

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

November 12, 2020

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 11:30 A.M. on Thursday, November 12, 2020 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 Marc Bybee (substitution for Attorney William F. Gigray), and Secretary/Clerk Anita Herman.

ABSENT: None

AGENDA

REVIEW: Secretary Anita Herman reported that she posted the agenda for the regular meeting Monday, November 9, 2020 at 1:45 p.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: 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, 2020 and Special Meeting on October 28, 2020, Seconded By Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

SECRETARY'S

RECORD DE- STRUCTION

REQUEST: Motion: Made By Commissioner David Lincoln: Authorizing Secretary's Records Destruction Request of Meeting Audio Tape for Regular Meeting October 8, 2020 and Special Meeting October 28, 2020, 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 October 9, 2020 through November 12, 2020 were \$105,654.18, payroll for October 9, 2020 through November 12, 2020 was \$45,664.87 for a total of \$151,319.05. **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 \$151,319.05 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: AUTHORIZE CHAIRMAN TO SIGN 14TH ANNUAL TAMURA FARMS LEASE AGREEMENT

Director Gordon Bates reported to the Board the changes Tamura Farms wanted to make to the 14th Annual Lease. **Motion: Made By Commissioner David Lincoln: To Table the 14th Annual Tamura Farm Lease, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

NEW

BUSINESS: REVIEW DRAFT POLICY AMENDMENTS

Attorney Marc Bybee reported to the Board the various options he found for having a firearm policy added to the Policy book and what liabilities may/may not be involved with doing so. **Motion: Made By Commissioner David Lincoln: To Table the Reviewing Draft Policy Amendments, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

AUTHORIZE CHAIRMAN TO SIGN THE ACCEPTANCE OF THE WARRANTY DEED FOR VARIANCE 2020-01 BURCH CO. COMMERCIAL APPROACH

Director/Engineer Gordon Bates reported to the Board that the Warranty Deed was the last step for Variance 2020-01. **Motion: Made By Commissioner Fred Sarceda: To Authorize the Chairman to Sign the Acceptance of the Warranty Deed for Variance 2020-01 Burch Co. Commercial Approach, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

AUTHORIZE CHAIRMAN TO SIGN HOMEDALE ROAD FINAL DESIGN CONTRACT WITH T-O ENGINEERS

Director/Engineer Gordon Bates discussed the attached report with the Board. **Motion: Made By Commissioner Fred Sarceda: To Award the Homedale Road Project Final Design Ad Service to T-O Engineers for the Total Amount of \$40,970 and Authorize the Chairman to Sign Homedale Road Final Design Contract with T-O Engineers, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

COSTCO CARDS

Secretary/Clerk Anita Herman reaffirmed that the Commissioners wanted to provide Costco gift cards for every employee again this year. **Motion: Made By Commissioner David Lincoln: To Gift Costco Cards to All Employees, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

SPECIAL COMPENSATION

Secretary/Clerk Anita Herman confirmed that the Commissioners wanted to provide special compensation for each employee again this year. **Motion: Made By Commissioner David Lincoln: To Do Christmas Bonuses for All Employees, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

ROAD

REPORT: Road Foreman Casey Percifield discussed his attached report.

ENGINEER

REPORT: Director/Engineer Gordon Bates discussed his attached report.

ATTORNEY'S

REPORT: Attorney Marc Bybee reported to the Board that Attorney William F. Gigray worked on the Deed of Warranty for Variance 2020-01 and Attorney Marc Bybee worked on the gun policy.

GENERAL

MATTERS: None

COMMUN-

ICATIONS: None

MOJO

REPORT: Commissioner Fred Sarceda stated there would be a virtual meeting on November 19, 2020 after the ACCHD meeting.

IAHD

REPORT: Commissioner Dave Lincoln stated that agendas would be getting sent out for the November 19, 2020 virtual meeting and recommended that we should have a special meeting so everyone could meet here at the office to virtually attend all meetings.

Commissioner Lincoln also informed everyone that the online auction was still open and they were at 75% of their goal.

ACCHD

REPORT: Commissioner David Lincoln let the Board know that there would be a virtual meeting on November 19, 2020 and Bill Hartman and he volunteered to keep their same **positions** as last year.

COMPASS

REPORT: Director/Engineer Gordon Bates reported to the Board that a new **classification** map for the whole county with new jurisdictions was coming out. Commissioner David Lincoln also stated he would like to see the Districts to put in for the Award of Excellence.

