

## 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

**May 14, 2025**

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 12:00 P.M. on Wednesday, May 14, 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 Christopher 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, May 12, 2025 at 10:00 a.m. at the locations listed on the agenda. **Motion:** **Made by Commissioner Ed Leavitt: To Approve the Posting of the Agenda,** **Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

**VISITORS:** Trey Hart

**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 April 9, 2025, Seconded by Commissioner Ed Leavitt.** 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 April 9, 2025, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

**FINANCIAL**

**REPORT:** Secretary/Clerk Anita Herman gave the financial report as follows. The expenses for April 10, 2025 through May 14, 2025 were \$855,214.84, payroll for April 10, 2025 through May 14, 2025 was \$93,467.27 for a total of \$949,182.11. **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 \$949,182.11 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:** None

**NEW**

**BUSINESS:** AUTHORIZE CHAIRMAN TO SIGN LOCAL RURAL HIGHWAY INVESTMENT PROGRAM (LHRIP) PROJECT DOCUMENTATION SUMMARY FOR PECKHAM ROAD

Director Bob Watkins explained to the Board that the Peckham Road project was finished and the LHRIP project documentation summary was the last step in the process to close out the project. **Motion: Made by Commissioner Ed Leavitt: To Authorize the Chairman to Sign the Local Rural Highway Investment Program (LHRIP) Project Documentation Summary for Peckham Road, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

DISCUSS AND AUTHORIZE DIRECTOR TO PURCHASE PAD FOOT ROLLER ATTACHMENT

Director Bob Watkins asked the Board to table this topic until a future meeting. **Discussion Only, Tabled till Future Meeting, No Motion Needed.**

CONSIDER APPROVAL OF RESOLUTION 2025-05 – REAPPEALING RESOLUTIONS #2025-02, 2025-03, 2025-04

Secretary Anita Herman explained to the Board that this Resolution repealed the last three from the April meeting and Resolution 2025-06 – 2025-08 would replace Resolutions 2025-02 – 2025-04. **Motion: Made by Commissioner Ed Leavitt: To Approve Resolutions 2025-05 – Reappealing Resolutions 2025-02, 2025-03, 2025-04, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

CONSIDER APPROVAL OF RESOLUTION 2025-06 – AMENDING PUBLIC RECORDS REQUEST POLICY

**Motion: Made by Commissioner Ed Leavitt: To Approve Resolution 2025-06 – Amending Public Records Request Policy, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

CONSIDER APPROVAL OF RESOLUTION 2025-07 – AMENDING PERSONAL SERVICE CONTRACTS CHANGE TO THE NOTICE REQUIREMENT IN THE POLICY CODE

**Motion: Made by Commissioner Ed Leavitt: To Approve Resolution 2025-07 – Amending Personal Service Contracts Change to the Notice Requirement in the Policy Code, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

CONSIDER APPROVAL OF RESOLUTION 2025-08 – AMENDING CHAPTERS 4, 5, 6, 7, 8 AND 10 OF TITLE 10 TO THE POLICY CODE

**Motion: Made by Commissioner Ed Leavitt: To Approve Resolution 2025-08 – Amending Chapters 4, 5, 6, 7, 8 and 10 of Title 10 to the Policy Code, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

CONSIDER APPROVAL OF RESOLUTION 2025-09 – ADDING PERSI 401K MATCH OF 4% TO THE BENEFIT PACKAGE FOR EMPLOYEES

Secretary Anita Herman asked the Board to approve Resolution 2025-09 from their motion they made at the April regular meeting. **Motion: Made by Commissioner Fred Sarceda: To Approve Resolution 2025-09 – Adding PERSI 401k Match of 4% to the Benefit Package for Employees, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

AUTHORIZE CHAIRMAN TO SIGN ZWYGART JOHN & ASSOCIATES AGREEMENT

Secretary Anita Herman presented the FY2025 Audit Agreement from Zwygart John & Associates to the Board. **Motion: Made by Commissioner Ed Leavitt: To Authorize the Chairman to Sign the Zwygart John & Associates FY2025 Agreement, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

RESCHEDULE THE JUNE 11<sup>TH</sup> REGULAR MEETING TO JUNE 4, 2025 AT 12:00 P.M.

Secretary Anita Herman asked the Board if the June 11<sup>th</sup> regular meeting could get moved to June 4, 2025 at 12:00 p.m. due to other circumstances that came up on June 11<sup>th</sup>. **Motion: Made by Commissioner Fred Sarceda: To Reschedule the June 11<sup>th</sup> Regular Meeting to June 4, 2025 at 12:00 P.M., Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

DISCUSS CURRENT HEALTH INSURANCE BROKER

Secretary Anita Herman presented the Board, with the information they asked for at the April meeting, of what the District pays the Shandro Group every year for their brokerage fees. **Motion: Made by Commissioner Ed Leavitt: To Send a Letter to the Shandro Group, Inc. to Terminate the Professional Agreement Between the Shandro Group and Golden Gate Highway District #3, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

