

## 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

### March 13, 2025

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 12:00 P.M. on Thursday, March 13, 2025 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, Engineer Chris Pettigrew, and Attorney Jay Kiiha.

**ABSENT:** None

### CALL TO ORDER:

The meeting was called to order at 12:00 p.m. by Chairman Andy Bishop.

### AGENDA

**REVIEW:** Secretary/Clerk Anita Herman reported that she posted the agenda for the regular meeting Monday, March 10, 2025 at 4:30 p.m. and then had to post the amended agenda on Wednesday, March 12, 2025 at 11:00 a.m. at the locations listed on the agenda. **Motion: Made by Commissioner Ed Leavitt: To Approve the Posting of the Agenda and to Approve the Posting of the Amended Agenda, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**VISITORS:** Lori Shandro – The Shandro Group  
Barb Stotts – Intermountain Agency

### PUBLIC

**INPUT:** None

### MINUTES READ AND

**APPROVED:** Minutes of the meeting were read. **Motion: Made by Commissioner Fred Sarceda: To Accept and Approve the Minutes of Regular Meeting February 11, 2025, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

### SECRETARY'S RECORD DE- STRUCTION

**REQUEST:** None

## **FINANCIAL**

**REPORT:** Secretary/Treasurer Anita Herman gave the financial report as follows. The expenses for February 12, 2025 through March 13, 2025 were \$693,566.92, payroll for February 12, 2025 through March 13, 2025 was \$63,344.87 for a total of \$756,911.79. **Motion Made by Commissioner Ed Leavitt: To Receive and Approve the Treasurer's Report and Authorize the Disbursement of Funds from the District's Treasury in the Sum of \$756,911.79 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 AND APPROVE THE APRIL 1, 2025 INSURANCE RENEWAL – SHANDRO GROUP

Lori Shandro and Barb Stotts came back with the information requested from the Board at the February meeting and presented multiple plans from iiiA insurance company. After looking at all the plans presented by the Shandro Group, the Board came to the decision of going with the iiiA insurance company since it would save the District the most money and keep similar benefits for the employees. **Motion: Made by Commissioner Ed Leavitt: To Approve the iiiA Insurance Plan 90-A, Vision Plan C-10, and Dental Plan 002, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

VAR2025-01 –NAMPA PAVING – FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER OF DECISION GRANTING VARIANCE

Attorney Jay Kiiha presented the Board with his Findings of Fact, Conclusions of Law, and Order of Decision Granting Variance for VAR2025-01. **Motion: Made by Commissioner Fred Sarceda: To Approve VAR2025-01 Findings of Fact, Conclusions of Law, and Order of Decision Granting Variance, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

## **NEW**

**BUSINESS:** OBENDORF HOP – WAIVE OR VARY SETBACK

Director Bob Watkins reported to the Board that Obendorf Hop at 28533 Matthews Road, Parma, Idaho would like to get the setback waived from 70 foot to 39 feet 6 inches for a new structure they are building by an existing building. Director Watkins read his memo to the Board stating how he did not see any future problems with this waiver and it was his opinion to approve the setback waiver. **Motion: Made by Commissioner Ed Leavitt: To Waive or Vary the Setback Requested by Obendorf Hop on Matthews Road, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

AUTHORIZE CHAIRMAN TO SIGN CONTRACT AMENDMENT FOR J-U-B ENGINEERS AGREEMENT FOR PROFESSIONAL SERVICES

Director Bob Watkins asked the Board to sign the amended contract for J-U-B Engineers services due to the number of projects the District has been working on and future

projects. **Motion: Made by Commissioner Ed Leavitt: To Authorize the Chairman to Sign the Contract Amendment for J-U-B Engineers Agreement for Professional Services, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**CONSIDER APPROVAL OF RESOLUTION 2025-02 – PROCUREMENT  
CONTRACT QUALIFICATIONS & CERTIFICATION REQUIREMENT**

Secretary Anita Herman reported to the Board that this resolution was just to update the policy code book for the District and Attorney Jay Kiiha agreed with her. **Motion: Made by Commissioner Ed Leavitt: To Approve Resolution 2025-02 – Procurement Contract Qualifications & Certification Requirement, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**CONSIDER APPROVAL OF RESOLUTION 2025-03 – PERSONAL SERVICE  
CONTRACTS CHANGE TO THE NOTICE REQUIREMENT**