EXECUTIVE

SESSION: None

SPECIAL

BUSINESS: None

ADJOURN-

MENT: There being no further business to come before the Commissioners, the meeting was adjourned at 1:45 p.m. **Motion: Made By Commissioner David Lincoln: To Adjourn the Meeting, Seconded by Commissioner Fred Sarceda.**

Next regular meeting is scheduled for December 10, 2020 at 11:30 a.m.


CHAIRMAN


SECRETARY

Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

November 12, 2020

To: GGHD Commissioners

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

Subject: Homedale Road Project – Additional Service for Final Design

Based upon selection committee ratings and fee negotiations the Board awarded the consultant contract to T-O Engineers, Inc. on 8/13/2020. These fees included survey (near HWY95), geotechnical investigation, concept development, bridge options, irrigation crossing modification, preliminary estimates, and 75% planset.

Final design costs are variable depending upon concepts and preliminary estimates. T-O Engineers has proposed \$40,970 which is about \$4,000 lower than their pre-concept estimate and reflects negotiations along with project cost savings.

The FY2021 Budget for Engineering is \$50,000. However, Preliminary Design has used \$31,385. Geotechnical investigation for the Case Lane bridge replacement is \$5,835. This leaves a balance of \$12,780 which should be retained for unforeseen engineering expenses. It is my recommendation to go over budget on Engineering and hold other expense categories below budget unless there's a budget amendment.

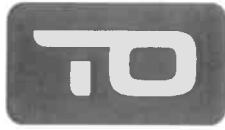
It is my recommendation to award the Final Design add service to T-O Engineers for the negotiated amount to best serve the interests of the Highway District.

A suggested motion would be: I move to award the Homedale Road Project Final Design add service to T-O Engineers for a total amount of \$40,970.00 as recommended by the Director of Highways. I also move to authorize the Chairman to administratively sign the contract documents.



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T·O ENGINEERS

ADDITIONAL SERVICES AUTHORIZATION #1 – FINAL DESIGN

DATE: 11/2/20

Contract/Project No: 200392 Project Name: Homedale Road, Beet to US-95
 Name of Client: Golden Gate Highway District No. 3
 Address: 500 Golden Gate Avenue
 City/State: Wilder, Idaho Zip Code: 83676 Telephone: 208-482-6267
 Description of Services to be Provided by Consultant: See attached scope


Budget Estimate: See attached estimate T & M (Estimate Only) T & M (Not to Exceed) Lump Sum
 (Additional services are performed on a time and materials basis unless otherwise shown in writing)

Additional Service Requested By: Gordon Bates
 Additional Service Request Rec'd By: Patrick Colwell via Verbal Written
 Special Conditions: None.

The Terms and Conditions of the original contract, dated August 13, 2020, are incorporated and made a part of this Agreement.

Offered by T-O Engineers (Consultant):

Accepted by Client:

 11/2/20
 Signature Date
Patrick Colwell, Principal
 Printed Name/Title

 11/2/2020
 Signature Date
Virgil Holschaw
 Printed Name/Title

- Work will not proceed until authorization is signed by client
- Work will proceed based on Client's verbal and or email authorization

**SCOPE & ESTIMATE
HOMEDALE ROAD, US-95 TO BEET ROAD, CANYON COUNTY
GOLDEN GATE HIGHWAY DISTRICT NO. 3
SCOPE OF WORK
NOVEMBER 2, 2020**

OVERVIEW:

This scope of work defines professional services to be performed by the consultant (T-O Engineers) for the client (Golden Gate Highway District) for the Homedale Road, US-95 to Beet Road project. This project is anticipated to be constructed in multiple phases. The first phase is anticipated to be from US-95 to Allendale Road, with subsequent phases extending east.

This scope is intended to take Phase 1 of the project (US-95 to Allendale) from Preliminary design (completed on previous contract) through Final Design and Bidding Assistance. Because this portion of the project does not include bridge replacements, no environmental documentation (including 404 permit) is required.

TASKS:

Within this scope, the consultant will perform three (9) major work tasks as follows:

Task 8 – 100% Design (Plans, Specs and Estimate)

Task 9 – Bidding Assistance

Task 8 Final (100%) Design

Consultant will prepare deliver a plans showing 100% construction plans for Phase 1 of the project, anticipated to be from US-95 to Allendale, approximately 2.5 miles in length. These plans will be used for bidding of the project by GGHD.

Assumptions:

1. Design will be based on previously submitted 75% design and 75% design comments.
2. Dry utilities and irrigation district will not have any significant changes (or delays) to overall design. 75% design has been sent to utility companies to allow them to plan for this alignment.

8.1 Final Roadway Design

Incorporate preliminary design changes and keynote drawings.

