

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF MANCHESTER WATER DISTRICT

PURSUANT TO GOVERNOR INSLEE'S STAY HOME – STAY HEALTHY ORDER MEETING WAS HELD VIA VIDEO/TELECONFERENCE

September 8, 2020

REGULAR MEETING

- 1.0 **Call to Order** – Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 p.m. Attending via video/teleconference were Commissioners Steve Pedersen, Bob Ballard, and Paul Drotz. District staff present included Dennis O'Connell, General Manager; Erin Civilla, Accounting Specialist, and Scott Wolf, Operations Foreman. Attorney Ken Bagwell was also present. Meeting notices included the videoconference access number and pass code; however, there were no public guests included by telephone or video.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of August 11, 2020, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$64,500.49, and two streetlight vouchers totaling \$3,485.39.
 - 2.3 **Approval of District Payroll Affidavit**

Commissioner Ballard moved to approve the consent agenda as presented.
Commissioner Drotz seconded and **the motion carried unanimously.**

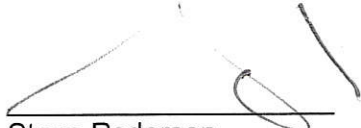
- 3.0 **Public Comment** – No comment was offered.

4.0 **Regular Agenda**

4.1 **Resolution 2020-06 – Telecommuting Policy** – Presented for Board consideration was Resolution 2020-06 establishing a telecommuting policy for eligible District employees. For purposes of this policy, telecommuting is defined as work performed at an employee's residence or approved alternate location. In certain circumstances, telecommuting can be beneficial to both the District and the employee. For example, telecommuting can benefit the District by allowing an employee to remain productive while maintaining social distancing during a health emergency, or during prolonged power outages and inclement weather events. Under the proposed policy, telecommuting will not be a universal employee benefit and must be approved by the General Manager in advance. Telecommuting arrangements may be for all or part of an employee's workweek but will not be a full-time or permanent arrangement. The policy includes an application form to be completed by the employee seeking permission to telecommute. Any alternative work arrangement may be terminated at any time by the employee or the General Manager. Following discussion, Commissioner Ballard moved to adopt Resolution 2020-06 as presented. Commissioner Drotz seconded and **the motion carried unanimously.**

7.0* **Adjournment**

There being no further business to come before the Board, Commissioner Drotz moved to adjourn the meeting at 6:18 p.m., Commissioner Ballard seconded; *the motion carried unanimously.*



Steve Pedersen
Board Chair



Paul Drotz
Secretary



Bob Ballard
Commissioner