

**GOLDEN GATE HIGHWAY DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA**

	Date	Time	Location
	September 12, 2019	11:30 A.M.	Commissioner Meeting Room 500 E. Golden Gate Ave. Wilder, ID 83676
Action Items	<p>ACTION ITEM NOTATION INFORMATION: Any agenda item that requires a vote of the Board of Commissioners is identified with the appearance of the "Action Items" in the left column of this Meeting Agenda posting. The appearance of the "Action Items" does not require that a vote to be taken on that item. "Action Items" designation is inclusive of all items listed in the same agenda number row.</p>		
1.	CALL TO ORDER:		
2.	ROLL CALL:		
3.	COMMISSIONER RECEPTION:		
3.	<p>APPROVAL OF BOARD MEETING AGENDA NOTICE POSTINGS REPORT BY THE SECRETARY INCLUSIVE OF WEBSITE OR SOCIAL MEDIA PLATFORM POSTINGS WHEN MAINTAINED BY THE DISTRICT:</p> <ul style="list-style-type: none"> • Report of the Secretary on agenda notice postings inclusive of any amended agenda notice postings. • Motion to receive Secretary's agenda notice posting report, and set agenda. • Motion to Approve {if necessary} the amended agenda as last posted. <p>Procedure to follow to amend the Agenda after the Meeting is started: In the event the Board needs to take final action on an emergency matter not included in the approved posted agenda, a motion must first be made stating: why the item was not reasonably anticipated to be on the agenda and stating the facts of the reason for the emergency. An emergency must be a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of such agenda posting will make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss. The motion and the basis for this motion must be included in the minutes of this meeting.</p>		
	PUBLIC INPUT:		
5.	VISITORS:		
6.	<p>MEETING MINUTES APPROVAL:</p> <ul style="list-style-type: none"> • Approval of Meeting Minutes and Resolution Authorizing Secretary's Records Destruction Request of Meeting Audio Tape [Unclassified Record] Subject Meeting Dates: Regular Meeting August 8, 2019 and Special Meeting August 27, 2019. 		
7.	<p>TREASURER'S REPORT AND BOARD APPROVAL OF BILLS:</p> <ul style="list-style-type: none"> • Treasure Report/I.C. § 57-135 compliance submittal of written financial report which includes the amount of funds in the District's treasury as such funds are deposited or invested. <ul style="list-style-type: none"> ➤ Consider motion to Receive and Approve the Treasurer's report. • Treasurer's Recommendation for approval by the Board to invest certified funds on deposit as permitted by Idaho Code Section 67-1210 which are not presently needed for the payment of expenditures until the next regular meeting (the certified period). • Ordinary and necessary bills to be paid presented by the Treasurer. <ul style="list-style-type: none"> ➤ Reviewed, by the Commissioners, of the bills together with the assignment of budget line item for each expenditures for approval as recommended by the Treasurer. <ul style="list-style-type: none"> • Suggested motion: "I move for the disbursement of funds from the District's treasury for the payment of the bills in the total sum of \$ _____, as presented by the Treasurer, be authorized and approved. This includes Expenses of \$ _____ and Payroll of \$ _____." 		
8.	<p>PUBLIC HEARINGS:</p> <ul style="list-style-type: none"> • Continue Schmidt Construction, Inc. Show Cause Hearing – Variance 2018-01 @ 12:15 p.m. • Continue Application for Variance 2019-01 – Rodney Clark 50' Driveway @ 12:30 p.m. • 2nd Street Reclassification to Open Right of Way @1:15 p.m. 		

9. Action Items	OLD BUSINESS: •
10. Action Items	NEW BUSINESS: <ul style="list-style-type: none"> • Discuss City of Wilder Sewer Project • Sign Engagement Letter from Mike Parker CPA for FY2019 Audit • Authorization to Hire and Set Pay Rate for District Maintenance Worker Position • Authorization to Approve Letter of Intent to Participate in the Canyon County Hazard Mitigation Plan • COLA Effective 1st Pay Period in October • Exceptional Service Award • Convention • October Meeting Date
11.	REPORTS: <ul style="list-style-type: none"> • Operation Report – Casey Percifield • Director/Engineer Report – Gordon Bates • Attorney’s Report – Wm. F. Gigray, III
12.	GENERAL MATTERS <ul style="list-style-type: none"> • Discussion regarding general matters with staff related to the operations of the District. No action will be taken.
13.	COMMUNICATIONS:
14.	MOJO REPORT:
15.	IAHD REPORT:
16.	ACCHD REPORT:
17	COMPASS REPORT:
18. Action Items	EXECUTIVE SESSION UNDER IDAHO CODE § 74-206 (1) (a), (b), (c), (d), (e), (f), OR (i). <ul style="list-style-type: none"> • If needed. [The Action item is the motion calling for executive session and identification of the statutory authorization and who outside of the Commissioners will be in attendance] The motion, if seconded, requires a roll call vote. <ul style="list-style-type: none"> • <i>I.C. § 74-206 (1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.</i> • The Action item is also the voice vote to come out of executive session and resume regular session. *No final action or final decision will be taken or made in executive session.
19.	NEXT MEETING OF THE BOARD: <ul style="list-style-type: none"> • The next Board Meeting is: _____.
20.	ADJOURNMENT

