

## 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

### September 19, 2023

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 12:00 P.M. on Tuesday, September 19, 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 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 Thursday, September 14, 2023 at 4:30 p.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:** None

### 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 August 8, 2023 and Special Meeting August 24, 2023, Seconded by Commissioner Andy Bishop.** 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 August 8, 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 August 10, 2023 through September 19, 2023 were \$108,768.06, payroll for August 10, 2023 through September 19, 2023 was \$54,028.00 for a total of \$162,796.06. **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 \$162,796.06 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:** DISCUSS BATT CORNER ROAD

Director Bob Watkins and Engineer Christopher Pettigrew presented to the Board a worst-case scenario cost estimate (from J-U-B Engineers) to fix the problem with the steepness of the grade on the hill on Batt Corner Road. Director Watkins reported to the Board that the Highway District could do a lot of the prep work to lower the final cost and he recommended to the Board that the surveying should be done to keep this project moving forward. The Board asked Director Watkins to do a little more research on Right-Of-Way acquisitions that will be needed and how much of the prep work the District can do themselves to save some money. Discussion only at this time, no motion needed.

## NEW

**BUSINESS:** CONSIDER APPROVAL OF RESOLUTION 2023-09 – AMENDING SECTION 1 OF CHAPTER 1 TITLE 3 OF THE GGHD #3 DISTRICT POLICY CODE

Secretary Anita Herman explained to the Board that Resolution 2023-09 changed the District policy code to state that the District's regular meetings changed from the first Thursday of the month at 11:30 a.m. to the second Wednesday of the month at 12:00 p.m. This meeting change has been approved by the Board since September 2022, but the policy code never got updated. **Motion: Made by Commissioner Fred Sarceda: To Adopt Resolution 2023-09 – Amending Section 1 of Chapter 1 Title 3 of the GGHD #3 District Policy Code, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

DISCUSS FY2024 REGULAR MEETING SCHEDULE AND AUTHORIZE SECRETARY TO SIGN AND POST NOTICE

Secretary Anita Herman explained that the regular meeting notice needs to be posted annually so the monthly agendas can be posted 2 days prior to meetings instead of 5 days. Regular monthly meetings are held every second Wednesday of the month at 12:00 p.m. at the Golden Gate Highway District office. **Motion: Made by Commissioner Andy Bishop: To Authorize District Secretary to Post FY2024 Regular Meeting Schedule, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

AUTHORIZE CHAIRMAN TO SIGN THE ACCHD REGULAR MEETING SCHEDULE NOTICE AND AUTHORIZE SECRETARY TO POST NOTICE

Secretary Anita Herman explained that the regular meeting notice needs to be posted annually so the quarterly agendas can be posted 2 days prior to meetings instead of 5 days. Quarterly meetings are held the third Thursday of the month at 1:30 p.m. for the months of January, April, July, and October. **Motion: Made by Commissioner Andy Bishop: To Authorize the Chairman to Sign the ACCHD Regular Meeting Schedule Notice and Authorize the Secretary to Post Notice, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

#### APPROVE ANNUAL FLU SHOTS

Secretary Anita Herman requested the Board to approve the annual flu shots for the employees. **Motion: Made by Commissioner Fred Sarceda: To Approve the Annual Flu Shots for the Employees that Wanted One, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

#### DISCUSS CONVENTION

Secretary Anita Herman discussed the dates, times, and events for the upcoming Idaho's 2023 Local Transportation Convention. Discussion only, no motion needed.

#### DISCUSS AND SET DATE AND VENUE FOR CHRISTMAS PARTY

Secretary Anita Herman requested the Board to set a date and time for the annual Christmas party and asked their approval of the venue she had arranged. **Motion: Made by Commissioner Andy Bishop: To Have the Company Christmas Party on December 7, 2023 at 6:00 p.m. in Homedale at the Community Center, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

#### DISCUSS AND SET OCTOBER REGULAR MEETING DATE

Secretary Anita Herman asked the Board, Director, and Foreman if the October meeting date needed to be changed like it has in years past. After discussion the date did not need to be changed due to anyone's schedules. The regular meeting date for October is still Wednesday, October 11, 2023 at 12:00 p.m. Discussion only, no motion needed.

