

# Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office

Wednesday April 21, 2021 – 9:00 a.m.

## Call to Order/Confirm Quorum

Attendance: Commissioners: Mary Wissink, Frank Pierson, and Nathan Jeffries (by phone)

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 Wednesday, April 14, 2021 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 April 21, 2021, the Board by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #36809 through #36824 in the total amount of \$72,089.51. Also, payroll for the first half of April including check #7760 in the total amount of \$121.56 and EFT's in the total amount of \$49,793.60 for a total gross payroll of \$49,915.16.

## Public Comment

None

## Manager's Report

Kelly Williquette updated the Board that O'Keefe Drilling performed a site visit to determine how close a new well can be drilled in relation to our existing Helena pump house.

Kelly Williquette informed the Board that staff sent out letters to customers behind on payments to encourage setting up payment arrangements.

Kelly Williquette approached the Board to temporarily suspend activity in and out of Vision Utility Billing in order to provide a transition period for converting over to Pelorus software. Commissioner Wissink made a motion to temporarily suspend posting cash deposits and accounts payable from April 26<sup>th</sup> through May 7<sup>th</sup> in order to aid in utility billing conversion as necessary, Commissioner Jeffries seconded, and it was unanimously approved.

## Open Forum (Board and Staff)

Kelly informed the Board that he will be involved with a committee for safe drinking water and wastewater funding for capital improvement projects and grants.

## Executive Session

None

## Adjournment

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

