

# Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office  
Wednesday, December 03, 2025 – 9:00 a.m.

## Call to Order/Confirm Quorum

Attendance: Commissioners: Frank Pierson, Nathan Jeffries, and Mary Wissink (by phone)  
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, November 26, 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 03, 2025, the Board by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #40159 through #40172 in the total amount of \$56,282.15. Also, payroll for the second half of November including EFT's in the total amount of \$74,650.31.

## Public Comment

None

## Managers' Report

Kelly Williquette informed the Board that Department of Health conducted sanitary surveys at each of our sites and all of them are within compliance.

Holt Ayles and Zac Hardwick presented leak detection results from Asterra's online portal, followed by discussion.

## Open Forum (Board and Staff)

Kelly Williquette informed the Board that we started working with the State Auditor's Office this week on our 2023-2024 audit.

## Executive Session

None

## Adjournment

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

*Mary Wissink*  
*Frank Pierson*