Signed: Genia Watkins, Genia Watkins/Secretary Date/Time Posted: 9-10-19 10:20 a.m.

Agenda Posting: Post agenda 48 hours in advance of regular meeting and 24 hours in advance of special meeting.

Golden Gate Highway District No. 3
500 E. Golden Gate Avenue
Wilder, ID 83676

US Postal Service
109 5th Street
Wilder, ID 83676

City of Wilder
107 4th Street
Wilder, ID 83676

City of Greenleaf
20523 N. Whittier
Greenleaf, ID 83626

**DISTRICT SECRETARY'S 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 12, 2019

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 11:30 A.M. on Thursday, September 12, 2019 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 William F. Gigray, and Secretary/Clerk Genia Watkins.

ABSENT: None

AGENDA

REVIEW: Secretary Genia Watkins reported she posted the agenda for the regular meeting Tuesday, September 10, 2019 at 10:20 a.m. at the locations listed on the agenda. **Motion: Made by Commissioner David Lincoln: To Approve the Posting of the Agenda, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

PUBLIC

INPUT: None

VISITORS: None

MINUTES

READ AND

APPROVED: Minutes of the meetings were read. **Motion: Made By Commissioner Fred Sarceda: To Approve The Minutes of Regular Meeting on August 8, 2019, and Special Meeting on August 27, 2019, Seconded By Commissioner David Lincoln.** The vote was unanimous. Motion carried.

SECRETARY'S

**RECORD DE-
STRUCTION**

REQUEST: After review of the meetings minutes. **Motion: Made By Commissioner David Lincoln: To Accept the Minutes, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

FINANCIAL

REPORT: Secretary/Treasurer Genia Watkins gave the financial report as follows. The expenses for August 9, 2019 through September 12, 2019 were \$291,880.42, payroll for August 9, 2019 through September 12, 2019 was \$63,973.66 for a total of \$355,854.08. **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 \$355,854.08 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner David Lincoln.** The vote was unanimous. Motion carried.

PUBLIC

HEARING: SCHMIDT CONSTRUCTION, INC. SHOW CAUSE HEARING – VARIANCE 2018-01 @ 12:15 P.M.

Motion: Made By Commissioner David Lincoln: To Open The Schmidt Construction Co., Inc.'s Notice Of Show Cause Hearing for Variance 2018-01 At 12:22 P.M, Seconded By Commissioner Alfred Sarceda. The vote was unanimous. Motion carried.

Present at the hearing were: Commissioners Virgil Holsclaw, David Lincoln, and Fred Sarceda, Director of Highways Gordon Bates, Foreman Casey Percifield, Secretary Genia Watkins, Attorney William F. Gigray, and Dan Compte.

Director Gordon Bates stated that Mr. Schmidt with Schmidt Construction Inc. has completed the two approaches per District standards. Road Foreman Casey Percifield stated that the only thing that still needs completed would be the lot grading for drainage into the borrow ditch.

Dan Compte with Schmidt Construction, Inc. stated that they will be doing the work that needs to be completed to be in compliance with Variance 2018-01.

Motion: Made By Commissioner David Lincoln: To Continue The Schmidt Construction Co., Inc.'s Notice Of Show Cause Hearing for Variance 2018-01 At 12:15 P.M. at The November 14, 2019 Regular Meeting. If Work Is Completed Before That Date, Director Gordon Bates Can Authorize Signature by Chairman for Dismissal of Show Cause Proceedings, Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

Motion: Made By Commissioner David Lincoln: To Recess The Schmidt Construction Co., Inc.'s Notice Of Show Cause Hearing for Variance 2018-01 at 12:29 P.M., Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

CONTINUE APPLICATION FOR VARIANCE 2019-01 – RODNEY CLARK 50' DRIVEWAY @12:30 P.M.:

Motion: Made By Commissioner David Lincoln: To Open The Rodney Clark Application for Variance 2019-01 At 12:30 P.M, Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

Present at the hearing were: Commissioners Virgil Holsclaw, David Lincoln, and Fred Sarceda, Director of Highways Gordon Bates, Foreman Casey Percifield, Secretary Genia Watkins, Attorney William F. Gigray, and Rodney & Gail Clark.

