

## DISTRICT SECRETARY'S FINAL 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 9, 2025**

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 12:00 P.M. on Wednesday, April 9, 2025 in the District Office at 500 E. Golden Gate Avenue, Wilder, Idaho.

**PRESENT:** Commissioners Ed Leavitt, Fred Sarceda, and Andy Bishop, Director of Highways Bob Watkins, Road Foreman Casey Percifield, Secretary Anita Herman, and Attorney Jay Kiiha (via Zoom).

**ABSENT:** Engineer Chris Pettigrew

**CALL TO ORDER:** The meeting was called to order at 12:00 p.m. by Chairman Andy Bishop.

**AGENDA REVIEW:** Secretary/Clerk Anita Herman reported that she posted the agenda for the regular meeting Monday, April 7, 2025 at 10:00 a.m. at the locations listed on the agenda. **Motion: Made by Commissioner Ed Leavitt: To Approve the Posting of the Agenda, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**VISITORS:** None

**PUBLIC INPUT:** None

**MINUTES READ AND**

**APPROVED:** Minutes of the meeting were read. **Motion: Made by Commissioner Ed Leavitt: To Accept and Approve the Minutes of Regular and Special Meetings March 13, 2025, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**SECRETARY'S RECORD DESTRUCTION**

**REQUEST:** **Motion: Made by Commissioner Ed Leavitt: Authorizing Secretary's Records Destruction Request of Meeting Audio Tape for Regular Meeting March 13, 2025, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

## FINANCIAL

**REPORT:** Secretary/Treasurer Anita Herman gave the financial report as follows. The expenses for March 14, 2025 through April 9, 2025 were \$464,577.83, payroll for March 14, 2025 through April 9, 2025 was \$63,344.82 for a total of \$527,922.65. **Motion Made by Commissioner Fred Sarceda: To Receive and Approve the Treasurer's Report and Authorize the Disbursement of Funds from the District's Treasury in the Sum of \$527,922.65 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

## PUBLIC

**HEARINGS:** None

## OLD

**BUSINESS:** None

## NEW

**BUSINESS:** DISCUSS AND AUTHORIZE DIRECTOR TO PURCHASE FY2025 PIGGYBACK TRAFFIC PAINT

Director Bob Watkins reported to the Board that he received the FY2025 Piggyback Traffic Paint details from Highway District #4 and it came in under budget. He recommended that the Board accept the Piggyback purchase in the amount of \$30,812.80. **Motion: Made by Commissioner Ed Leavitt: To Authorize the Director to Purchase FY2025 Piggyback Traffic Paint, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

### SET FY2026 BUDGET HEARING DATE

Secretary Anita Herman asked the Board to set the FY2026 Budget Hearing date for any time during August 25<sup>th</sup> through August 28<sup>th</sup>. **Motion: Made by Commissioner Ed Leavitt: To Set FY2026 Budget Hearing Date for Monday, August 25, 2025 at 12:00 p.m., Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

### DISCUSS AND APPROVE PERSI CHOICE 401K MATCH

Secretary Anita Herman presented the Board with percentage options for all the employees and discussed details of the 401k Persi Choice match. She then asked the Board to decide what percentage would be the max, who was eligible for the match, and when they would like to start the benefit. **Motion: Made by Commissioner Ed Leavitt: To Approve a 4% Persi Choice 401k Match for Employees as Part of the Benefit Package and Asked Attorney Jay Kiiha to Prepare a Resolution to Adopt the New Benefit, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

### DISCUSS CANYON COUNTY COMMISSIONER MEETING

Director Bob Watkins reported to the Board that Foreman Casey Percifield and himself will have a meeting with the Canyon County Code Enforcement Tuesday, April 15<sup>th</sup>. The meeting is regarding patrons parking vehicles along the districts right-of-ways and

preventing the highway district from maintaining parts of the county roads. **No Motion Needed, Discussion Only.**

#### **ROAD**

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

#### **DIRECTOR'S**

**REPORT:** Director Bob Watkins discussed his attached report.

#### **ENGINEER'S**

**REPORT:** Director Bob Watkins read the attached report from Engineer Chris Pettigrew.

#### **ATTORNEY'S**

**REPORT:** None

#### **GENERAL**

**MATTERS:** Secretary Anita Herman informed the Board that with their new insurance coverage starting May 1, 2025, they would be locked into a 3-year contract with that company. Secretary Herman then asked the Board if they felt they still needed their insurance broker for those 3 years. The Board asked Secretary Anita Herman to look further into the matter and bring back to the next meeting.

