

Minutes of the Board of Water Commissioners

Spokane County Water District No. 3 Office

Wednesday, December 31, 2025 – 9:00 a.m.

Call to Order/Confirm Quorum

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

General Manager: Kelly Williquette and Assistant Manager: Justin VanDyke

Approval of Agenda/Minutes

The agenda for today's regular meeting was approved with additions. The minutes for the regular meeting held on Monday, December 22, 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 31, 2025, the Board by unanimous vote, does approve for payment of the checks included in the above summary and further described as follows: Checks #40203 through #40220 in the total amount of \$64,879.33. Also, payroll for the second half of December including checks #7887 through #7889 in the total amount of \$9,885.98 and EFT's in the total amount of \$84,680.76 for a total gross payroll of \$94,566.74. Payroll checks #7885 through #7886 were processed out of sequence and will be included in first half of January payroll summary.

Public Comment

None

Managers' Report

Commissioner Jeffries announced that the Board Chair position is up for election in 2026. Commissioner Pierson made a motion to appoint Commissioner Wissink Board Chair for 2026, Commissioner Jeffries seconded, and it was unanimously approved.

Kelly Williquette asked the Board to consider changing the District's office hours to four 10-hour days year around. After discussion, Commissioner Wissink made a motion to modify the District's personnel manual to extend the currently approved seasonal 4-10 shift from daylight savings time to standard time each year, Commissioner Pierson seconded the motion, and it was approved unanimously.

Open Forum (Board and Staff)

There was a reminder that next week at 9:30 am the State Auditor's Office would like to speak with the Board regarding the entrance meeting for our 2023-2024 audit.

Executive Session

The Board called for an executive session at 9:27 a.m. for one hour to discuss the performance of a public employee and returned to normal session at 10:27 a.m.

Adjournment

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

