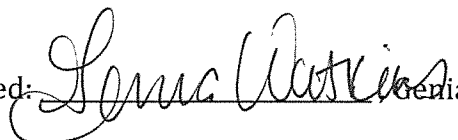


**GOLDEN GATE HIGHWAY DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REVISED REGULAR MEETING AGENDA**

Date	Time	Location
November 14, 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.	
<b>1.</b>	<b>CALL TO ORDER:</b>	
<b>2.</b>	<b>ROLL CALL:</b>	
<b>3.</b>	<b>COMMISSIONER RECEPTION:</b>	
<b>4.</b> <i>ACTION ITEM</i>	<b>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> <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>	
<b>5.</b>	<b>PUBLIC INPUT:</b>	
<b>6.</b>	<b>VISITORS:</b>	
<b>7.</b> <i>ACTION ITEM</i>	<b>MEETING MINUTES APPROVAL:</b> <ul style="list-style-type: none"> <li>• Approval of Meeting Minutes of Regular Meeting October 8, 2019.</li> </ul>	
<b>8.</b> <i>ACTION ITEM</i>	<b>TREASURER'S REPORT AND BOARD APPROVAL OF BILLS:</b> <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. <ul style="list-style-type: none"> <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> </li> </ul> </li> </ul>	
<b>9.</b> <i>ACTION ITEM</i>	<b>PUBLIC HEARINGS:</b> <ul style="list-style-type: none"> <li>• Continue David Christensen – ROW Reclassification for Signature Pointe Lane – 12:00 p.m.</li> <li>• Continue Schmidt Construction, Inc. Show Cause Hearing – Variance 2018-01 - 12:15 p.m.</li> <li>• Continue 2<sup>nd</sup> Street Reclassification to Open Right of Way -12:30 p.m.</li> <li>• Establishment Fees Public Hearing – 1:00 p.m.</li> </ul>	
<b>10.</b> <i>ACTION ITEM</i>	<b>OLD BUSINESS:</b>	
<b>11.</b> <i>ACTION ITEM</i>	<b>NEW BUSINESS:</b> <ul style="list-style-type: none"> <li>• Approve Resolution 2019-14 Fee Establishment Change</li> <li>• Approve Resolution 2019-15 Cybersecurity Policy</li> <li>• Approve Resolution 2019-16 Election Prohibitions</li> </ul>	

	<ul style="list-style-type: none"> <li>• Approve Resolution 2019- 17 Records Policy</li> <li>• Approve Resolution 2018-18 Updating the Official Map</li> <li>• Approve MOJO Certificate of Value Fiscal Year 2018/2019</li> <li>• Approve pick up purchase via statewide contract</li> <li>• Case Lane bridge options</li> <li>• Discuss Funding of Digital Orthophotography Project</li> <li>• Convention</li> <li>• Special Compensation</li> <li>• Costco Gift Cards</li> <li>• 2019 Meeting Schedule</li> </ul>
12.	<b>REPORTS:</b> <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>
13.	<b>GENERAL MATTERS</b> <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>
14.	<b>COMMUNICATIONS:</b>
15.	<b>MOJO REPORT:</b>
16.	<b>IAHD REPORT:</b>
17.	<b>ACCHD REPORT:</b>
18.	<b>COMPASS REPORT:</b>
19. <i>ACTION ITEM</i>	<b>EXECUTIVE SESSION UNDER IDAHO CODE § 74-206 (1) (a), (b), (c), (d), (e), (f), OR (i).</b> <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>
20.	<b>NEXT MEETING OF THE BOARD:</b> <ul style="list-style-type: none"> <li>• The next Board Meeting is: _____</li> </ul>
21.	<b>ADJOURNMENT</b>

Signed:  Genia Watkins/Secretary Date/Time Posted: 11/14/19 @ 7:25 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 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

