

**DISTRICT SECRETARY'S FINAL MINUTES
BOARD OF COMMISSIONERS SPECIAL MEETING**

CAUTION: These Draft Minutes have not been approved by the Board of Commissioners and are not therefore an official record relating to the conduct or administration of the District's business and will not be retained. At such time as Minutes of the meeting reflected herein are approved by the Board of Commissioners said Minutes will become the official record of the conduct or administration of its business, as reflected therein and retained by the District.

Wilder, Idaho

March 30, 2020

A special meeting of the Commissioners of the Golden Gate Highway District No. 3 was held at 1:00 p.m. on Monday, March 30, 2020, in the Commissioners' Meeting Room at the District Administrative Office at 500 E. Golden Gate Avenue, Wilder, Idaho.

PRESENT: Commissioners Virgil Holsclaw and Fred Sarceda, and Commissioner David Lincoln by phone, Secretary Anita Herman, Director Gordon Bates, and Foreman Casey Percifield were in attendance.
No one from the public called in.

ABSENT: None

AGENDA POSTING REVIEW:

Director Gordon Bates reported he posted the original agenda for this special meeting on Thursday, March 26, 2020, at 4:00 p.m., at the locations as stated on the Agenda Notice.

➤ **Motion: Made by Commissioner Fred Sarceda: To approve the report of the posting of the agenda, Seconded by Commissioner David Lincoln. The motion was approved unanimously.**

➤ **MINUTES:**

Minutes of the meetings from the past Emergency and Special meetings were not presented or reviewed at this time.

➤ **SPECIAL BUSINESS:**

Discuss impacts of Covid 19 on the health of employees & public, maintenance operations, and finances of the Highway District:

Commissioner Fred Sarceda stated that we should keep to business as usual as long as no employee has been in contact with it or as long as they didn't need to stay home due to no daycare. Commissioner Virgil Holsclaw agreed and added that we need to keep our social distancing and until it gets closer to us we need to finish work projects that are in process. Commissioner David Lincoln agreed and added that if we could get hand sanitizer in each of the vehicles and have employees wipe them down a couple times a day, that might help. Road Foreman Casey Percifield stated that he ordered hand sanitizer for each individual last week. Commissioner David Lincoln also mentioned we should try to get face masks but due to supply and demand we wouldn't be able to purchase those according to Director Gordon Bates. No other highway districts have closed yet due to Covid 19. All commissioners agreed that employees need to be aware of their surroundings and if traveling outside of the State to be smart about who they're around and social distancing. Commissioner Fred Sarceda wrapped it up by saying we are doing the best we can for the situation we're in.

Consider Infectious Disease Policy

Director Gordon Bates stated that we do not have a policy in place for this scenario. Canyon County put their policy into place last week and it states that if the employee travels outside of that state, it's mandatory that they stay home for at least 5 days. Commissioner David Lincoln said we should encourage our employees to stay at home on their off time as much as possible. Commissioner Virgil Holsclaw said we should adopt the policy of if the employee isn't feeling good, he/she needs to use their best judgement and just stay at home. Unanimously, the Commissioners said we should hold off on adding this Infectious Disease Policy to our policy for now. Employees should notify either Director Gordon Bates or Road Foreman Casey Percifield and then it would get relayed to the Commissioners so they would know what was going on.

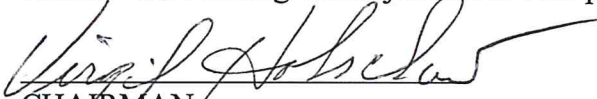
Discuss Governor Little Stay-Home Order & Status of Essential Infrastructure Work:

Director Gordon stated that we are an exempt service to do public works like road maintenance, it's considered essential. The Board agreed unanimously that we are an essential business and we need to keep on working and keep the crew busy.

- **Motion: No motion needed per all 3 Commissioners. All 3 items were discussed but no changes were made to any existing policies or how we're doing our jobs.**

➤ **ADJOURNMENT:**

There being no further business to come before the Commissioners, Commissioner Virgil Holsclaw made a motion to adjourn the meeting. Commissioner Sarceda seconded the motion. The meeting was adjourned at 1:39 p.m.


CHAIRMAN


SECRETARY