

# Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office

Wednesday March 25, 2020 – 9:00 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 (by phone) 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 Wednesday March 11, 2020, were approved as presented. The minutes for the emergency meeting held on Tuesday March 17, 2020, 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 March 25, 2020, the Board, by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #36105 through #36111 in the total amount of \$6,829.57 and an EFT in the total amount of \$10,812.56 for a total gross expenditure of \$17,642.13.

## Public Comment

None

## Managers' Report

Kelly Williquette and Justin VanDyke updated the Board on the District's response to COVID-19 along with staffing changes that were made in response to the 2-week shutdown ordered by Governor Jay Inslee. Commissioner Wissink mentioned that we should add some verbiage to our website regarding some of the updates. Kelly Williquette will work with staff to get this information on the District's homepage. Kelly Williquette also asked the Board to suspend the requirement of Commissioners needing to co-sign checks in excess of \$3,000.00 since we are all attending the meetings via teleconferencing. Commissioner Jeffries made a motion to waive the District's co-sign requirement on checks larger than \$3,000.00 through April 29<sup>th</sup>, followed by a second and was unanimously approved.

## Open Forum (Board and Staff)

Kelly Williquette informed the Board that our emergency backup generators for our wellsites and booster stations arrived this week and are now stationed at the District yard available for use.

Kelly Williquette informed the Board that Halme Electric will continue to work on the Bettman Booster Station in order to complete the improvements on schedule.

Justin VanDyke informed the Board that the District received a letter from the State Auditor's Office requesting information be submitted to them by early April in regards to our 2018 through 2019 audit. Commissioner Wissink and Jeffries will work with their contacts to see if we can ask for an extension due to limited staffing at this time and will report back on the status.

## Executive Session

None

## Adjournment

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

MARY WISSINK (by phone)  
NATHAN JEFFRIES (by phone)  
FRANK PIERSON (by phone)