

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

April 15, 2020 1:00 p.m. via Teleconference

The teleconference meeting was called to order at 1:05 pm by Chairman Mike Sims, Vice-Chairman John Handler, Director Jim Hickey, and Director David Wilson present. Director Owen Nicholson was unable to call in.

Also present on the call was Manager Bruce Halverson, and Executive Assistant Keri Scott. There were no members of the public present on the call.

### **MINUTES**

Director Wilson made a motion to approve the minutes of the February 18, 2020 meeting. The motion was seconded by Director Hickey and passed unanimously.

### **FINANCIAL REPORT**

It was noted that the 5102 line Health and Services and the 5802 Claims Deductible lines on the Revenue and Expense Report were different than the anticipated amount. Executive Assistant Scot explained that the Insurance company had been paid twice in February, creating the excess. The account was refunded in March and will balance out for the March Financial reports.

Director Hickey made a motion to approve the financial report for the month ending January 31, 2020. The motion was seconded by Director Wilson and passed unanimously.

Director Handler made a motion to approve the financial report for the month ending February 29, 2020. The motion was seconded by Director Wilson and passed unanimously.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

The Personnel Committee Report was reviewed as presented in the packet.

Director Wilson made a motion to accept the Personnel Committee Report as presented. The motion was seconded by Director Handler and passed unanimously.

### **Resolution 2020-01: A Resolution Authorizing Declarations of a State of Emergency and Certain Actions During a State of Emergency.**

Director Handler made a motion to adopt Resolution 2020-01: A Resolution Authorizing Declarations of a State of Emergency and Certain Actions During a State of Emergency. The motion was seconded by Director Wilson and passed unanimously.

Director Hickey made a motion to adopt the Declaration of a State of Emergency April 15, 2020. The motion was seconded by Director Wilson and passed unanimously.

Manager Halverson presented the proposed Covid-19 Relief Program. No penalties will be assessed the month of April 2020 and going forward. All 1% late charges waived as of April 2020. \$5.00 Convenience charge on credit card payments waived. Delinquent Accounts will not be assessed in July of 2020 for a tax lien if the customer has contacted the agency and requested relief, and the customer has agreed to a payment plan and is making payments on time. The length of the Relief Program will be evaluated at each monthly Board Meeting. Director Wilson made a motion to accept the Covid-19 Relief Plan. Director Handler seconded the motion and the motion passed unanimously.

## REGULAR MEETING OF THE BOARD OF DIRECTORS

Page two

### MANAGER'S REPORT

**COVID-19 Work Schedule:** As of March 30<sup>th</sup>, we have changed our work schedules. There is two crew members per four-hour shift, 8:00 am to Noon and Noon to 4:00 pm. Keri works in the office from 11:00 am to 3:00 pm and Bruce has been working the mornings. This change has enabled the crew to follow social distancing guidelines and still be available for normal operating hours throughout the day. The office lobby has been closed to the public since March 23<sup>rd</sup>. Most customers have been understanding. There have been a few complaints because we are not offering notary services during this time. Also, several customers cannot find the drop box so we have added an additional payment drop box to the main entry to address this complaint.

**Budget Meeting:** The budget meeting of May 6<sup>th</sup> will be via teleconference. Directions on how to join will be sent with your board packets.

**Bio-Solids Project:** Kennedy Jenks completed the 50% design document for us to look over. There won't be much to add for the completed package. We are hoping to have the bids out in early May and for work to begin in late summer. Fingers crossed.

### BOARD COMMENTS

The Budget Committee Teleconference is May 6<sup>th</sup> at 7:00. Call-In Instructions and the proposed 2020/2021 Budget will be mailed out April 16<sup>th</sup>, 2020. The next regular teleconference meeting will be May 20<sup>th</sup> at 1:00 pm. The Budget Hearing Teleconference is June 17<sup>th</sup> at 7:00 pm with the regular June meeting following immediately after.

### PUBLIC COMMENTS

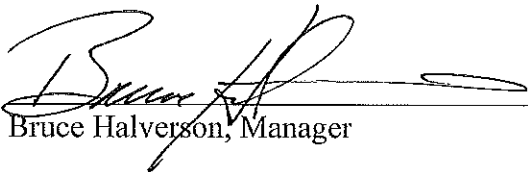
There were no members of the public present.

There being no further business, Chairman Sims adjourned the teleconference meeting at 1:37 pm



---

Mike Sims, Chairman



---

Bruce Halverson, Manager