November 14, 2019

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 11:30 A.M. on Thursday, November 14, 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 revised agenda for the regular meeting Thursday, November 14, 2019 at 7:25 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 October 8, 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, 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 October 10, 2019 through November 14, 2019 were \$123,813.78, payroll for October 10, 2019 through November 14, 2019 was \$44,346.43 for a total of \$168,160.21. **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 \$168,160.21 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

**PUBLIC**

**HEARING: CONTINUE DAVID CHRISTENSEN – ROW RECLASSIFICATION FOR SIGNATURE POINTE LANE**

**Motion: Made By Commissioner David Lincoln: To Continue The ROW Reclassification for Signature Pointe Lane Public Hearing At 12:15 P.M, Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

Attorney William F. Gigray continued to read the Findings of Fact, Conclusion of Law and Order of Decision and Order of Reclassification. Applicant David Christensen has accepted the maintenance agreements and agreed to sign documents.

**Motion: Made By Commissioner David Lincoln: To Accept Findings of Fact, Conclusion of Law and Order of Decision And Order of Reclassification for Signature Pointe Lane as Drafted by William F. Gigray, Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**Motion: Made By Commissioner David Lincoln: To Close ROW Reclassification for Signature Pointe Lane Public Hearing At 12:30 P.M., Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**SCHMIDT CONSTRUCTION, INC. SHOW CAUSE HEARING – VARIANCE 2018-01**

**Motion: Made By Commissioner David Lincoln: To Continue Schmidt Construction Co., Inc.'s Show Cause Hearing At 12:31 P.M, Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

Director Gordon Bates stated that Road Foreman Casey Percifield has inspected Mr. Schmidt's conditions of the variance, and he is in compliance. Director Gordon Bates recommended that the Board dismiss the order of show cause.

**Motion: Made By Commissioner David Lincoln: To Accept Dismissal of Schmidt Construction Co., Inc's Order of Show Cause, Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**Motion: Made By Commissioner David Lincoln: To Close Schmidt Construction Co., Inc.'s Show Cause Hearing 12:35 P.M., Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**CONTINUE 2<sup>nd</sup> STREET RECLASSIFICATION TO OPEN RIGHT OF WAY**

**Motion: Made By Commissioner David Lincoln: To Continue 2<sup>nd</sup> Street Reclassification Public Hearing At 12:36 P.M, Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

Director Gordon Bates stated that the conditions of approval required the applicant to build and complete their driveway in order to issue final approval. Those conditions have all been met and certified by Director Gordon Bates.

**Motion: Made By Commissioner David Lincoln: To Close The 2<sup>nd</sup> Street Reclassification Public Hearing At 12:38 P.M., Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried. Action regarding this item will be addressed by Resolution 2019-18.

**OLD**

**BUSINESS:** None

**NEW**

**BUSINESS:** APPROVE RESOLUTION 2019-15 CYBERSECURITY POLICY

Attorney William F. Gigray stated that his office drafted this very in depth policy update regarding cybersecurity policy. Policy is very lengthy and detailed, so Mr. Gigray suggests that the Commissioners and staff read over it again to make sure it fits for us. This resolution will be tabled until December regular meeting. **Motion: Made By Commissioner Fred Sarceda: To Table Resolution 2019-15 Cybersecurity Policy, Seconded By Commissioner David Lincoln.** The vote was unanimous. Motion carried.

APPROVE RESOLUTION 2019-16 ELECTION PROHIBITIONS

Attorney William F. Gigray stated that this policy update are in direct correlation to the uniform election law changes. Mr. Gigray reviewed the policy with the Commissioners and staff. **Motion: Made By Commissioner Fred Sarceda: Adopt Resolution 2019-16 Election Prohibitions, Seconded By Commissioner David Lincoln.** The vote was unanimous. Motion carried.

APPROVE RESOLUTION 2019- 17 RECORDS POLICY

Attorney William F. Gigray stated that this policy update is to restructure the Districts already established records policy. A lot of things will continue to remain the same, things that will be updated are in regards to public records requests, permanent and semi-permanent records, and record retention. **Motion: Made By Commissioner David**

**Lincoln: To Adopt Resolution 2019-17 Records Policy, Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**CONTINUE**

**PUBLIC**

**HEARING: ESTABLISHMENT FEES PUBLIC HEARING**

**Motion: Made By Commissioner David Lincoln: To Open Public Hearing Regarding Establishment Fees At 1:08 P.M, Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

Secretary Genia Watkins stated that public hearing is required to update the District's fee schedule regarding private to public access approach permit fees.

