

## 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 9, 2021

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 12:00 P.M. on Thursday, September 9, 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 12:04 p.m. by Chairman Fred Sarceda.

### AGENDA

**REVIEW:** Secretary/Clerk Anita Herman reported that she posted the revised agenda for the regular meeting Tuesday, September 7, 2021 at 3:45 p.m. at the locations listed on the agenda.  
**Motion: Made by Commissioner Andy Bishop: To Approve the Posting of the Revised Agenda, Seconded by Commissioner Ed Leavitt.** 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 Ed Leavitt: To Approve The Minutes of Regular Meeting August 12, 2021 and Special Meeting August 31, 2021, Seconded By Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

### SECRETARY'S

### RECORD DE-

### STRUCTION

**REQUEST:** None

### FINANCIAL

**REPORT:** Secretary/Clerk gave the financial report as follows. The expenses for August 13, 2021 through September 9, 2021 were \$382,230.98, payroll for August 13, 2021 through September 9, 2021 was \$42,463.23 for a total of \$424,694.21. **Motion made by Commissioner Andy Bishop to Receive and Approve the Treasurer’s Report, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried. **Motion: Made by Commissioner Andy Bishop: To Approve the Financial Report and Authorize the Disbursement of Funds from the District’s Treasury in the Sum of \$424,694.21 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

**PUBLIC**

**HEARING:** None

**OLD**

**BUSINESS:** None

**NEW**

**BUSINESS:** DISCUSS AND ADOPT RESOLUTION 2021-15 – DECLARING THE COMMISSIONERS INTENTION TO ABANDON AND VACATE A PORTION OF THE WESTERN END OF MIDDLE ROAD

Attorney Jay Kiiha reminded the Board that Resolution 2021-15 was to initiate the public hearing for the Vacation of a portion of Middle Road. **Motion: Made by Commissioner Ed Leavitt: To Adopt Resolution 2021-15 and To Set the Public Hearing Date For Thursday, November 18, 2021 At 10:00 A.M., Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

REVIEW BIDS AND AWARD THE GOLDEN GATE HIGHWAY DISTRICT #3 FARM LEASE FY2022

The Board of Commissioners opened the three sealed bids that were received by the District Secretary and awarded the farm lease to the highest bid. **Motion: Made by Commissioner Andy Bishop: To Award the Farm Lease To Tamura Farms In the Amount of \$5,999.00 Annually, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

DISCUSS COMPASS MEMBERSHIP DUES AND AUTHORIZE CHAIRMAN TO SIGN FY2022 MEMBERSHIP AGREEMENT

Secretary Anita Herman reported to the Board that the FY2022 dues would be \$5,906. **Motion: Made by Commissioner Andy Bishop: To Authorize the Chairman To Sign FY2022 Membership Agreement and Pay the FY2022 Membership Dues, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

COLA EFFECTIVE 1<sup>ST</sup> PAY PERIOD IN OCTOBER

**Motion: Made by Commissioner Ed Leavitt: To Make COLA Effective As Of October 4, 2021, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

#### SET DATE AND VENUE FOR CHRISTMAS PARTY

The Board discussed options for dates and venues for the annual Christmas party and directed the District Secretary to call Parma Ridge Winery to check availability for the end of November or first part of December and discuss at the next regular meeting.

#### APPROVE AND SET DATE FOR FLU SHOTS

Secretary Anita Herman reported to the Board that she called Homedale Drug to set up the annual flu shots and they are on order and Homedale Drug will call the District when ready to set up a time.

#### DISCUSS FY2022 REGULAR MEETING SCHEDULE AND AUTHORIZE SECRETARY TO SIGN AND POST NOTICE

The Board discussed some different times and dates for regular meeting dates starting January 2022. **Motion: Made by Commissioner Ed Leavitt: To Change the Regular Meeting Dates For Calendar Year 2022 To the Second Wednesday of Every Month At 12:00 P.M. and Authorize the Secretary To Post the Notice, Seconded by Commissioner Andy Bishop.** The vote was unanimous. Motion carried.

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

**Motion: Made by Commissioner Ed Leavitt: To Authorize Chairman To Sign the ACCHD Regular Meeting Schedule Notice and Authorize the Secretary To Post the Notice, Seconded by Commissioner Andy Bishop.** 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 he worked on Resolution 2021-15, the Farm Lease, and items for Executive Session.

**GENERAL**

**MATTERS:** Secretary Anita Herman reported to the Board when the Valley Regional payment was due per their request at the previous meeting.