8.2 Final Drainage Design

Incorporate preliminary design changes and keynote drawings.

8.3 Final Utility Plans

Incorporate preliminary design changes, utility company comments and keynote drawings. Any irrigation license agreements will be completed by GGHD, with displays provided by T-O.

8.4 Final Traffic Control Plans

Incorporate preliminary design changes and keynote drawings.

8.5 Final Cost Estimate

Consultant will prepare an estimated cost for construction, incorporating any preliminary design changes, and changes in current pricing.

8.6 Special Provisions

Provide Special Provisions and Contractor's Notes to the Highway District for inclusion into their bidding packet. Special Provisions will include any item that is not included in the standard ISPWC pay items.

8.7 Design Review Meeting

After submittal of 100% design to the Highway District, T-O will coordinate an informal review meeting with the Highway District to incorporate minor changes that may need to be addressed prior to bidding.

Task 9 Bidding Assistance

Golden Gate Highway District will complete Bid Packet, Pre-Bid meetings, bidding and contractor selection. Bidding assistance will be provided on a time and materials basis, upon Highway District request.

Project Budget



Golden Gate Highway District No. 3
 Homedale Road, US 95 to Beet Road, Canyon County
 November 2, 2020

Task No.	Description of Work	Total Man-hours	Project Manager	Engineer	Enviro Engineer	Survey Manager	Surveyor	Clerical
8 Final (100%) Design								
8.1	Final Roadway Design	116	16	100				
8.2	Final Drainage Design	24	8	16				
8.3	Final Utility Layout	20	4	16				
8.4	Final Traffic Control Plans	24	8	16				
8.5	Final Cost Estimate	32	8	24				
8.6	Special Provisions	48	16	32				
8.7	Design Review Meeting	20	8	8				4
9 Bidding Assistance								
9.1	Bidding Assistance	28	8	16				4
Total Estimated Hours		312	76	228	0	0	0	8

A. Summary of Estimated Labor Costs

Personnel	Man-hours	Rate	Extension
Project Manager (Colwell)	76	\$ 200.00	\$ 15,200.00
Engineer (Bond)	228	\$ 110.00	\$ 25,080.00
Environmental Engineer (Binggeli)	0	\$ 120.00	\$ -
Survey Manager (O'Malley)	0	\$ 160.00	\$ -
Surveyor (Stone)	0	\$ 120.00	\$ -
Clerical (Orr)	8	\$ 60.00	\$ 480.00
Total Estimated Labor Costs	312		\$ 40,760.00

B. Subconsultants

None

Total Estimated Direct Expenses

\$ -

C. Direct Expenses

Production Copies, Postage, Misc.		\$	100.00
GPS	- days at	\$ 100.00	\$ -
Mileage	200 miles at	\$ 0.55	\$ 110.00
Total Estimated Direct Expenses		\$	210.00

Total

\$ 40,970.00

Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

November 12, 2020

To: GGHD Commissioners

From: Casey Percifield

Subject: Road Report for November 2020

This past month the crew has accomplished:

- Crack sealing
- Pulled shoulder's on Allendale, and Fargo roads
- Got Sander's and plows put in

Next month's projects:

- Finish crack sealing if weather allows
- Tree trimming
- Pipe work



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November 12, 2020

To: GGHD Commissioners

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

Subject: Director's Report for November 2020

- Peckham Road KN13964 & KN22101 Peckham Rd Freight combined project. Freight design received NEPA approval so design is moving forward.
- Homedale Road –Embankment steepness vs. safety guidelines is challenging. 75% plan set is underway. Starting final design mid-November to keep project on schedule for summer 2021 construction.
- V2020-01 Burch Commercial Approach (Gator Pit turn lane) – Construction and closeout documentation is complete. Right-of-way dedication ready for Board approval.
- 637 ac gravel pit CUP application received with access onto Howe Road (west of Notus Road).
- MOJO Crushing is out to bid with a bid opening on 12/02/2020.
- ACCHD Standards update underway to address technical items, approach issues and Development Services coordination.
- Case Lane bridge replacement – preparing formal Request for Quote and coordinating with Andy Bishop of Riverside Irrigation District. Geotech investigation report expected next week.
- Bridges on Allendale Road and Upper Pleasant Ridge Road are weight restricted. Casey & I attended the ITD bridge inspection to learn the deficiencies.
- 11/25 trade for Veterans Day. 11/26 Thanksgiving Day.
- OUT-of-OFFICE during the next two weeks to care for my wife. Available by phone. 2 hours in the morning on several days. ½ day on 11/17. All day on 11/18. Perhaps half day on 11/24.



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