**Motion: Made By Commissioner David Lincoln: To Adopt Resolution 2019-14 Fee Establishment Change; Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**Motion: Made By Commissioner David Lincoln: To Close Public Hearing Regarding Establishment Fees At 1:10 P.M., Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**CONTINUE**

**NEW**

**BUSINESS: APPROVE RESOLUTION 2018-18 UPDATING THE OFFICIAL MAP**

Resolution number should be 2019-18. This resolution changes Signature Pointe Lane from closed to open ROW classification and directs update of official map. **Motion: Made By Commissioner Fred Sarceda: To Adopt Resolution 2019-18 Official Map Update; Seconded By Commissioner David Lincoln.** The vote was unanimous. Motion carried.

**APPROVE MOJO CERTIFICATE OF VALUE FISCAL YEAR 2018/2019**

Secretary Genia Watkins stated that the certificate was reviewed at the last MOJO meeting and needs approval from representatives from each respective district. **Motion: Made By Commissioner Fred Sarceda: To Approve MOJO Certificate of Value Fiscal Year 2018/2019; Seconded By Commissioner David Lincoln.** The vote was unanimous. Motion carried.

**APPROVE PICK UP PURCHASE VIA STATEWIDE CONTRACT**

Director Gordon Bates discussed the attached memo regarding purchase of pick up for road foreman use. Delivery of vehicle would not be until summer, 2020. **Motion: Made By Commissioner David Lincoln: To Authorize Work Director to Order and Proceed With the Purchasing of One Sierra 1500 4x4 Pickup Under Statewide Blanket PO SBPO18200328 With Kendall Dealership Holdings, LLC in the Amount of \$32,782.00 Plus Miscellaneous Dealer Fees and Also Authorize Work Director to**

**Sign Related Order/Purchase Documents Administratively; Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

#### CASE LANE BRIDGE OPTIONS

Director Gordon Bates discussed attached memo. Mr. Bates showed pictures to the board of the damage as well as pictures of new guard rail that has already been installed. Attorney William F. Gigray asked if the condition of the bridge right now has any imposed weight limit restrictions placed on it. Director Gordon Bates stated that it does not have any restrictions at this time. Commissioner David Lincoln suggested that would prefer replacement over spending money on repairs when eventually it will need replaced. The replacement of this bridge is not included in our FY20 budget, and with one bridge already being replaced in February, 2020, our budget might have to be reconfigured to accommodate this. Commissioners would like to see options for replacement in FY2021. **Motion: Made By Commissioner David Lincoln: To Direct Work Director Gordon Bates to Repair Case Lane Bridge for Functional Purposes and to Include Replacement Costs in FY2021 Budget Figures; Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

#### DISCUSS FUNDING OF DIGITAL ORTHOPHOTOGRAPHY PROJECT

Director Gordon Bates stated that this was in direct correlation with COMPASS's request to the District to share in the cost of digital orthophotography project. COMPASS is requesting from the District \$2,624 for their share. This project is for new topography maps that can be used for GIS mapping. Commissioners would like to see more information regarding ongoing fees regarding this agreement, and how the District would use this product. Commissioner David Lincoln stated that it would be helpful if a COMPASS representative could demo this product for the District. **Motion: Made By Commissioner David Lincoln: To Table Approval of Funding for Digital Orthophotography Project; Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

#### CONVENTION

Secretary Genia Watkins stated that all accommodations have been made, final agendas have been provided. Commissioners and staff will have classes Wednesday – Friday. Discussion was held regarding options for meals.

#### SPECIAL COMPENSATION

Secretary Genia Watkins stated in the past, employees have received special compensation around the holidays.