Secretary Anita Herman reported to the Board that this resolution was just to update the policy code book for the District and Attorney Jay Kiiha agreed with her. **Motion: Made by Commissioner Ed Leavitt: To Approve Resolution 2025-03 – Personal Service Contracts Change to the Notice Requirement, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**CONSIDER APPROVAL OF RESOLUTION 2025-04 – AMENDING PUBLIC  
RECORDS REQUEST POLICY**

Secretary Anita Herman reported to the Board that this resolution was just to update the policy code book for the District and Attorney Jay Kiiha agreed with her. **Motion: Made by Commissioner Ed Leavitt: To Approve Resolution 2025-04 – Amending Public Records Request Policy, Seconded by Commissioner Fred Sarceda.** 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'S**

**REPORT:** Engineer Chris Pettigrew discussed his attached report.

**ATTORNEY'S**

**REPORT:** None

**GENERAL**

**MATTERS:** Director Bob Watkins asked the Board if they would like to see more information on adding a PERSI Choice 401k match as a benefit for the employees. The Board agreed to look at the information at the next regular meeting in April.

**ACCHD**

**REPORT:** None

**MOJO**

**REPORT:** None

**IAHD**

**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 1:06 p.m. **Motion: Made By Commissioner Fred Sarceda: To Adjourn the Meeting, Seconded by Commissioner Ed Leavitt.**

Next regular meeting is scheduled for April 9, 2025 at 12:00 p.m.

  
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**CHAIRMAN**

  
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**SECRETARY**

# Golden Gate Highway District No. 3

Commissioners: Andy Bishop, Ed Leavitt, Fred Sarceda

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March 13, 2025

To: GGHD Commissioners

From: Casey Percifield

**Subject: Road Report for March 2025**

This past month the crew has accomplished:

- Started to replace 90' of 48" pipe on Ustick Rd
- Started Batt Corner Hill project, clean up on hill and then pipe work
- Started brooming sand off roadway
- Finished up spraying sterilant
- Started grading all gravel roads

Next month's projects

- Finish Ustick Rd pipe
- Finish brooming sand off roadway
- Finish grading gravel roads
- Continue with Batt Corner Rd rebuild



Street Address  
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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: Ed Leavitt, Andy Bishop, Fred Sarceda

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**March 11, 2025**

**To: GGHD Commissioners**

**From: Bob Watkins, Director of Highways**

**Subject: Directors Report**

- Upper Pleasant Bridges- all construction is complete in the canal's we are currently waiting on girders for both structures. Had a onsite meeting to discuss progress and upcoming schedule and pave date.
- Bluff Lane LILB- Had on-site meeting to discuss unique features that may be presented during construction and design. Possible Fall of 2026 construction.
- LHTAC- Council meeting held on March 13, to determine what additional projects will be funded in the next round of applications.
- Peckham Rd.-working with LHTAC, IMC, and Central Cove to figure out a long-term solution for drainage at the packing sheds.
- Batt Corner Realignment- We have began removing all debris and old irrigation structures. Pipe delivered on 3/10/25
- Ustick Rd.- Ardurra is continuing 75% construction plans, including roadway plans and profile and determining existing right of way, utility's and guardrail.

End Report.



**J-U-B ENGINEERS, INC.**

J-U-B COMPANIES



**THE  
LANGDON  
GROUP**



**GATEWAY  
MAPPING  
INC.**

March 11, 2025

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:

- Nampa Paving CUP – review letter sent to County 02/20/25
- Maxwell Administrative Land Division – review letter sent to County 02/25/25
- Rule Administrative Land Division – review letter sent to County 02/25/25
- Knife River Administrative Land Division – review letter sent to County 03/04/25
- Upper Pleasant Ridge Rd Bridges over Deer Flat Canal – concrete canal liner placed, site visit with Boise Project Board of Control 03/11/25, girders being fabricated 03/17/25 and installed 04/01/25, handrail being fabricated
- Batt Corner Rd Realignment – construction ready plans complete

The following are tracking items:

- GIS for Pavement and Sign Management – refining interface and gathering field data

END REPORT