

**Beacon Hill Water and Sewer District Emergency Board Meeting**  
**Monday, March 16, 2020 4:15 p.m.**  
**1121 West Side Hwy, Kelso, WA 98626**

Meeting called to order at 4:15pm

In Attendance:

Via Conference Call: Commissioners Monte Roden, Bonnie Decius, Michelle Hollis and Allen Unzelman, Legal Counsel

Staff: Dell Hillger, General Manager and Debbie, Financial Administrator

Commissioner Hollis made a motion to approve the minutes for the District's February 19, 2020 special meeting. Motion carried.

The following agenda items were discussed as outlined in the Manager's Report:

**1) BHWSO – COVID-19 Water/Sewer Essential Services**

It was the unanimous decision of the Board to:

- Close the front office to the Public effective March 17, 2019 until further notice,
- Post information on the front door with the public closure notice, payment options and contact information for developers & deliveries,
- Mail late notices with no late penalty fee charged,
- Call an emergency meeting, if deemed necessary, by the Commissioners and District Manager to discuss March Final Notices, Final Notice Fees and April Lock Offs,
- Fully compensate employees who are sent home due to illness or an illness of a family member(s); employees who are voluntarily staying home due to the risks associated with the COVID-19 to themselves or family member will use their available comp, sick or vacation leave,
- Make employee name badges available in case of road closures.

**Confirmation of Lien Filings** - The Board reviewed the monthly lien summary. It was moved by Commissioner Hollis to approve the filing of the February 2020 lien 1716. Motion carried.

**Expenditures** – After reviewing the District claims, Commissioner Decius made a motion to approve the claims submitted after February 19, 2020 in the amount of \$87,525.37, claims submitted to date for March 2020 in the amount of \$137,099.89 and payroll for February and March 2020. Motion carried. The February 2020 credit card statements were provided to the Board electronically before the March 16, 2020 meeting.

The next scheduled Board meeting will be a regular meeting on April 15, 2020 at 4:15 pm.

There being no further business, the Board adjourned at 5:18 pm.

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Monte J. Roden, President

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Bonnie L. Decius, Secretary

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Michelle L. Hollis, Commissioner