**Motion: Made by Commissioner David Lincoln: To Grant Special Compensation for Employees in the Amount of \$235 Gross Per Employee, Seconded by Commissioner Fred Sarceda.** The Vote Was Unanimous. Motion carried.

#### COSTCO GIFT CARDS

Secretary Genia Watkins stated in the past Costco gift cards have been purchased for all employees of the District in the amount of \$100.

**Motion: Made by Commissioner David Lincoln: To Approve Purchase of Costco Gift Cards in the Amount of \$100 Per Employee, Seconded by Commissioner Fred Sarceda.** The Vote Was Unanimous. Motion carried.

#### 2020 MEETING SCHEDULE

Discussion was held regarding 2020 meeting schedule. Dates were kept at second Thursday of the month for regular meetings.

**Motion: Made by Commissioner David Lincoln: To Approve 2020 Regular Meeting Schedule for Second Thursday of Each Month at 11:30 A.M., Seconded by Commissioner Fred Sarceda.** The Vote Was Unanimous. Motion carried.

#### ROAD

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

#### ENGINEER

**REPORT:** Director/Engineer Gordon Bates discussed the attached report. Pictures of Ustick Road culvert replacement were reviewed and discussed. This project should be done by the end of the year.

#### 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 stated he was working on a case regarding statues with water districts and highway districts and responsibilities and he will report his findings back to the Board at the next meeting.

#### GENERAL

**MATTERS:** Director Gordon Bates stated that repairs for FY2020 have possibly been underestimated due to repairs needed on motor grader, chip box, and conveyor. Initially, the motor grader and chip box would have been repaired first, but now the conveyor has a higher priority to repair first. Secretary Genia Watkins stated that the District's insurance carrier, ICRMP, has opened their RMDP program. Completing the program will give the District a discount of their premium. All employees will have to complete the training by March 1, 2020.

#### COMMUN- ICATIONS:

Director Gordon Bates stated that another resident within our District had the same experience with Canyon County Planning & Zoning regarding driveway access issues with multiple residences accessing the highway.

#### MOJO

**REPORT:** None

#### IAHD



**REPORT:** Commissioner Lincoln stated that he attended the Attorney General's open meeting workshop in Nampa. He discussed some interesting points that he learned.

**ACCHD REPORT:** Commissioner Lincoln stated that he has requested an ACCHD meeting during convention next week in Boise, right after classes on Thursday, November 21, 2019.

**COMPASS REPORT:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** There being no further business to come before the Commissioners, the meeting was adjourned. Next regular meeting is scheduled for December 12, 2019.

  
CHAIRMAN

  
SECRETARY

# Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

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November 14, 2019

To: GGHD Commissioners

From: Casey Percifield

**Subject: Road Report for November 2019**

This past month the crew has accomplished:

- Crack Sealing
- Roadside spraying

Next month's projects:

- Finish roadside spraying
- 2- 30" pipes on Boise River Rd
- Pipe extension on Ustick Rd East of Hwy 95, and building of headwalls.
- Tree Trimming



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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November 14, 2019

To: GGHD Commissioners

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

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

- Peckham Road KN13964 all seven landowners have signed R/W Contract and Deed. Six of seven parcels purchased. Waiting on mortgage company partial release.
- ZoRoCo improvement plan review for expansion in Munn Ranch redesign by their engineer is a work in progress.
- KN22101 Peckham Rd Freight grant administration from ITD to LHTAC. On HOLD pending Critical Freight Corridor approval by Transportation Board.
- Culvert Rehab project Peckham Road and Fish Road finished. Working at Lower Pleasant Ridge Road. Two culverts on Notus Road to be finished by 12/13/19. Providing inspections.
- Homedale Road topo survey by HMM Engineering is expected in late November.
- LHTAC classes included Transition to Leadership with Casey, Mastering Management and Effective Communication with Red.
- Development Services applications include Idaho Materials expanding gravel pit with batch plants near Peckham Road on both sides of Notus Road. Traffic Impact Study is required.



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