

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

Date	Time	Location
December 12, 2019	11:30 A.M.	Commissioner Meeting Room 500 E. Golden Gate Ave. Wilder, ID 83676
	ACTION ITEM NOTATION INFORMATION: 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 to be taken on that item. "Action Items" designation is inclusive of all items listed in the same agenda number row.	
1.	CALL TO ORDER:	
2.	ROLL CALL:	
3.	COMMISSIONER RECEPTION:	
4. <i>ACTION ITEM</i>	APPROVAL OF BOARD MEETING AGENDA NOTICE POSTINGS REPORT BY THE SECRETARY INCLUSIVE OF WEBSITE OR SOCIAL MEDIA PLATFORM POSTINGS WHEN MAINTAINED BY THE DISTRICT: <ul style="list-style-type: none"> • Report of the Secretary on agenda notice postings inclusive of any amended agenda notice postings. • Motion to receive Secretary's agenda notice posting report, and set agenda. • Motion to Approve {if necessary} the amended agenda as last posted. <p>Procedure to follow to amend the Agenda after the Meeting is started: 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>	
5.	PUBLIC INPUT:	
6.	VISITORS:	
7. <i>ACTION ITEM</i>	MEETING MINUTES APPROVAL: <ul style="list-style-type: none"> • Approval of Meeting Minutes and Resolution Authorizing Secretary's Records Destruction Request of • Meeting Audio Tape [Unclassified Record] Subject Meeting Dates: Regular Meeting November 14, 2019. 	
8. <i>ACTION ITEM</i>	TREASURER'S REPORT AND BOARD APPROVAL OF BILLS: <ul style="list-style-type: none"> • 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"> ➤ Consider motion to Receive and Approve the Treasurer's report. • 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). • Ordinary and necessary bills to be paid presented by the Treasurer. <ul style="list-style-type: none"> ➤ 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. <ul style="list-style-type: none"> • 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 \$ _____." 	
9. <i>ACTION ITEM</i>	PUBLIC HEARINGS:	
10. <i>ACTION ITEM</i>	OLD BUSINESS: <ul style="list-style-type: none"> • Approve Resolution 2019-15 Cybersecurity Policy • Discuss Funding of Digital Orthophotography Project • 	
11. <i>ACTION ITEM</i>	NEW BUSINESS: <ul style="list-style-type: none"> • Appoint COMPASS Representative • Road & Street Financial Report 	

	<ul style="list-style-type: none"> • KN22101 State/Local Agreement – Peckham Road Intersections • Case Lane Bridge – Response letter to Riverside Irrigation District
12.	REPORTS: <ul style="list-style-type: none"> • Operation Report – Casey Percifield • Director/Engineer Report – Gordon Bates • Attorney’s Report – Wm. F. Gigray, III
13.	GENERAL MATTERS <ul style="list-style-type: none"> • Discussion regarding general matters with staff related to the operations of the District. No action will be taken.
14.	COMMUNICATIONS:
15.	MOJO REPORT:
16.	IAHD REPORT:
17.	ACCHD REPORT:
18.	COMPASS REPORT:
19. <i>ACTION ITEM</i>	EXECUTIVE SESSION UNDER IDAHO CODE § 74-206 (1) (a), (b), (c), (d), (e), (f), OR (i). <ul style="list-style-type: none"> • 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. • 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.
20.	NEXT MEETING OF THE BOARD: <ul style="list-style-type: none"> • The next Board Meeting is: _____.
21.	ADJOURNMENT

Signed: Genia Watkins, Genia Watkins/Secretary Date/Time Posted: 12/10/19 @ 10:00 a.m.

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 5th Street
Wilder, ID 83676

City of Wilder
107 4th 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 12, 2019

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 11:30 A.M. on Thursday, December 12, 2019 in the District Office at 500 E. Golden Gate Avenue, Wilder, Idaho.

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

ABSENT: None

AGENDA

REVIEW: Secretary Genia Watkins reported she posted the agenda for the regular meeting Tuesday, December 10, 2019 at 10:00 a.m. at the locations listed on the agenda. **Motion: Made by Commissioner David Lincoln: 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 meetings were read. **Motion: Made By Commissioner David Lincoln: To Approve The Minutes of Regular Meeting on November 14, 2019, Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

SECRETARY'S

RECORD DE-

STRUCTION

REQUEST: After review of the meetings minutes. **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 November 15, 2019 through December 12, 2019 were \$55,947.71, payroll for November 15, 2019 through December 12, 2019 was \$44,346.42 for a total of \$100,294.13. **Motion made by Commissioner Fred Sarceda to Receive and Approve the Treasurer's Report, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried. **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 \$100,294.13 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: APPROVE RESOLUTION 2019-15 CYBERSECURITY POLICY

Attorney William F. Gigray stated that this was the same policy that was discussed at the last meeting. This policy regulates usage of computer devices, and internet safety. Secretary Genia Watkins stated that the highway district's computer tech stated that our computers are all protected with security measures. **Motion: Made By Commissioner David Lincoln: To Approve Resolution 2019-15 Cybersecurity Policy, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

DISCUSS FUNDING OF DIGITAL ORTHOPHOTOGRAPHY PROJECT

Director Gordon Bates discussed attached memo. Discussion was held regarding the benefits of being able to access the data. Data can be sent to engineers during development phases of projects for more 3D imaging capabilities. Funding for this project is a one-time payment, with no obligations for continuing fees. **Motion: Made By Commissioner Fred Sarceda: To Approve Funding for Digital Orthophotography Project, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

NEW

BUSINESS: APPOINT COMPASS REPRESENTATIVE

Motion: Made By Commissioner Fred Sarceda: To Appoint David Lincoln as Compass Representative, Seconded by Commissioner Virgil Holsclaw. The vote was unanimous. Motion carried.

