



**LEOFF  
Regular Meeting  
October 7, 2025 - 10:00 AM  
City Hall 2nd Floor  
Conference Room 3**

**MINUTES**

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**CALL TO ORDER**

Chair Jim Kelly called the meeting to order at 10:00 a.m.

Board members included on the Zoom call were Chair Pro Tem Bill Petersen, Member Stan Laatsch, Deputy Mayor Cheryl Rakes, and Councilmember Hanan Amer. Staff included on the Zoom call and in person (City Hall, Conference Room 3) Board Secretary Terry Mendoza.

**PUBLIC PARTICIPATION**

- A. The Law Enforcement Officers and Firefighters Disability Board Meeting scheduled for Tuesday, October 7, 2025, at 10:00 a.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: (253) 214-8782

Toll Free: (305) 224-1968

Zoom: <https://zoom.us/j/91218969792>

Board Secretary Mendoza reported that there was no member from the public on the Zoom call or in person.

**AGENDA MODIFICATIONS**

There were no modifications to the agenda.

**AUDIENCE PARTICIPATION**

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Terry Mendoza, Human Resources Analyst

25 W Main St

Auburn, WA 98001

Please fax written comments to:  
Attn: Terry Mendoza, Human Resources Analyst  
Fax number: 253-288-4305

Email written comments to: [tmendoza@auburnwa.gov](mailto:tmendoza@auburnwa.gov)

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Human Resources Department in person, by phone 253-931-3040, or by email ([tmendoza@auburnwa.gov](mailto:tmendoza@auburnwa.gov)).

Board Secretary Mendoza advised that there was no correspondence received from the public.

## **APPROVAL OF MINUTES**

### A. Approval of the September 9, 2025, LEOFF Board Special Meeting Minutes

Motion by Chair Pro Tem Petersen to approve the minutes as published. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

## **DISCUSSION ITEMS**

## **ACTION ITEMS**

### A. LEOFF 1 Member #221843

Requests approval of vision expenses in the amount of \$1,061.40 for services received on September 23, 2025.

Motion by Chair Pro Tem Petersen to approve the claim up to the policy max of \$600. Second by Deputy Mayor Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

### B. LEOFF 1 Member #642873

Requests approval of vision expenses in the amount of \$135.86 for services received on September 22, 2025.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Deputy Mayor Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

### C. LEOFF 1 Member #948705

Requests approval of dental expenses in the amount of \$1,182.75 for services

received on September 11, 2025.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

D. LEOFF 1 Member #444135

- i. Requests approval of medical expenses in the amount of \$1,023.75 for home health care services received September 3 through 11, 2025.
- ii. Requests approval of medical expenses in the amount of \$868.00 for home health care services received September 15 through 18, 2025.

Motion by Chair Pro Tem Petersen to approve the claim for \$153.90 as submitted. Second by Deputy Mayor Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

Motion by Chair Pro Tem Petersen to approve the claim for \$868.00 as submitted. Second by Deputy Mayor Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

E. LEOFF 1 Member 193495

Requests approval of dental expenses in the amount of \$153.90 for services received on August 20, 2025.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

F. LEOFF 1 Member #970468

Requests approval of dental expenses in the amount of \$153.60 for services received September 15, 2025.

Chair Kelly abstained from this agenda item.

Motion by Councilmember Amer to approve the claim as submitted. Second by Deputy Mayor Rakes.

MOTION PASSED UNANIMOUSLY. 4-0

**NEW BUSINESS**

A. LEOFF Board Police Representative Position Election

Board Secretary Mendoza provided information on the election process for the Police Board Representative position for 2026-2027.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:09 a.m.

APPROVED this 4th day of November 2025.

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Jim Kelly, Chairman

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Terry Mendoza, Board Secretary