

# Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office

Tuesday September 24, 2019 – 9:00 a.m.

## Call to Order/Confirm Quorum

Attendance: Commissioners: Frank Pierson and Mary Wissink

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 17, 2019, 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 September 24, 2019, the Board, by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #35737 through #35744 in the total amount of \$76,709.83 and an EFT transfer in the amount of \$21,482.88 for a total gross expenditure of \$98,192.71.

## Public Comment

None

## Executive Session

The Board entered into executive session at 9:02 am to discuss the performance of a public employee and returned to normal session at 9:12 am.

## Managers' Report

Kelly Williquette informed the Board that the WSA 1 & 2 Intertie Project will be completed this week. Pay request #2 was submitted for review. The Board, by unanimous vote, approved payment of the voucher in the amount of \$1,448,528.92.

Kelly Williquette presented the Board a copy of the District's Office Assistant job description with modifications. After review, the Board by unanimous vote, approved the Office Assistant Job Description with revisions as submitted.

Resolution 2019-11, a resolution revising and establishing positions, wages, and salaries for 2019 was presented to the Board and approved unanimously.

Kelly Williquette informed the Board that Washington State Department of Health has approved the amendment to our comprehensive water system plan and the Normandie Well upgrade. The Normandie Well upgrade lifted the moratorium on WSA #3 by adding 231 ERU's to the District's available connections.

## Open Forum (Board and Staff)

None

## Adjournment

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

Nathan Jeffries by telephone  
Mary M. Wissink  
Frank Pierson