

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

October 14, 2021

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 12:00 p.m. on Thursday, October 14, 2021 in the District Office at 500 E. Golden Gate Avenue, Wilder, Idaho.

PRESENT: Commissioners Andy Bishop, Fred Sarceda, and Ed Leavitt, Director of Highways Bob Watkins, Road Foreman Casey Percifield, Secretary/Clerk Anita Herman, Engineer Christopher Pettigrew, and Attorney Jay Kiiha.

ABSENT: None

CALL TO

ORDER: The meeting was called to order at 12:00 p.m. by Chairman Fred Sarceda.

AGENDA

REVIEW: Secretary/Clerk Anita Herman reported that she posted the agenda for the regular meeting Tuesday, October 12, 2021 at 11:45 a.m. at the locations listed on the agenda. **Motion: Made by Commissioner Ed Leavitt: To Accept and Approve the Posting of the Agenda, Seconded by Commissioner Andy Bishop.** 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 Andy Bishop: To Approve The Minutes of Regular Meeting September 9, 2021, Seconded By Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

SECRETARY'S

RECORD DE-

STRUCTION

REQUEST: **Motion: Made By Commissioner Andy Bishop: Authorizing Secretary's Records Destruction Request of Meeting Audio Tape for Regular Meeting September 9, 2021, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

FINANCIAL

REPORT: Secretary/Clerk gave the financial report as follows. The expenses for September 10, 2021 through October 14, 2021 were \$265,469.03, payroll for September 10, 2021 through October 14, 2021 was \$43,383.24 for a total of \$308,852.27. **Motion made by Commissioner Ed Leavitt to Receive and Approve the Treasurer’s Report, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried. **Motion: Made by Commissioner Ed Leavitt: To Approve the Financial Report and Authorize the Disbursement of Funds from the District’s Treasury in the Sum of \$308,852.27 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

PUBLIC

HEARING: None

OLD

BUSINESS: None

NEW

BUSINESS: APPOINTMENT OF OFFICERS

Motion: Made by Commissioner Andy Bishop: To Retain Bob Watkins as Director of Highways, Anita Herman as District Secretary/Clerk, White Peterson as District Attorney, and J-U-B Engineers as District Engineer, Seconded by Commissioner Ed Leavitt. The vote was unanimous. Motion carried.

ELECTION OF OFFICERS

Motion: Made by Commissioner Ed Leavitt: To Elect Commissioner Fred Sarceda as Board Chairman and Commissioner Ed Leavitt as Vice Chairman, Seconded by Commissioner Andy Bishop. The vote was unanimous. Motion carried.

ELECTION OF MOJO REPRESENTATIVE

Motion: Made by Commissioner Ed Leavitt: To Elect Commissioner Fred Sarceda as the District’s MOJO Representative, Seconded by Commissioner Andy Bishop. The vote was unanimous. Motion carried.

ELECTION OF COMPASS REPRESENTATIVE

Motion: Made by Commissioner Ed Leavitt: To Elect Director of Highways Bob Watkins and Commissioner Andy Bishop as the District’s COMPASS Representatives, Seconded by Commissioner Andy Bishop. The vote was unanimous. Motion carried.

WEED CONTROL CHEMICAL PURCHASE

Director Bob Watkins and Road Foreman Casey Percifield gave their recommendation to the Board on the District's purchase of weed control chemical. The Board also directed the District Secretary to Post on the gghd3.org website a Notice regarding the No Spray Zone policy and application process. **Motion: Made by Commissioner Andy Bishop: To Accept the Director of Highways Chemical Purchase Bid For \$60,412.76, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

AUTHORIZE CHAIRMAN TO SIGN FY2022 J-U-B AGREEMENT

Motion: Made by Commissioner Ed Leavitt: To Authorize the Chairman to Sign FY2022 J-U-B Agreement, Seconded by Commissioner Andy Bishop. The vote was unanimous. Motion carried.

AUTHORIZE CHAIRMAN TO SIGN ZWYGART JOHN & ASSOCIATES CPA FY2021 AGREEMENT

Secretary Anita Herman reported to the Board that the District's current Auditor, Mike Parker Advisors CPA, was retiring and recommended Jordan Zwygart from Zwygart John & Associates CPA to the District. **Motion: Made by Commissioner Ed Leavitt: To Authorize the Chairman to Sign Zwygart John & Associates CPA FY2021 Agreement, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

SURPLUS OF EQUIPMENT

Director of Highways Bob Watkins discussed with the Board the few items the Highway District was ready to surplus and take to Pickett Auction. **Motion: Made by Commissioner Andy Bishop: To Send the Highway District's Surplus Equipment to Pickett Auctions, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

PHASE II – HOMEDALE ROAD

Director of Highways Bob Watkins reported to the Board what the engineering cost would be from T-O Engineers to design Phase II – Homedale Road Bridge replacement that would be replaced in FY2023. **Motion: Made by Commissioner Ed Leavitt: To Accept the Director of Highways Bid From T-O Engineers For the Design of Phase II – Homedale Road Bridge, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

FEE SCHEDULE DISCUSSION

Director of Highways Bob Watkins discussed with the Board the draft of the new fee schedule that ACCHD came up with for the four Highway Districts. The Board tabled the discussion until the November meeting so they could receive more information from the upcoming ACCHD meeting on October 21, 2021. Discussion only, no motion needed.

