MOJO**

**REPORT:** Road Foreman Casey Percifield stated that he met with Notus Parma Highway District and Canyon Highway District to discuss water pumping at the pit. Tim Richards suggesting running a pump all year to keep the water level down as opposed to how it is being currently handled.

**IAHD**

**REPORT:** Commissioner David Lincoln stated that the State Of Idaho's tax revenue shortage will impact the District indirectly through the Surplus Eliminator Program. Scholarship applications are now available for all employees of Highway District's children and grandchildren.

**ACCHD**

**REPORT:** Next meeting will be held on January 17, 2019 at Nampa Highway District.

**COMPASS**


**REPORT:** Discussion was held over priority projects and future developments.

**EXECUTIVE**

**SESSION:** None

**ADJOURN-**

**MENT:** There being no further business to come before the Commissioners, the meeting was adjourned. Next regular meeting is scheduled for January 10, 2019.

  
CHAIRMAN

  
SECRETARY

# Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

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December 13, 2018

To: GGHD Commissioners

From: Casey Percifield

**Subject: Road Report for December 2018**

This past month the crew has accomplished:

- Tree trimming, worst locations in district first. In front of stop signs, line of sight issues, and school bus requests.
- Shop maintenance
- Road name sign replacement
- Head wall for 30" pipe on Lower Pleasant Ridge Rd.

Next months projects:

- Continue Tree trimming
- Shop, and equipment maintenance



Street Address  
500 Golden Gate Ave  
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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December 13, 2018

To: GGHD Commissioners

From: Gordon Bates, P.E.

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

- High Pointe Estates – No activity and no real estate signs.
- Peckham Road final design received for last review. Need R/W plan approval from LHTAC.
- Everrose Road complete. Reviewing Civil Dynamics reports and request for public maintenance. Need signs and culvert in driveway per walk thru with Casey.
- ClearSpan structure – Working with their design team for building permit package. Apple Valley Electric to submit quote for lighting and 220V power for conveyor.
- Irrigation crossing permit work for Fargo High Line crossings at Lower Pleasant Ridge Road and Batt Corner Road. Received BPBC approval. Next is Bureau of Recreation submittal.
- COMPASS grant projects submitted 4 of 4.
- Local Strategic Initiatives grant re-application for culvert rehab submitted. Out-to-Bid 1/04/18.
- Travis Rd Bridge #27200 working on quote solicitation to three vendors.
- COMPASS providing map services per meeting with Eric Adolfson.



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