

**SOUTH HENRY REGIONAL WASTE DISTRICT  
EMERGENCY BOARD MEETING MARCH 20, 2020  
SHRWD OFFICE  
1:00 P.M.**

Pursuant to notice of this meeting, President Donna Tauber called meeting to order. Board members who were present or absent were as follows:

**Present:** Tom Conley, Kathryn Irwin, Oren Jarvis, Brian Rogers and Larry Smith.

**Absent:** Lila Mondrush

Donna Tauber gave the board members a statement concerning steps that the District has already taken in reponse to the COVID-19 situation.

After some discussion Tom Conley made motion to suspend charging late fees and filing sewer liens for 60 days. At that time the board will re-evaluate if needed. This was seconded by Oren Jarvis. Motion carried.

There was much discussion about staff rotation and downsizing the staff to 3 per day. The staff would work on a rotating schedule. Tom Conley made motion reduce the staff to 2-3 people on a rotating schedule and to continue to pay the staff their regular salary until May 1<sup>st</sup>. This was seconded by Larry Smith. This will be re-evaluated if needed. Motion carried.

Kathryn Irwin made motion to suspend comp time unless working 40 hrs until May 1<sup>st</sup>. This was seconded by Tom Conley. This will be re-evaluated if need. Motion carried.

Nancy will be keeping close financial records on what has been affected by the COVID-19 Pandemic.

A committee was formed to review the Employee Handbook Policies and Emergency Response Plan. This committee is comprised of Nancy, Tricia, Martin, Donna, Brian, and Kathy. Nancy will send copies of these electronically to the committee and the board members.

The next board meeting will be April 14<sup>th</sup> at 7:00 p.m.

There being no further business, meeting was adjourned.

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President

ATTEST:

*Nancy Harmon*  
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Office Manager