

# Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office

Wednesday, August 21, 2024 – 9:00 a.m.

## Call to Order/Confirm Quorum

Attendance: Commissioners: Frank Pierson, Mary Wissink, and Nathan Jeffries

General Manager: Kelly Williquette, Assistant Manager: Justin VanDyke, and Operations Foreman: Holt Ayles

## Approval of Agenda/Minutes

The agenda for today's regular meeting was approved as presented. The minutes for the regular meeting held on Wednesday, August 14, 2024, 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 August 21, 2024, the Board by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #39350 through #39355 in the total amount of \$154,973.68. Also, payroll for the first half of August including check #7849 in the total amount of \$140.86 and EFT's in the total amount of \$68,638.25 for a total gross payroll of \$68,779.11.

## Public Comment

Off Jones attended the meeting to discuss a large water bill with the Board and any forgiveness options the District might have. The customer explained to the Board that he received a large water bill this month, found a substantial leak on the service line to the house, and requested the water be turned off until repairs could be made. Then hired a contractor to replace the entire line from the meter pit to the house to prevent further failures from occurring. The Board recognizes the substantial benefit to the District's water conservation efforts and protection of a natural resource through the customer's timely repair of the leak. As a compromise and settlement of any potential disputes that may have arisen between the customer and the District, and in recognition of the customer's commitment to water conservation that benefits all District customers, half of the overage amount totaling \$408.84, was agreed unanimously to be forgiven by the Board this one time on the account.

## Managers' Report

Task Order No. 24-07 for Welch Comer Engineering to design and oversee a waterline replacement project on Cascade Way was presented to the Board for approval. After discussion, Commissioner Jeffries made a motion to execute the task order as presented, Commissioner Wissink seconded, and it was unanimously approved.

Kelly Williquette asked the Board if they would be in favor of extending the summer 4/10 schedule of the field staff to finish up the Brooklawn pipe replacement project and framing the Florida Lane Booster Station. After discussion, Commissioner Jeffries made a motion to keep field staff on summer hours through September, Commissioner Wissink seconded, and it was unanimously approved.

Kelly Williquette approached the Board to employ another staff member to perform inspections, aid in the District's growing workload, and cross train with other staff. Holt Ayles provided input on the field staff's current workload and the benefits of having an additional staff member available. After discussion it was unanimously approved for Kelly to fill an additional field position.

## Open Forum (Board and Staff)

There was discussion about current projects in Mead.

Commissioner Wissink asked the Board to consider starting the October 9<sup>th</sup> meeting at 9:30 a.m. instead of 9:00 a.m. due to a scheduling conflict.

**Executive Session**

None

**Adjournment**

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

*Handwritten signatures in blue ink:*  
Mary M. Wissink  
[Signature]