

Beacon Hill Water and Sewer District Regular Board Meeting
Wednesday, May 20, 2020 4:15 p.m.
1121 West Side Hwy, Kelso, WA 98626

Meeting called to order at 4:15 pm

In Attendance:

Via remote call in: Commissioners Monte Roden, Bonnie Decius, Michelle Hollis and Allen Unzelman, Legal Counsel

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

Commissioner Decius made a motion to approve the minutes for the District's April 15, 2020 regular meeting. Motion carried.

Confirmation of Lien Filings - The Board reviewed the monthly lien summary. No new liens were issued in April 2020.

Expenditures – After reviewing the District claims, Commissioner Decius made a motion to approve the claims submitted after April 15, 2020 in the amount of \$80,405.26, claims submitted to date for May 2020 in the amount of \$121,025.08 and payroll for April and May 2020. Motion carried. The April 2020 credit card statements were provided to the Board electronically before the April 15, 2020 meeting.

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

Resolution No. 523

Commissioner Hollis made a motion to adopt Resolution No. 523, updating the purchasing manual to include federal award standards. Motion carried.

1) CUSTOMER REQUEST

No audience participation. It was the consensus of the Board to adhere to the current policy with regards to the request for relaxing the vacancy policy for apartment complex owners.

2) PROJECTS

- A. Sewer Projects
- B. Water Projects

3) ADMINISTRATIVE

- A. Purchasing Policy
- B. DOH – System ID# for Cowlitz Gardens (CG) and Williams Finney (WF)
- C. Staff – It was the direction of the Board to continue giving Dell the latitude to monitor the State requirements for opening the District to the public and taking the necessary precautions in bringing the entire staff back to work full time.

4) DEVELOPMENTS

- A. Maxwell Farms
- B. North Lexington PUD
- C. River Terrace Apts.
- D. Riverside Apts.
- E. Lexington Elementary School
- F. Laulainen Estates Phase 2
- G. Dan Laulainen (Lone Oak)

Beacon Hill Water and Sewer District Regular Board Meeting
Wednesday, May 20, 2020 4:15 p.m.
1121 West Side Hwy, Kelso, WA 98626

Other Business: Dell let the Board know the District received fraudulent unemployment claims for three of its employees and the steps that were taken to report the fraud and deny the claims. The District's liability insurance policy has identity theft coverage for its employees. The identity theft policy contact information was given to the employees affected to help them get through the identity theft recovery process.

Other Business: Commissioner Roden asked if we have received any public records request since the Covid-19 outbreak. Dell replied that we have not had any public records request for quite a while.

The next scheduled Board meeting will be a regular meeting on June 17, 2020 at 4:15 pm.

There being no further business, the Board adjourned at 5:07 pm.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Michelle L. Hollis, Commissioner