

# Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office

Wednesday February 16, 2022 – 9:00 a.m.

## Call to Order/Confirm Quorum

Attendance: Commissioners: Mary Wissink, Nathan Jeffries, and Frank Pierson  
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, February 9, 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 February 16, 2022, the Board by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #37401 through #37439 in the total amount of \$76,554.88. Also, payroll for the first half of February including check #7764 in the total amount of \$110.36 and EFT's in the total amount of \$49,488.30 for a total gross payroll of \$49,598.66.

## Public Comment

None

## Managers' Report

Resolution 2022-02 to void checks not presented for payment within one year was presented to the Board and approved unanimously.

Resolution 2022-03 establishing procedures relating to public works contracting through a small works roster process was presented to the Board and unanimously approved.

Kelly Williquette presented the Board with changes to the District's purchasing manual followed by discussion. Commissioner Wissink made a motion to approve the changes as presented, Commissioner Pierson seconded, and the changes were unanimously approved.

Kelly Williquette shared with the Board a response from the District's attorney regarding lease agreements followed by discussion.

The Commissioners were introduced to the two newest staff members for the District and presented a new staff chart.

## Open Forum (Board and Staff)

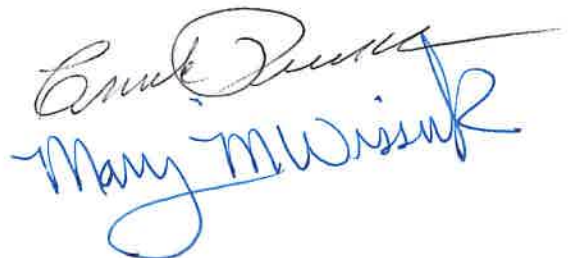
None

## Executive Session

None

## Adjournment

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



Frank Pierson  
Mary M. Wissink