FY2025 BUDGET DISCUSSION

Director Watkins and Secretary Herman brought preliminary numbers for the FY2026 budget to the Board to look over and think about. **Discussion Only, Tabled till Next Regular Meeting, No Motion Needed.**

**ROAD**

**REPORT:** Road Foreman Casey Percifield discussed his attached report.

**DIRECTOR'S**

**REPORT:** Director Bob Watkins discussed his attached report.

**ENGINEER'S**

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

**ATTORNEY'S**

**REPORT:** None

**GENERAL**

**MATTERS:** None

**COMMUN-**

**ICATIONS:** None

**ACCHD**

**REPORT:** Director Watkins reported that regular quarterly meetings now got changed to biannual meetings. The next ACCHD meeting will be July 17, 2025 at the Nampa Highway District #1.

**MOJO**

**REPORT:** Director Bob Watkins let the Board know that the crushing was finished at MOJO.

**IAHD**

**REPORT:** None

**EXECUTIVE**

**SESSION:** **Motion: Made by Commissioner Ed Leavitt: To Convene into Executive Session at 12:44 P.M. Under I.C. §74-206 (1) (b) To Consider the Evaluation, Dismissal or Disciplining of, or to Hear Complaints or Charges Brought Against, a Public Officer, Employee, Staff Member or Individual Agent, or Public School Student, Seconded by Commissioner Fred Sarceda.**

A roll call vote was taken by Secretary Anita Herman.

Commissioner – Fred Sarceda – Yes

Commissioner Ed Leavitt – Yes

Commissioner – Andy Bishop – Yes

Also in attendance, as authorized by the Board, was: Trey Hart (incoming Commissioner).

Director Bob Watkins and Secretary Anita Herman came in for their annual evaluations separately.

**Motion: Made By Commissioner Ed Leavitt: To Come Out of Executive Session at 1:08 P.M., Seconded by Commissioner Fred Sarceda.** The motion was unanimous. Motion carried.

**SPECIAL**

**BUSINESS:** None

**ADJOURN-  
MENT:**

There being no further business to come before the Commissioners, the meeting was adjourned at 1:10 p.m. **Motion: Made By Commissioner Ed Leavitt: To Adjourn the Meeting, Seconded by Commissioner Fred Sarceda.**

Next regular meeting is scheduled for June 4, 2025 at 12:00 p.m.

  
CHAIRMAN

  
SECRETARY

# Golden Gate Highway District No. 3

Commissioners: Andy Bishop, Ed Leavitt, Fred Sarceda

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May 14, 2025

To: GGHD Commissioners

From: Casey Percifield

**Subject: Road Report for May 2025**  
This past month the crew has accomplished:

- Continued Batt Corner Hill project
- Dura Patched
- Equipment maintenance
- Worked on replacing stop ahead signs with new stickers

## Next month's projects

- Continue Batt Corner rebuild
- Grader patch chip seal roads
- Patch pipe crossings
- Continue replacing stop ahead stickers
- Tree trimming if time allows



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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May 13, 2025

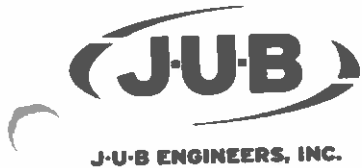
**To: GGHD Commissioners**

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

**Subject: Directors Report**

- Upper Pleasant Bridges- Both bridges are paved and shouldered. Hand rail is close to complete on the west bridge with the east bridge to follow. Once the east bridge is complete, we will submit a recap of payment to LHTAC for reimbursement.
- Peckham Rd.- Seepage bed repair completed last week along with paving.
- Batt Corner Realignment- Subgrade close to complete, working on intersection improvements and drainage.
- Ustick Rd.- Ardurra is continuing 75% construction plans, including roadway plans and profile and determining existing right of way, utilities and guardrail.
- MOJO- Crushing is complete.

End Report.



J-U-B COMPANIES



THE  
LANGDON  
GROUP



GATEWAY  
MAPPING  
INC.

May 12, 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:

- AK Feeders Administrative Land Division – review letter sent to County 04/14/25
- Williamson Subdivision Preliminary Plat & Variance Application – met with Brent Orton and landowner to discuss proposed intersection locations, advised Brent to prepare a Variance Application for intersection spacing and provide narrative of proposal
- Tucker Hill Subdivision Preliminary Plat – review letter sent to County 04/29/25
- Mears Amended Administrative Land Division – review letter sent to County 05/06/25
- Upper Pleasant Ridge Rd Bridges over Deer Flat Canal – west bridge girders placed 04/09/25 – wingwall concrete damage repaired, east bridge girders delivered 04/29/25 – tie rod sleeve in one girder in incorrect location – Contech provided fix, west bridge paved & handrail installed, east bridge paving 05/12/25 with handrail installed after
- Batt Corner Rd Realignment – proposed centerline re-staked, work continuing

The following are tracking items:

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

END REPORT