

Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office

Tuesday October 2, 2018 – 9:00 a.m.

Call to Order/Confirm Quorum

Attendance: Commissioner's: Frank Pierson, Mary Wissink, and Nathan Jeffries

General Manager: Kelly Williquette and Assistant Manager: Justin VanDyke

Approval of Agenda/Minutes

The agenda for today's regular meeting was approved as presented. The minutes for the regular meeting held on Tuesday September 25, 2018, were approved as presented.

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 October 2, 2018, the Board, by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #34945 through #34960 in the total amount of \$42,674.67. Also, the payroll for the 2nd half of September including check #7681 in the amount of \$1,203.37 and EFT's in the total amount of \$37,874.19 for a total gross payroll of \$39,077.56. Check #7680 has been voided.

Public Comment

None

Managers' Report

Kelly Williquette informed the Board that the District passed its Excise Tax audit.

Kelly Williquette presented the Board Resolution 2018-13, a resolution revising and establishing positions, wages, and salaries and it was unanimously approved.

Kelly Williquette informed the Board he contacted the individual interested in leasing a piece of District property who looked into comparable leasing prices that ranged anywhere from \$600 to \$1300 per month. It was agreed to lease the property at a rate of \$1000.00 per month and Kelly will proceed with having District Attorney Joe Carroll draft up a lease agreement.

Commissioner Wissink presented her draft changes to the employee handbook. Kelly Williquette will make the changes and then redistribute to the Board for final approval next week.

Open Forum (Board and Staff)

District Attorney Joe Carroll attended the meeting and introduced the Board and Managers to Scott Hislop, a member of the new firm that Joe Carroll joined. Joe announced his retirement is slated for January. Scott Hislop presented the Board with a history of how he became a lawyer at Wolff, Hislop, and Crockett and all the services the law firm can provide to Water District No. 3.

Commissioner Jeffries asked the status of chlorine monitoring in Fire District #9 jurisdiction. Kelly Williquette informed the Board that final approval was issued a few weeks ago for the upgrades.



Executive Session

None

Adjournment

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