#### **ACCHD**

**REPORT:** Next meeting is April 17, 2025 at 1:30 p.m. at Notus/Parma Highway District.

#### **MOJO**

**REPORT:** Next meeting is April 17, 2025 following the ACCHD meeting at Notus/Parma Highway District.

#### **IAHD**

**REPORT:** Regional meeting is April 29, 2025 at 11:00 a.m. at the Holiday Inn in Nampa, Idaho.

#### **EXECUTIVE**

**SESSION:** None

#### **SPECIAL**

**BUSINESS:** None

#### **ADJOURN-**

**MENT:** There being no further business to come before the Commissioners, the meeting was adjourned at 1:00 p.m. **Motion: Made By Commissioner Ed Leavitt: To Adjourn the Meeting, Seconded by Commissioner Fred Sarceda.**

Next regular meeting is scheduled for May 14, 2025 at 12:00 p.m.

  
CHAIRMAN

  
SECRETARY

# Golden Gate Highway District No. 3

Commissioners: Andy Bishop, Ed Leavitt, Fred Sarceda

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April 9, 2025

To: GGHD Commissioners

From: Casey Percifield

**Subject: Road Report for April 2025**

This past month the crew has accomplished:

- Replaced 90' of 48" pipe on Ustick Rd
- Started Batt Corner Hill project, installed about 1,800 feet of pipe. 12", 15", and 18"
- Finished brooming sand off roadway
- Equipment maintenance

## Next month's projects

- Continue Batt Corner rebuild
- Fix stand pipe on Homedale Rd
- Fix washout on Frost
- Dura patch potholes
- Install pipe on Canal Rd
- Install new road name signs

# Golden Gate Highway District No. 3

Commissioners: Ed Leavitt, Andy Bishop, Fred Sarceda

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April, 8<sup>th</sup> 2025

**To: GGHD Commissioners**

**From: Bob Watkins, Director of Highways**

**Subject: Directors Report**

- Upper Pleasant Bridges- all construction is complete in the canal's we are currently waiting on girders for both structures. April 9<sup>th</sup> for the first delivery date and April 23<sup>rd</sup> for the second delivery date. With paving to follow.
- LHTAC- Council meeting held on March 13, to determine what additional bridge projects were to be funded, 10 bridges were selected for full replacement. One of our Upper Pleasant bridges were selected to be funded.
- Peckham Rd.-working with LHTAC, IMC, and Central Cove to figure out a long-term solution for drainage at the packing sheds. We have agreed on a design at the location and are working on a schedule to start asap.
- Batt Corner Realignment- Irrigation improvements complete, Grinding of roadway on 4/7 and 4/8, along with moving fence to right of way. We will continue working on filling the majority of the proposed roadway.
- Ustick Rd.- Ardurra is continuing 75% construction plans, including roadway plans and profile and determining existing right of way, utility's and guardrail.
- Gravel Pit- Had a meeting with John Stevenson from IMC to discuss improvements warranted during a recent TIS on Notus Rd.

End Report.



**J-U-B ENGINEERS, INC.**

J-U-B COMPANIES



**THE  
LANDON  
GROUP**



**GATEWAY  
MAPPING  
INC.**

April 7, 2025

To: GGHD Commissioners  
From: Christopher S. Pettigrew, P.E.  
J-U-B Engineers, Inc.

**Subject: Engineer's Report**

The following items have been worked on in the past month:

- Haylett Administrative Land Division – provided comment to County 04/07/25
- IMC Gravel Pit – met with John Stevenson 03/18/25 to discuss next steps
- Upper Pleasant Ridge Rd Bridges over Deer Flat Canal – observed girder fabrication at Contech 03/27/25, west bridge girders to be delivered 04/09/25, east bridge 04/23/25, reviewed several contractor submittals
- Batt Corner Rd Realignment – slope staking completed

The following are tracking items:

- GIS for Pavement and Sign Management – refining interface and gathering field data

END REPORT