

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.**

4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through August 31, 2020 was reviewed with a total billing of \$173,743 to 1,559 services, and total consumption of 27,227,084 cubic feet.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending August 31, 2020 was presented. The total fund balance at the end of this reporting period was \$671,037.05.
- 4.2.3 **Operations Update** – The Operations Update for the period ending August 31, 2020 was presented. During the month of August, staff relocated one service on Cascade Drive and repaired a broken service line on Woods Road. The service was ruptured by an independent contractor installing new natural gas main. The District produced 29,552,000 gallons for this reporting period including a peak day demand of 1,348,000 gallons on Sunday, August 16th.
- 4.2.4 **Capital Improvements and Developer Extension Update** – No additional updates were noted.

5.0 Executive Agenda

- 5.1 **Administrative Update** – Accounting Specialist Erin Civilla reported that following an audit from the Department of Retirement Systems (DRS), there were commissioners found to be retired Public Employee Retirement System members and not reported to DRS. The finding required a simple one page correction in reporting and will not impact their retirement benefit in any way.

General Manager O’Connell reported that one Service Technician was isolated for ten days following exposure to a relative that subsequently tested positive for COVID-19. The Service Technician tested negative for the virus, but in keeping with his physician’s recommendation, remained isolated during the potential incubation period.

- 5.2 **Board of Commissioners’ Comments** – Commissioner Ballard reported that work continues on obtaining septic system approval from Kitsap County for the Woods View project, which would include a proposed 42 new homes served by the District.

6.0 Future Meeting Dates

- 6.1 October 13, 2020, 5:30 p.m. – Regular Meeting, Video / Teleconference
- 6.2 October 27, 2020, 5:30 p.m. – Special Meeting, Video / Teleconference
- 6.3 November 10, 2020, 5:30 p.m. – Regular Meeting, * Field Operations Complex

** If permitted under Phase 3 Safe Start Plan.*

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