

# Emergency Meeting

## Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office- Teleconference

Tuesday March 17, 2020 – 11:20 a.m.

### Call to Order/Confirm Quorum

Attendance: Commissioners: Mary Wissink (by phone), Nathan Jeffries (by phone), and Frank Pierson (by phone)  
General Manager: Kelly Williquette and Assistant Manager: Justin VanDyke

### Approval of Agenda/Minutes

No action was taken from prior meeting minutes and will be tabled until next week's regularly scheduled meeting.

### Financials

An Expenditure Summary audited and certified by the auditing officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the Board.

As of this date March 17, 2020, the Board, by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #36092 through #36104 in the total amount of \$31,790.29. Also, the payroll for the 1<sup>st</sup> half of March including check #7737 in the total amount of \$159.48 and EFT's in the total amount of \$42,924.03 for a total gross payroll of \$43,083.51.

### Public Comment

None

### Managers' Report

Kelly Williquette discussed with the Board concerns about the current COVID-19 outbreak. After discussion, Commissioner Wissink made a motion to close our office doors to the public until further notice, Commissioner Jeffries seconded, and it was approved unanimously. It was also agreed to cancel the District's Award Luncheon and the District Retreat.

Resolution No. 2020-06; a resolution revising the personnel manual for District employees regarding District policy on employee compensation during social distancing requirements was presented to the Board and approved unanimously.

Resolution No. 2020-07; a resolution revising the personnel manual for District employees regarding emergency sick leave in the event an employee contracts COVID-19 was presented to the Board and approved unanimously.

### Open Forum (Board and Staff)

None

NATHAN JEFFRIES (by phone)

### Executive Session

None

FRANK PIERSON (by phone)

### Adjournment

There being no other business, the regular meeting was adjourned.

MARY WISSINK (by phone)