

## DISTRICT SECRETARY'S DRAFT 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

**November 5, 2024**

A regular meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 12:00 P.M. on Tuesday, November 5, 2024 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 Thursday, October 31, 2024 at 3:00 p.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:** None

### PUBLIC

**INPUT:** None

### MINUTES

#### READ AND

**APPROVED:** Minutes of the meeting were read. **Motion: Made by Commissioner Ed Leavitt: To Accept and Approve the Minutes of Regular Meeting October 9, 2024, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

### SECRETARY'S RECORD DE- STRUCTION

**REQUEST:** **Motion: Made by Commissioner Ed Leavitt: Authorizing Secretary's Records Destruction Request of Meeting Audio Tape for Regular Meeting October 9, 2024, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

### FINANCIAL

**REPORT:** Secretary/Treasurer Anita Herman gave the financial report as follows. The expenses for October 10, 2024 through November 5, 2024 were \$373,613.85, payroll for October 10, 2024 through November 5, 2024 was \$63,504.84 for a total of \$437,118.69. **Motion Made by Commissioner Fred Sarceda: To Receive and Approve the Treasurer's Report and Authorize the Disbursement of Funds from the District's Treasury in the Sum of \$437,118.69 for the Payment of the Bills Presented by the Treasurer, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

## **PUBLIC**

**HEARINGS:** None

## **OLD**

**BUSINESS:** None

## **NEW**

**BUSINESS:** ADOPT RESOLUTION 2025-01 – DRUG & ALCOHOL UPDATE TO THE GGHD3 POLICY CODE

**Motion: Made by Commissioner Fred Sarceda: To Table Until After Executive Session, Seconded by Commissioner Ed Leavitt.** The vote was unanimous. Motion carried.

### **DISCUSS ROTATING RESPONSIBILITIES OF THE MOJO DIRECTOR**

Director Bob Watkins explained to the Board that Highway District #4 is wanting all the Directors to take turns with the daily running of MOJO pit due to their District getting extremely busy. Discussion only, no motion needed.

### **APPROVE AND AUTHORIZE CHAIRMAN TO SIGN MUTUAL OWNERSHIP AND JOINT OPERATION AGREEMENT PER SHARE VALUATION FY2025**

Director Bob Watkins presented the Board the MOJO agreement per share valuation FY2025 and asked for their approval to sign it. **Motion: Made by Commissioner Ed Leavitt: To Approve and Authorize the Chairman to Sign Mutual Ownership and Joint Operation Agreement Per Share Valuation FY2025, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

### **SPECIAL COMPENSATION – DECEMBER**

Secretary Anita Herman asked the Board for their approval to give special compensation to the employees (not including the Commissioners) at the annual Christmas party.

**Motion: Made by Commissioner Ed Leavitt: To Allow \$200 for the Employees, Not Including Any Commissioners, for the December Special Compensation, 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 Christopher Pettigrew discussed his attached report.

## **ATTORNEY'S**

**REPORT:** None

## **GENERAL**

**MATTERS:** None

## **MOJO**

**REPORT:** None

## **IAHD**

**REPORT:** Director Bob Watkins reminded everyone of the IAHD convention coming up November 11<sup>th</sup> – 14<sup>th</sup> in Coeur D'Alene, Idaho.

## **ACCHD**

**REPORT:** None

## **EXECUTIVE**

**SESSION:** **Motion: Made by Commissioner Ed Leavitt: To Convene into Executive Session at 12:27 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 – Ed Leavitt – Yes

Commissioner Andy Bishop – Yes

Commissioner – Fred Sarceda – Yes

Director Bob Watkins, Road Foreman Casey Percifield, Secretary Anita Herman, Engineer Christopher Pettigrew, and Attorney Jay Kiiha were also in attendance.

**Motion: Made By Commissioner Ed Leavitt: To Come Out of Executive Session at 12:40 P.M., Seconded by Commissioner Fred Sarceda.** The motion was unanimous. Motion carried.

## **SPECIAL**

**BUSINESS:** **ADOPT RESOLUTION 2025-01 – DRUG & ALCOHOL UPDATE TO THE GGHD3 POLICY CODE**

**Motion: Made by Commissioner Ed Leavitt: To Reject Adopting Resolution 2025-01 – Drug & Alcohol Update to the GGHD3 Policy Code, Seconded by Commissioner Fred Sarceda.** The vote was unanimous. Motion carried.

## **ADJOURN-**

**MENT:** There being no further business to come before the Commissioners, the meeting was adjourned at 12:42p.m. **Motion: Made By Commissioner Fred Sarceda: To Adjourn the Meeting, Seconded by Commissioner Ed Leavitt.**

Next regular meeting is scheduled for December 11, 2024 at 12:00 p.m.



CHAIRMAN



SECRETARY

# Golden Gate Highway District No. 3

Commissioners: Andy Bishop, Ed Leavitt, Fred Sarceda

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November 5, 2024

To: GGHD Commissioners

From: Casey Percifield

**Subject: Road Report for November 2024**

This past month the crew has accomplished:

- Finished removal of overburden at Mojo
- Finished pulling and adding gravel to shoulder's
- Dura patched and winterized machine
- Started roadside spraying

## Next month's projects

- Continue roadside spraying
- Equipment maintenance
- Grade gravel roads
- Get sanders and plows ready for winter
- Crack seal



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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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**November 4, 2024**

**To: GGHD Commissioners**

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

**Subject: Directors Report**

- Batt Corner Rd.- Working on legal descriptions and exhibits for row acquisition's. Meeting with Idaho power and Ziply to discuss moving of utilities.
- Upper Pleasant Rd. Bridges- Pre construction meeting held on 10/16/24. All contract documents filed, construction is set to start on 11/4/24.
- MOJO- Pre construction meeting on 10/17/24 crushing is under way.
- Water Truck has been delivered to Prineville where the tank is to be installed.

End Report.



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

J-U-B COMPANIES



**THE  
LANGDON  
GROUP**



**GATEWAY  
MAPPING  
INC.**

November 4, 2024

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:

- Villafana Administrative Land Division Application – comments provided to County 10/31/24
- Nampa Paving Variance and Approach Permit Applications – additional comments 10/28/24
- Upper Pleasant Ridge Rd Bridges over Deer Flat Canal – awarded to Lurre Construction, pre-construction meeting held 10/18/24, submittal reviews ongoing, mobilization 11/04/24
- Batt Corner Rd Realignment – R/W exhibits and legal descriptions being prepared
- GIS for Pavement and Sign Management – refining interface and gathering field data

The following are tracking items:

- N/A

END REPORT