COVID-19 NOTICE DISCUSSION

Secretary/Clerk Anita Herman asked the Board for their guidance on Covid-19 notices and conference room limitations. She reported to the Board that there is a notice posted on the front door of the District office and on the gghd3.org website. Discussion only, no motion needed.

AUTHORIZE PURCHASE OF HOLIDAY TURKEYS/HAMS

Motion: Made by Commissioner Andy Bishop: To Authorize the Purchase of Holiday Turkeys/Hams, Seconded by Commissioner Ed Leavitt. The vote was unanimous. Motion carried.

ROAD

REPORT: Road Foreman Casey Percifield discussed his attached report.

DIRECTOR'S

REPORT: Director Bob Watkins discussed his attached report.

ENGINEER

REPORT: Engineer Christopher Pettigrew discussed his attached report.

ATTORNEY'S

REPORT: Attorney Jay Kiiha reported to the Board that he worked on the Vacation of west end of Middle Road that is set for November 18, 2021.

GENERAL

MATTERS: CONVENTION

IAHD Convention has been cancelled for 2021. Discussion only, no motion needed.

MIDDLE ROAD NOTICES

Director of Highways Bob Watkins reported to the Board the status on the Vacation of Middle Road. Discussion only, no motion needed.

COMPASS MEMBERSHIP

Secretary/Clerk Anita Herman let the Board know how long we've been members with COMPASS. Discussion only, no motion needed.

STATE INVESTMENT POOL INTEREST RATES

Secretary/Clerk Anita Herman let the Board know what the State Investment Pool interest rates are. Discussion only, no motion needed.

**COMMUN-
ICATIONS:** None

**MOJO
REPORT:** Next quarterly meeting is Thursday, October 21, 2021 at 2:00 p.m.

**IAHD
REPORT:** None

**ACCHD
REPORT:** Next quarterly meeting is Thursday, October 21, 2021 at 1:30 p.m.

**COMPASS
REPORT:** None

**EXECUTIVE
SESSION:** None

**SPECIAL
BUSINESS:** None

**ADJOURN-
MENT:** There being no further business to come before the Commissioners, the meeting was adjourned at 1:55 p.m. **Motion: Made By Commissioner Andy Bishop: To Adjourn the Meeting, Seconded by Commissioner Ed Leavitt.**

Next regular meeting is scheduled for November 18, 2021 at 9:00 a.m.


CHAIRMAN


SECRETARY

Golden Gate Highway District No. 3

Commissioners: Andy **Bishop**, Ed Leavitt, Fred Sarceda

October 14, 2021

To: GGHD Commissioners

From: Casey Percifield

Subject: Road Report for October 2021

This past month the crew has accomplished:

- Finished grading gravel roads
- Hauled about 4 inches of gravel on Fargo, and Dixie
- Finished up with the Dura Patcher for the year
- Winterized paint truck
- Equipment maintenance

Next month's projects

- Pulling shoulder's on next year chip seal roads
- Crack sealing
- Start spraying roadside with sterilant



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Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

October 12, 2021

To: **GGHD Commissioners**

From: Bob Watkins
Director of Highways

Subject: **Directors Report**

- Thueson to finish **paving** this week.
- **Letters** have been sent out and **posting** completed for Middle Road **Vacation**.
- Yard fence is **complete**
- I have reviewed 2 **administrative** land divisions.
- IMC **meeting** discussing Notus road **access** as well as Howe road access
- **Amalgamated** Sugar Co. wanting to put new beet dump on Upper Pleasant Rd. **GGHD** is **requiring** a **tis/pavement** analyst to determine **GGHD requirements**.
- 2021 **Convention** has been canceled
- We **recently** picked up our **excavator** from NHD



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE LANGDON GROUP



GATEWAY MAPPING INC.

October 11, 2021

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:

- River Bend Golf Course Parking – on-road parking consultation.
- Middle Road Turnaround – prepared exhibit and reviewed notice for adjacent landowner notifications.
- Peckham Road Feedlot TIS – nothing new.
- IMC Gravel Pit Access TIS – attended meeting September 22nd with adjacent landowner (Provost) and IMC to discuss access easement.
- GGHD Farm Lease – nothing new.

The following are discussion items for the Commissioner's Meeting (no action necessary):

- GGHD Transportation Master Plan Update – ranked #1 on the rotational schedule for Canyon County highway jurisdictions for LRHIP Planning (see below), FY23 LRHIP application packets from LHTAC are out (<https://lhtac.org/programs/lrhip>), due December 1, 2021. J-U-B is available to assist in application preparation, if needed.

FY2021 Rotational Schedule:

STBG-Rural Not this FY	LRHIP Construction	LRHIP Signs	LRHIP Planning
Notus	CHD	Notus	
ACHD	NHD	ACHD	Parma
Melba	ACHD	CHD	Wilder
NPHD	Wilder	Parma	Greenleaf
Wilder	Parma	Melba	
Greenleaf	Melba		
NHD	Greenleaf	Greenleaf	
Parma		NPHD	
	NPHD	Wilder	
CHD	Notus		

(NOTE: some agencies removed, as they are not eligible or opt out of the program)