

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

July 12, 2023

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 12:00 P.M. on Wednesday, July 12, 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 (via Zoom), and Engineer Christopher Pettigrew.

ABSENT: None.

CALL TO

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

AGENDA

REVIEW: Secretary/Clerk Anita Herman reported that she posted the agenda for the regular meeting Monday, July 10, 2023 at 9:00 a.m. at the locations listed on the agenda. **Motion: Made by Commissioner Fred Sarceda: To 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 Accept and Approve the Minutes of Regular Meeting June 14, 2023, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

SECRETARY'S

**RECORD DE-
STRUCTION**

REQUEST: **Motion: Made by Commissioner Fred Sarceda: Authorizing Secretary's Records Destruction Request of Meeting Audio Tape for Regular Meeting June 14, 2023, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

FINANCIAL

REPORT: Secretary/Clerk Anita Herman gave the financial report as follows. The expenses for June 15, 2023 through July 12, 2023 were \$394,475.88, payroll for June 15, 2023 through July 12, 2023 was \$54,028.01 for a total of \$448,503.89. **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 \$448,503.89 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: FY2024 BUDGET DISCUSSION

District Secretary Anita Herman and Director Bob Watkins presented to the Board a second draft copy of FY2024 budget and explained their reasoning behind the amounts put into each category and made changes the Board asked for from last month’s meeting. No motion needed due to discussion only at this time. The Board will revisit the budget at the next regular meeting.

ACCHD AGREEMENT

District Secretary Anita Herman reported to the Board that she had researched and asked other district clerks that are a part of ACCHD and Attorney William F. Gigray if there was an agreement on meeting attendance for the quarterly ACCHD meetings and to everyone’s knowledge no such agreement was made. Discussion only, no motion needed.

NEW

BUSINESS: RESOLUTION 2023-03 – AMENDING CHAPTER 4 TITLE 10 OF THE GGHD #3 DISTRICT POLICY CODE (BIDDING)

Secretary Anita Herman and Attorney Jay Kiiha explained the policy code had to be updated due to laws changing and the minimum bid amount changed from \$50,000 to \$75,000.

RESOLUTION 2023-04 – AMENDING SUB-SECTION 2 OF SECTION 4 OF CHAPTER 2 OF TITLE 3 OF THE GGHD #3 DISTRICT POLICY CODE (EXECUTIVE SESSION)

Secretary Anita Herman and Attorney Jay Kiiha explained the policy code had to be updated due to laws changing and the wording for executive session have changed.

RESOLUTION 2023-05 – AMENDING TITLE 10 OF THE GGHD #3 DISTRICT POLICY CODE (PROCUREMENT CONTRACT QUALIFICATIONS AND STATE LAW REQUIREMENTS)

Secretary Anita Herman and Attorney Jay Kiiha explained the policy code had to be updated due to laws changing and wording had to be changed.

RESOLUTION 2023-06 – AMENDING SUB-SECTION 5 OF SECTION 5 OF CHAPTER 7 OF TITLE 5 OF THE GGHD #3 DISTRICT POLICY CODE (PERSONAL PRIVACY)

Secretary Anita Herman and Attorney Jay Kiiha explained the policy code had to be updated due to laws changing and how public records are given out the personal privacy of employees have to be protected a certain way. **Motion: Made by Commissioner Fred Sarceda: To Accept Resolution 2023-03, Resolution 2023-04, Resolution 2023-05, and Resolution 2023-06, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

AUTHORIZE DIRECTOR TO SIGN HOMEDALE ROAD PHASE II SCOPE OF WORK – CONSTRUCTION ASSISTANCE WITH ARDURRA

Director Bob Watkins reviewed the Scope of Work for Homedale Road Phase II with the Board and asked them to approve him signing the Scope of Work agreement with Ardurra (T-O Engineers). **Motion: Made by Commissioner Andy Bishop: To Authorize the Director to Sign Homedale Road Phase II Scope of Work – Construction Assistance with Ardurra, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

GRAVEL ROAD DISCUSSION

Director Bob Watkins reviewed the remaining gravel roads that are in our District with the Board and they came up with a plan to prioritize which gravel roads should be paved each year or if they can ever be paved realistically. Director Watkins will be doing traffic studies on each road, reviewing maintenance on each road, safety of road, and looking at topographical issues for each gravel road. Discussion only, no motion needed at this time.

ROAD

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

DIRECTOR'S

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

ENGINEER'S

REPORT: Engineer Christopher Pettigrew read through and discussed his attached report.

ATTORNEY'S

REPORT: Attorney Jay Kiiha explained Resolutions 2023-03 through 2023-06 to the Board and answered any questions they had.

GENERAL

MATTERS: None

MOJO

REPORT: Next meeting is on July 20, 2023 at 2:00 p.m. at the Golden Gate Highway District #3.

IAHD

REPORT: None

ACCHD

REPORT: Next meeting is on July 20, 2023 at 1:30 p.m. at the Golden Gate Highway District #3.

EXECUTIVE

SESSION: None

SPECIAL

BUSINESS: None

ADJOURN-

MENT:

There being no further business to come before the Commissioners, the meeting was adjourned at 1:08 p.m. **Motion: Made by Commissioner Andy Bishop: To Adjourn the Meeting, Seconded by Commissioner Fred Sarceda.**

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


CHAIRMAN


SECRETARY

Golden Gate Highway District No. 3

Commissioners: Andy Bishop, Ed Leavitt, Fred Sarceda

July 12, 2023

To: GGHD Commissioners

From: Casey Percifield

Subject: Road Report for July 2023

This past month the crew has accomplished:

- Chip sealed 22 miles, 4.5 days
- Helped Notus Parma Hwy district chip seal, 4.5 days
- Broomed off excess chips
- Dura Patched

Next month's projects

- Grading gravel roads
- Dura Patching
- Hauling material from mojo to yard if time allows
- Traffic counts



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Golden Gate Highway District No. 3

Commissioners: Ed Leavitt, Andy Bishop, Fred Sarceda

July 10, 2023

To: GGHD Commissioners

From: Bob Watkins Director of Highways

Subject: Directors Report

- Homedale Rd. Phase 2 Allendale to Van Slyke 100% plans, working on preparing Bid Documents to advertise for early spring 2024 construction.
- Peckham Rd. – ITD has allocated funds for the fiscal year 2024 the project is scheduled to bid this fall (August) for a spring start date.
- LILB- Allendale Bridge is currently being advertised for bid.
- Batt Corner Rd. Hill—discussions with land owners about possible row acquisition needed to make much needed improvements.
- Director's meeting on 7/11/23 to discuss upcoming ACCHD meeting on 7/20/23
- I have been working on Fiscal year 24 budget and getting pricing from vendors for upcoming projects and maintenance.

End Report.



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

July 10, 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:

- Grayson Administrative Land Division Application – review letter sent to County 06/13/23
- Tellez CUP – answered question regarding access onto Rodeo Ln from County 07/10/23
- Allendale Rd over Low Line Canal (LILBP) – PS&E submitted 06/16/23, currently advertising
- Upper Pleasant Ridge Rd Bridges over Deer Flat Canal – Preliminary Design due 09/01/23
- Batt Corner Rd Realignment – initial concept designs being reviewed

The following are tracking items:

- Upper Pleasant Ridge Rd Intersection Sight Distance Evaluations (Travis Rd) – monitoring speed reduction impacts, possibly add converging chevrons or optical speed bars

END REPORT