ROAD & STREET FINANCIAL REPORT

Secretary Genia Watkins provided copy of report to Commissioners. Report will be submitted online, and published in Idaho Press Tribune. Figures included on report are unaudited. **Motion: Made By Commissioner Fred Sarceda: To Approve FY2019**

Road and Street Financial Report, Seconded by Commissioner David Lincoln. The vote was unanimous. Motion carried.

KN22101 STATE/LOCAL AGREEMENT – PECKHAM ROAD INTERSECTIONS

Director Gordon Bates stated that this agreement is related to the highway district's Peckham Road Intersection Improvement project. This agreement is the first stage in the design portion of the grant that will be completed at the same time as the Peckham Road Rebuild project. **Motion: Made By Commissioner David Lincoln: To Accept State/Local Agreement for Project No. A022 (101) Peckham Rd Intersections Key No. 22101, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

CASE LANE BRIDGE – RESPONSE LETTER TO RIVERSIDE IRRIGATION DISTRICT

Director Gordon Bates stated the highway district received a letter from Al Barker who is representing Riverside Irrigation District. The letter is a demand that the Case Lane Bridge needs to be repaired. Discussion was held regarding safety of the bridge, and what the highway district's options are in replacement. Commissioner Virgil Holsclaw stated that he had received phone call stating the irrigation district did not approve of the current state of the bridge. Director Gordon Bates discussed a few options for replacement of the bridge that might be acceptable on both sides, funding for the project will have to take place in FY2021. The bridge was damaged by a car accident, guard rail was updated and replaced. Attorney William F. Gigray stated that research should be done to determine if the road or the irrigation ditch was in place first to determine how this situation should be handled. Commissioners directed Attorney William F. Gigray to send correspondence to Mr. Barker to inform him that he represented the highway district and that the district is working on a solution. Commissioner Lincoln mentioned checking with our insurance company to see if bridge structures are covered.

ROAD

REPORT: Road Foreman Casey Percifield discussed the attached report.

ENGINEER

REPORT: Director/Engineer Gordon Bates discussed the attached report. Discussion was also held regarding the status of the City of Nampa's proposal for registration fee increases and the pros and cons of supporting their proposal.

ATTORNEY'S

REPORT: Attorney William F. Gigray stated that most of the stuff he has been working on has already been covered previously in the meeting. Mr. Gigray drafted an agenda for Secretary Genia Watkins to use when Commissioner's might be together at a function. This would not be a meeting, no minutes are taken, and no district business will be conducted.

GENERAL

MATTERS: Secretary Genia Watkins stated the highway district's Christmas party will be on Sunday, December 15, 2019 at 4:00 p.m. at The Bowling Alley.

**COMMUN-
ICATIONS:** None

**MOJO
REPORT:** Next meeting is January 16, 2020 at 2:30 p.m. at Nampa Highway District #1.

**IAHD
REPORT:** Commissioner David Lincoln stated that the Association has decided to develop their own cooperative purchasing agreements that all member can utilize. IAHD's Capital for a Day is scheduled for February 6, 2020 and at least one commissioner from each district is encouraged to go.

**ACCHD
REPORT:** Next meeting is January 16, 2020 at 1:30 p.m. at Nampa Highway District #1.

**COMPASS
REPORT:** None

**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 9, 2020.


CHAIRMAN


SECRETARY

Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

December 12, 2019

To: GGHD Commissioners

From: Casey Percifield

Subject: Road Report for December 2019

This past month the crew has accomplished:

- Finished roadside spraying
- Built headwalls for Ustick Rd pipe extension
- Tree Trimming
- Snow removal
- 30" pipe on Boise River Rd

Next month's projects:

- The 2nd 30" pipe on Boise River Rd
- Shop Maintenance
- Snow removal when needed
- Tree trimming
- If weather permits, 48" pipe on Ustick Rd, and 36" pipe on Boehner Rd

Cost Saving's

Geffs Quote for chip spreader - 9904.98

Motion Industries, Mike's Metal Fab, and various locations for little items. Approx. - 5,000

Saving's - 4904.98



Street Address
500 Golden Gate Ave
Wildier, ID 83676

Phone (208) 482-6267
Fax (208) 482-6100
Email office@gghd3.org

Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

December 12, 2019

To: GGHD Commissioners

From: Gordon Bates, P.E.
Director of Highways and District Engineer

Subject: **Director's Report for December 2019**

- Peckham Road KN13964 all seven landowners have signed R/W Contract and Deed. Six of seven parcels purchased. Pioneer Title has provided addition info in response to mortgage holder request. Megan King is planning for closing this month.
- KN22101 Peckham Rd Freight grant SLA drafted. LHTAC is working with T-O Engineers for design as an Add Service to KN13964.
- Culvert Rehab project Peckham Road, Fish Road, Lower Pleasant Ridge Road and Notus Road @ South Drain are all finished. Working at Notus Road @ North Drain tributary. Expect completion and full closeout by 12/20/19. Providing inspections.
- Homedale Road topo survey by HMM Engineering has been received. Evaluating R/W vs. widening to determine which segments warrant detailed design by a consultant.
- Discussions with City of Nampa and IAHD regarding potential registration fee increase.
- Case Lane bridge meeting with Riverside Irrigation District and water flow engineering. Squash pipe doesn't work due to free board concerns by RID.
- Johnson Lateral piping – working with BPBC regarding road crossings at Ustick Road and Boehner Road. Current crossings need upgrading in conjunction with BPBC work.



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