#### 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:** None

#### GENERAL

##### **MATTERS:** DISCUSS BELLA TOSCANA SUBDIVISION

Director Bob Watkins and Road Foreman Casey Percifield showed the Board a few pictures that were taken in the Bella Toscana Subdivision after all the mass rainfall and

the washouts that happened afterwards. Director Watkins and the HOA leader, at Bella Toscana, have discussed possible options to help prevent these washouts from happening in the future. Discussion only.

**DISCUSS PROPERTY OWNER'S CULVERTS**

Director Bob Watkins and Road Foreman Casey Percifield asked the Board their opinions on what could be done with homeowners not cleaning out their personal culverts and in turn those culverts washing out the District's roads. Discussion only.

**DISCUSS VANSLYKE ROAD**

Road Foreman Casey Percifield brought to the Board's attention of a motorhome/camper that was parked along the side of the road on VanSlyke Road by the Everrose Subdivision. They let the Board know that it is in the District's right of way and people are living in it and those people don't own the land they are parked on. The District has had many calls regarding the safety issues of the camper being in the right of way and so it was Foreman Percifield's opinion that this camper should get moved and he would call the Sheriff first. Discussion only.

**MOJO**

**REPORT:** None

**IAHD**

**REPORT:** None

**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 1:00 p.m. **Motion: Made by Commissioner Andy Bishop: To Adjourn the Meeting, Seconded by Commissioner Fred Sarceda.**

Next meeting is scheduled for October 11, 2023 at 12:00 p.m.

  
\_\_\_\_\_  
**CHAIRMAN**  
Vice

  
\_\_\_\_\_  
**SECRETARY**

# Golden Gate Highway District No. 3

Commissioners: Andy Bishop, Ed Leavitt, Fred Sarceda

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September 19, 2023

To: GGHD Commissioners

From: Casey Percifield

**Subject: Road Report for September 2023**

This past month the crew has accomplished:

- Painting centerlines, due to weather events have not started fog lines
- Dura patched
- Fixed never ending washouts from heavy rain storms
- Traffic counts

## Next month's projects

- Painting Fog lines
- Pulling shoulders on next year's chip seal, then on various roads that need work
- Continue traffic counts
- Get quotes for spray
- Grade gravel roads
- Crack seal



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: Ed Leavitt, Andy Bishop, Fred Sarceda

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September 18, 2023

**To: GGHD Commissioners**

**From: Bob Watkins Director of Highways**

**Subject: Directors Report**

- Homedale Rd. Phase 2 bid documents are prepared and currently advertising. Bid opening Oct 3<sup>rd</sup> at 1:00 PM
- Peckham Rd. project is scheduled to bid this month.
- Working on GIS mapping. Meeting with JUB to discuss options that best fit the district.
- Batt Corner Rd. Hill—Working on rough cost estimate JUB attached.
- Continuing traffic counts throughout the district to help prioritize road projects.

End Report.



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE  
LANGDON  
GROUP



GATEWAY  
MAPPING  
INC.

September 18, 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:

- Robinson CUP Application – review letter sent to County 08/22/23
- Hetmer Administrative Land Division Application – review letter sent to County 08/24/23
- Allendale Rd over Low Line Canal (LILBP) – pre-construction meeting tentatively scheduled for 10/12/23
- Upper Pleasant Ridge Rd Bridges over Deer Flat Canal – Preliminary Design submitted for GGHD review 08/04/23
- Batt Corner Rd Realignment – initial concept designs being reviewed, conceptual estimate sent 08/18/23
- GIS for Pavement and Sign Management – initial set up complete, compiling data and preparing to deliver for use

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