

Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office

Wednesday January 19, 2022 – 9:00 a.m.

Call to Order/Confirm Quorum

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

General Manager: Kelly Williquette (by video call) and Assistant Manager: Justin VanDyke

Welch Comer Engineering (by video call): Derek Huff, Necia Maiani, and Lyddie Austin

Approval of Agenda/Minutes

The agenda for today's regular meeting was approved with corrections. The minutes for the regular meeting held on Wednesday, January 12, 2022, 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 January 19, 2022, the Board by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #37349 through #37362 in the total amount of \$29,783.72. Also, payroll for the first half of January including check #7763 in the total amount of \$121.56 and EFT's in the total amount of \$46,322.32 for a total gross payroll of \$46,443.88. *Starting in 2022 fiscal year, payroll checks have been reinstated, check #7763 and above, to keep payroll processing separate from accounts payable vouchers for bookkeeping control.

Public Comment

Commissioner Jeffries opened the meeting to accept public comment on the draft 2021 Comprehensive Water System Plan Update and Water Use Efficiency Goals and Measures Update. None were provided, and the public comment period was closed.

Managers' Report

Welch Comer Engineering provided a review of the District's 2021 Comprehensive Water System Plan Update and Water Use Efficiency Goals and Measures Update. The District has set a distribution goal of reducing distribution system leakage below 9.5% for each WSA by 2028 and a demand goal of reducing single family usage by ½ GPD/EDU per year. These goals will be met through the following measures: customer leak detection, conservation-oriented rate structures, customer education, notifying high usage customers of their standings, and reporting customers' previous years consumption history. Commissioner Wissink made a motion to adopt the Water Use Efficiency Goals and Measures as presented, Commissioner Pierson seconded, and it was unanimously approved.

A contract for services for Tara Dunford, CPA to prepare the District's end of year financial reports was presented to the Board for approval. After discussion, Commissioner Pierson made a motion to execute the contract as presented, Commissioner Wissink seconded, and it was unanimously approved.

Kelly Williquette provided a letter from Washington Association of Sewer and Water Districts on behalf of its members asking water and wastewater employees to be included as essential workers. After discussion, Commissioner Wissink made a motion to add Spokane County Water District as a signatory of support on the letter, Commissioner Pierson seconded, and it was unanimously approved.

Open Forum (Board and Staff)

There was discussion about Labor and Industries Requirements and Guidance for Preventing COVID-19 and it was recommended that the District follow the guidance measures provided. It was also agreed to keep the front office

door locked to the public but allow entry into the lobby by requesting the customers knock on the door or call the District's office number provided to be let in, masks being required.

It was agreed to continue remote attendance through next week's regularly scheduled Commissioner Meeting. Commissioner Jeffries made a motion to allow Kelly Williquette and Justin VanDyke to act as the sole signatories on checks greater than \$3,000 through February 2nd, Commissioner Wissink seconded the motion, and it was approved unanimously.

Executive Session

None

Adjournment

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

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