**COMMUN-**

**ICATIONS:** None

**MOJO**

**REPORT:** None

**IAHD**

**REPORT:** None

**ACCHD**

**REPORT:** None

**COMPASS**

**REPORT:** Commissioner Andy Bishop reported that he and Director Bob Watkins have attended a few of the meetings for the month. Golden Gate Highway District renewed their membership agreement earlier in the meeting and Director Bob Watkins reported that COMPASS would be doing some traffic studies in the near future for us.

**EXECUTIVE**

**SESSION: Motion: Made By Commissioner Ed Leavitt: To Convene Into Executive Session at 1:29 P.M. Under I.C. §74-206 (1) (d) To Consider Records That Are Exempt From Disclosure As Provided In Chapter 1, Title 74, Idaho Code, Seconded By Commissioner Andy Bishop.**

A roll call vote was taken by Secretary Anita Herman.

Commissioner – Andy Bishop – Yes

Commissioner – Ed Leavitt – Yes

Commissioner – Fred Sarceda – Yes

Also in attendance, as authorized by the Board, were: Secretary Anita Herman, Road Foreman Casey Percifield, Attorney Jay Kiiha, Engineer Christopher Pettigrew, and Director Bob Watkins.

**Motion: Made By Commissioner Andy Bishop: To Come Out of Executive Session at 1:49 P.M., Seconded By Commissioner Ed Leavitt.** The motion was unanimous. Motion carried.

Information was received, no action taken.

**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 Ed Leavitt: To Adjourn the Meeting, Seconded by Commissioner Andy Bishop.**

Next regular meeting is scheduled for October 14, 2021 at 12:00 p.m.

  
CHAIRMAN

  
SECRETARY

# Golden Gate Highway District No. 3

Commissioners: Andy Bishop, Ed Leavitt, Fred Sarceda

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September 9, 2021

To: GGHD Commissioners

From: Casey Percifield

**Subject: Road Report for September 2021**

This past month the crew has accomplished:

- Hauled pit run to yard
- Built the turn around on Middle Rd
- Started grading gravel roads
- **Started** hauling chips from Mojo to yard
- Shop work, service equipment

## Next month's projects

- Finish grading gravel roads
- Finish hauling chips to yard
- Start pulling shoulder's on chip seal roads for next season
- Dura Patch
- Service equipment



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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: Andy Bishop, Ed Leavitt, Fred Sarceda

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September 7, 2021

To: GGHD Commissioners

From: Bob Watkins  
Director of Highways

Subject: Directors Report

- CSC to tentatively pave Homedale Rd. the 14<sup>th</sup> of September. CSC has most of the gravel in place and will start with fine grading this week.
- Postpone piping the Needum Lateral on Homedale Rd. due to pipe cost and availability.
- Turn-around on Middle Rd. is complete.
- We have finished hauling pit run from MOJO.
- Cascade Fence to move perimeter fence mid to late September.
- I have been working with TO Engineer Pat Colwell on Peckham Rd. permitting. Union Pacific plans on taking 8 months and \$25,000 this will put us behind schedule for next summer construction.



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



September 3, 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:

- Middle Road Turnaround – completed **review** of legal descriptions for turnaround and r/w vacation from Dewey's surveyor (Eagle Land Surveying).
- Peckham Road Feedlot TIS – performed review and **submitted** comments.
- IMC Gravel Pit Access TIS – began review of existing **information**, meeting to discuss TIS **scope** of work scheduled for September 9<sup>th</sup> at 10:30 am.
- GGHD Farm Lease – coordinated area **information** and **reviewed** legal description.
- GGHD Transportation Master Plan Update – began **reviewing existing master plan document**, will assist staff in preparing LRHIP TMP Update **application** when it comes out this **month** or next.

Below is an item for discussion:

- Our current on-call agreement ends **September 30, 2021**. We would like to discuss a new **on-call** agreement with a begin date of October 1, 2021 and end date of **September 30, 2022**. We are currently **averaging approximately** \$5,250/month; therefore, we **recommend** a one-year, **time and materials** not-to-exceed on-call agreement of \$63,000 (\$5,250/month x 12 months). The **Highway District** will not be charged the full amount if the agreement end date is reached and the full amount has not been used. J-U-B will inform the **Highway District** if additional **funds** are needed prior to the agreement end date. Since fees are being charged for application reviews (e.g. plats, plans, reports, etc.) much of this cost will be **passed** on to the applicant.