

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

February 8, 2023

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 12:00 P.M. on Wednesday, February 8, 2023 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, Attorney Jay Kiiha, and Engineer Tim Blair (via Zoom).

ABSENT: None.

CALL TO

ORDER: The meeting was called to order at 12:03 p.m. by Chairman Ed Leavitt.

AGENDA

REVIEW: Secretary/Clerk Anita Herman reported that she posted the agenda for the regular meeting Monday, February 6, 2023 at 9:00 a.m. at the locations listed on the agenda. **Motion: Made by Commissioner Andy Bishop: To Approve the Posting of the Agenda, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

VISITORS: Lori Shandro – Shandro Group
Barb Stotts – Barb Stotts Insurance
John Russell – Zwygart John & Associates

PUBLIC

INPUT: None

MINUTES

READ AND

APPROVED: Minutes of the meetings were read. **Motion: Made by Commissioner Fred Sarceda: To Accept and Approve The Minutes of Regular Meeting January 11, 2023 and Special Meeting January 19, 2023, Seconded By Commissioner Andy Bishop.** 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 January 11, 2023 and Special Meeting January 19, 2023, Seconded by Commissioner Fred Sarceda.
The vote was unanimous. Motion carried.

FINANCIAL

REPORT: Secretary/Clerk Anita Herman gave the financial report as follows. The expenses for January 12, 2023 through February 8, 2023 were \$117,407.60, payroll for January 12, 2023 through February 8, 2023 was \$49,698.41 for a total of \$167,106.01. **Motion made by Commissioner Andy Bishop: To Receive and Approve the Treasurer's Report and Authorize the Disbursement of Funds from the District's Treasury in the Sum of \$167,106.01 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

PUBLIC

HEARINGS: None

OLD

BUSINESS: None

NEW

BUSINESS: DISCUSS APRIL 1, 2023 HEALTH INSURANCE RENEWAL
Lori Shandro from the Shandro Group and Barb Stotts from Barb Stotts Insurance presented to the Board the options for health insurance for the upcoming year starting April 1, 2023 and explained to everyone again how the insurance and options provided by the District worked for the employees. **Motion: Made by Commissioner Fred Sarceda: To Accept the Shandro's Group Proposal for the Year 2023 Health Insurance Renewal, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

FY2022 AUDIT REPORT – ZWYGART JOHN & ASSOCIATES

John Russell, from Zwygart John & Associates, presented to the Board his findings for the FY2022 Audit. He reported to the Board the Audit was clean again. **Motion: Made by Commissioner Andy Bishop: To Accept FY2022 Audit Report from Zwygart John & Associates, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

DISCUSS AND AUTHORIZE DIRECTOR TO PURCHASE A 14K EQUIPMENT TRAILER

Director Bob Watkins presented to the Board two options of 14k equipment trailers he recommends the Board to purchase for smaller equipment and material hauling. Currently, the District has a small material trailer and a large equipment trailer. Director Watkins would like to purchase this medium size trailer, which could haul both material and equipment, but it could be pulled with a pickup instead of one of the trucks. **Motion: Made by Commissioner Andy Bishop: To Authorize the Director to Purchase the Trail King 14K Trailer from Coastline Equipment for the Amount of \$12,655.00, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

AUTHORIZE DIRECTOR TO SIGN IDAHO ASPHALT PIGGYBACK AGREEMENT
Director Bob Watkins presented the Board with the oil prices from Idaho Asphalt for chip sealing. It was an 8.5% increase from last year, but Director Watkins had budgeted for a 10% increase. **Motion: Made by Commissioner Fred Sarceda: To Authorize the Director to Sign the Idaho Asphalt Piggyback Agreement, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

DISCUSS AND AUTHORIZE DISTRICT SECRETARY TO CHANGE INTERNET PROVIDER

Secretary Anita Herman asked the Board to table this discussion until she could finish getting all information/quotes she had been waiting on. The Board agreed and tabled this topic until District Secretary could get all necessary quotes.