Attorney William F. Gigray read Case No. 2019-01 Findings of Fact, Conclusions of Law, And Order of Decision Granting Variance Subject to Conditions.

Mr. Rodney Clark stated that duration of permit is incorrect as drafted. It will be revised to state that the variance shall remain in effect until such time that the owner completes approach widening work. Also, applicants address will be corrected.

Motion: Made By Commissioner David Lincoln: To Approve Findings of Fact, Conclusions of Law, And Order of Decision Granting Variance Subject to Conditions For Rodney Clark Notice Of Application for Variance 2019-01, Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

Motion: Made By Commissioner David Lincoln: To Close The Schmidt Construction Co., Inc.'s Notice of Application for Variance 2019-01 at 12:47 P.M., Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

OLD

BUSINESS: None

NEW

BUSINESS: DISCUSS CITY OF WILDER SEWER PROJECT

Commissioner Lincoln stated that the City of Wilder is in the process of applying for a grant for addition to their city waste water plant. In order for them to expand where they are currently located, they would need to acquire land surrounding them, including a portion of the District's land. Commissioner Lincoln stated that when the District purchased the land that the grounds are on currently, it always intended to save some land for expansion, and to possibly offer a portion the City for their expansion.

Director Gordon Bates showed an aerial google maps photo of the area in question. Commissioners stated their concern with committing to anything more than 10 acres. Commissioners stated that this will need to be discussed in more detail. Attorney William F. Gigray stated that Director Gordon Bates should get in contact with the City of Wilder to discuss what their needs are going to be. Also, noted that there will be no easement through the District's property.

SIGN ENGAGEMENT LETTER FROM MIKE PARKER CPA FOR FY2019 AUDIT

Motion Made By Commissioner David Lincoln to Sign Engagement Letter From Mike Parker CPA For FY2019 Audit, Seconded by Commissioner Fred Sarceda.

The vote was unanimous. Motion carried.

AUTHORIZATION TO APPROVE LETTER OF INTENT TO PARTICIPATE IN THE CANYON COUNTY HAZARD MITIGATION PLAN

Director Gordon Bates provided information to the Commissioners regarding participation in the plan.

Motion Made By Commissioner Fred Sarceda to Authorize Approval of Letter of Intent to Participate In The Canyon County Hazard Mitigation Plan, Seconded by Commissioner David Lincoln. The vote was unanimous. Motion carried.

COLA EFFECTIVE 1ST PAY PERIOD IN OCTOBER

Secretary Genia Watkins stated that COLA would go in effect October 1, 2019 and would be paid on October 10, 2019. Employees will have varying hourly wages for one pay period.

Motion Made By Commissioner David Lincoln Authorize 4% COLA Effective October 1, 2019, Seconded by Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

CONTINUED

PUBLIC

HEARING: 2nd STREET RECLASSIFICATION TO OPEN RIGHT OF WAY

Motion: Made By Commissioner David Lincoln: To Open 2nd Street Reclassification Public Hearing At 1:20 P.M, Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

Present at the hearing were: Commissioners Virgil Holsclaw, David Lincoln, and Alfred Sarceda, Director of Highways Gordon Bates, Foreman Casey Percifield, Secretary Genia Watkins, Attorney William F. Gigray, Sue Crawford, Larry Crawford, Shawn Crawford, and Steven Crawford.

Confirmed by Secretary Genia Watkins, the following exhibits have been admitted as evidence:

- Exhibit A – Plat of Sunny Slope Subdivision No 1 with the subject portion of 2nd St. marked
- Exhibit B – Aerial Photo of the vicinity from Canyon Co. GIS map with proposed access marked
- Exhibit C – Application with letter from Steven Crawford
- Exhibit D – Larry Crawford correspondence (support)
- Exhibit E – Photos of the subject right of way
- Exhibit F – Staff Report

Motion: Made By Commissioner David Lincoln: To Accept The Exhibits As Presented By The Clerk, Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

Director Gordon Bates read the staff report and stated his support of reclassification.

Attorney William F. Gigray stated that the District should wait to grant the reclassification of the right of way until applicant has completed all the conditions.

Steven Crawford addressed the Board. Mr. Crawford referenced Exhibit E to show that proposed driveway will not affect fence that it already constructed and will go 20' on one side of fence. All parcels that will be affected are family member's properties.

