

Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office
Wednesday, December 10, 2025 – 9:00 a.m.

Call to Order/Confirm Quorum

Attendance: Commissioners: Frank Pierson and Mary Wissink
General Manager: Kelly Williquette, Assistant Manager: Justin VanDyke, Operations Foreman: Holt Ayles, and
Crew Leader: Zac Hardwick

Approval of Agenda/Minutes

The agenda for today's regular meeting was approved as presented. The minutes for the regular meeting held on Wednesday, December 03, 2025 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 December 10, 2025, the Board by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #40173 through #40186 in the total amount of \$154,825.87.

Public Comment

None

Managers' Report

Resolution 2025-05, revising and establishing wages and salaries for 2026 was presented to the Board for approval. Commissioner Pierson made a motion to approve Resolution 2025-05 as presented, Commissioner Wissink seconded, and it was unanimously approved.

Resolution 2025-06, revising the Districts employee appreciation policy was presented to the Board for approval. Commissioner Pierson made a motion to approve Resolution 2025-06 as presented, Commissioner Wissink seconded, and it was unanimously approved.

Holt Ayles and Zac Hardwick gave a presentation to the Board on the latest leak detection results and repairs, followed by discussion.

Open Forum (Board and Staff)

Kelly Williquette informed the Board that we've started budget meetings this week with staff members for the 2026 fiscal year. The goal is to have a budget submitted to the Board for approval within the next two weeks.

Justin VanDyke informed the Board that we went through risk assessment interviews this week with the State Auditors Office and they want to interview a Commissioner to complete the assessment. It was unanimously agreed to have Commissioner Jeffries represent the District this year as Board Chair. If Commissioner Jeffries is unavailable, Commissioner Wissink volunteered to take his place.

A reminder that Friday, December 19th is the Christmas party at the District Office at noon. The employee appreciation event will be held at Maribu Parkway at 5:00 p.m. on Friday, January 9th, 2026.

Frank Pierson
Mary Wissink
Matthew Jeffries by telephone

Executive Session

None

Adjournment

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