SET ROAD TOUR DATE

Director Bob Watkins asked the Board when they would like to go on the annual road tour. **Motion: Made by Commissioner Fred Sarceda: To Set the Road Tour For March 8, 2023 at 8:00 A.M., Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

ROAD

REPORT: Road Foreman Casey read through and discussed his attached report.

DIRECTOR'S

REPORT: Director Bob Watkins read through and discussed his attached report.

ENGINEER'S

REPORT: Director Bob Watkins read through and discussed Engineer Chris Pettigrew's attached report.

ATTORNEY'S

REPORT: None

GENERAL

MATTERS: Discussed getting paperwork edited/ready for publishing to possibly hire a District maintenance worker in the future.

COMMUN-

ICATIONS: None

MOJO

REPORT: Commissioner Fred Sarceda reported that MOJO adopted a new equipment rate at the last meeting.

IAHD

REPORT: Commissioner Fred Sarceda stated that IAHD is now accepting the scholarship applications per Savannah.

**ACCHD
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 1:50 p.m. **Motion: Made by Commissioner Andy Bishop: To Adjourn the Meeting, Seconded by Commissioner Fred Sarceda.**

Next regular meeting is scheduled for March 8, 2023 at 12:00 p.m.


CHAIRMAN


SECRETARY

Golden Gate Highway District No. 3

Commissioners: Andy Bishop, Ed Leavitt, Fred Sarceda

February 8, 2023

To: GGHD Commissioners

From: Casey Percifield

Subject: Road Report for February 2023

This past month the crew has accomplished:

- Winter maintenance, sanding
- Equipment maintenance, oil changes, sander repairs
- Installed pipe and headwalls at Upper Pleasant Ridge Rd and Plum Rd
- Got chip spreader back from Pocatello, started fixing belting, gate adjustments, and are in the process of fixing a bad bearing

Next month's projects

- Installing pipe, and building headwalls at Upper Pleasant & Batt Corner
- Equipment maintenance
- Hauling pit run from Mojo to Yard, stock piling
- Start brooming off sand
- Finish spraying, gravel piles, yard, and mojo



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Golden Gate Highway District No. 3

Commissioners: Ed Leavitt, Andy Bishop, Fred Sarceda

February 7, 2023

To: GGHD Commissioners

From: Bob Watkins Director of Highways

Subject: Directors Report

- We have received a right-of-way agreement from UPRR. We are looking to start construction early spring of 2024. This agreement will cost \$15,000 once we receive receipt of payment LHTAC will reimburse our cost.
- Aqualastic has been working on sealing the Travis Rd. siphon.
- I met with Con Tech, they are looking into a cost effective solution for the Upper Pleasant bridge replacements.
- Update bid documents for Arena Valley Rd. paving. Chris Pettigrew also reviewed documents.
- I had a meeting with JUB to discuss the Allendale Rd. Bridge replacement. 2/1/23
- Amalgamated Sugar- Upper Pleasant Ridge Rd. we should know who is awarded the construction contract soon.
- Discussed Idaho Asphalt Piggyback and chip seal dates with Monte Mason (Rep)
- Our crew is currently mining gravel with the Notus Parma crew at MOJO.

End Report.



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

February 6, 2023

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:

- Transportation Master Plan Update – contract signed, kick-off meeting scheduled for 02/22/23
- Arena Valley Rd – reviewed bid documents and phone call w/Bob 01/26/23
- Allendale Rd over Low Line Canal (LILBP) – J-U-B provided project update in monthly call with LHTAC 02/01/23, Preliminary Design Report due to LHTAC 02/10/23 and Draft Hydraulics Report due to LHTAC 03/10/23
- Fox Lane (Private) – question from citizen regarding making the private lane public, answer provided 01/19/23
- Upper Pleasant Ridge Rd Bridges over Deer Flat Canal – developing replacement options

The following items are carry-over from last report:

- Upper Pleasant Ridge Rd Intersection Sight Distance Evaluations (Travis Rd) -- performed site visit 03/02/22, draft technical memorandum provided 03/07/22, monitoring speed reduction impacts, possibly add converging chevrons or optical speed bars