Commissioner Virgil Holsclaw asked Mr. Crawford if he was in agreement with all of the conditions of approval as drafted by Director Bates. Mr. Crawford stated that he was in agreement with them.

Director Gordon Bates stated that the reclassification is for the full 50' of ROW, but applicant will be only using easterly 25' and the fence will not be affected at this time.

Motion: Made By Commissioner David Lincoln: To Approve Application as Submitted Subject to Conditions, Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

Motion: Made By Commissioner David Lincoln: To Direct Attorney William F. Gigray to Draft Finding of Fact, Conclusion of Law and Order of Decision And Order of Reclassification Subject to Conditions, Once All Conditions Have Been Met, Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

Motion: Made By Commissioner David Lincoln: To Continue The 2nd Street Reclassification Public Hearing The Next Regularly Scheduled Meeting Set October 8, 2019 at 12:30 P.M., Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

Motion: Made By Commissioner David Lincoln: To Recess The 2nd Street Reclassification Public Hearing At 1:47 P.M., Seconded By Commissioner Fred Sarceda. The vote was unanimous. Motion carried.

AUTHORIZATION TO HIRE AND SET PAY RATE FOR DISTRICT
MAINTENANCE WORKER POSITION

Director Gordon Bates discussed the attached memo.

Motion: Made By Commissioner Fred Sarceda: To Authorize The Hiring of Stetson Smith as a Probationary Employee to Fill The Vacant District Maintenance Worker Position, Probationary Period Will be 6 Months, Wage Will be Set at \$22.36 Per Hour, With COLA Increase to \$23.25 Effective October 1, 2019, Seconded By Commissioner David Lincoln. The vote was unanimous. Motion carried.

EXCEPTIONAL SERVICE AWARD

Tabled until October meeting.

CONVENTION

Secretary Genia Watkins stated that IAHD Convention will be held November 20 – 22, 2019. All accommodations have been made as well as all commissioners, director, foreman, and clerk have all been registered for classes.

OCTOBER MEETING DATE

Discussion was held regarding moving regularly scheduled October meeting date to another day.

ROAD

REPORT: Road Foreman Casey Percifield discussed the attached report.

ENGINEER

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

ATTORNEY'S

REPORT: Attorney William F. Gigray stated he has been working with staff in preparation of the public hearings.

GENERAL

MATTERS: None

COMMUN-

ICATIONS: None

MOJO

REPORT: None

IAHD

REPORT: Commissioner David Lincoln stated that Senator Brackett will not seek another term in office. He has been instrumental to helping highway districts. Any resolutions that the District is interested in presenting, can be drafted and sent to IAHD to consider. Attorney William F. Gigray stated that one regarding validations could be helpful.

ACCHD

REPORT: None

COMPASS

REPORT: None

EXECUTIVE

SESSION: None

ADJOURN-

MENT: There being no further business to come before the Commissioners, the meeting was adjourned. Next regular meeting is scheduled for October 8, 2019.


CHAIRMAN


SECRETARY

Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

September 12, 2019

To: GGHD Commissioners

From: Casey Percifield

Subject: Road Report for September 2019

This past month the crew has accomplished:

- Pulled shoulders on next year chip seal roads
- Finished stop bars for safety grant
- Dura patched pot holes
- Finished Blocks in sand shed, installed fire extinguishers, and added address numbers on shed
- Started hauling chips to yard from mojo

Next month's projects:

- Continue to haul chips
- Pot hole patching
- Grading gravel roads
- Crack sealing
- Taking off high spot for roadside drainage



Street Address
500 Golden Gate Ave
Wilder, ID 83676

Phone (208) 482-6267
Fax (208) 482-6100
Email office@gghd3.org

Golden Gate Highway District No. 3

Commissioners: Virgil Holsclaw, David Lincoln, Fred Sarceda

September 12, 2019

To: GGHD Commissioners

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

Subject: **Director's Report for September 2019**

- Peckham Road KN13964 all seven landowners have signed R/W Contract and Deed. Manage title exceptions and closings with Pioneer Title. Four parcels purchased. Preparing documents for reimbursement from State and City of Greenleaf.
- Peckham Road reconstruction (RR to Van Slyke Rd) complete. Provided inspections for road bed and pavement.
- Safety grant signs & stop bars installed at most of the 62 intersections. Providing closeout documents to LHTAC.
- ZoRoCo improvement plan review for expansion in Munn Ranch.
- KN22101 Peckham Rd Freight grant administration from ITD to LHTAC.
- HWY 55 planning meetings later in September.



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