



**LEOFF  
Regular Meeting  
March 3, 2026 - 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 present on the Zoom call were Chair Pro Tem Bill Petersen, Member Stan Laatsch, Councilmember Hanan Amer, and Councilmember Cheryl Rakes. Staff present on the Zoom call and in person (City Hall Conference Room 3) included Board Secretary Terry Mendoza, Assistant Board Secretary Samantha Norman, HR Director Candis Martinson, and HR Assistant Director Aaron Barber.

**PUBLIC PARTICIPATION**

Board Secretary Mendoza reported that there were no members of the public present on the Zoom call or in person.

**ROLL CALL**

All Board members were identified as present.

**AGENDA MODIFICATIONS**

Action Item A and New Business Item J were added to the agenda.

**PUBLIC COMMENT**

Board Secretary Mendoza reported that no correspondence was received from the public for this meeting.

**APPROVAL OF MINUTES**

- A. Approval of the February 3, 2026, LEOFF Board 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. (Added) Reimbursement of Additional Processing Fees  
Chair Kelly requested the Board's input on whether members should be reimbursed for credit card processing fees incurred when using a credit card to pay expenses that are otherwise eligible for reimbursement.

The Board discussed Chair Kelly's inquiry. Motion by Chair Pro Tem Petersen to reimburse members for credit card processing fees incurred when using a credit card to pay eligible expenses. Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 5-0

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

- A. LEOFF 1 Member #349135  
Requests approval of dental expenses in the amount of \$310.00 for services received February 2, 2026.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 5-0

- B. LEOFF 1 Member #937035  
Requests approval of dental expenses in the amount of \$116.00 for services received December 8, 2025, January 7, 2026, and February 4, 2026.

Member Laatsch abstained from this agenda item.

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

MOTION PASSED UNANIMOUSLY. 4-0

- C. LEOFF 1 Member #406822  
Requests approval of dental expenses in the amount of \$199.00 for services received February 2, 2026.

Motion by Chair Pro Tem Petersen to approve the claim in the amount of \$204.97 to include the credit card fees paid by the member. Second by

Member Laatsch.

MOTION PASSED UNANIMOUSLY. 5-0

D. LEOFF 1 Member #910342

Requests approval of medical expenses in the amount of \$312.25 for supplemental insurance premiums for the month of January 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

E. LEOFF 1 Member #642873

Requests approval of medical expenses in the amount of \$88.00 for supplemental insurance premiums for the months of January and February 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

F. LEOFF 1 Member #709544

Requests approval of medical expenses in the amount of \$698.50 for supplemental insurance premiums for the months of January and February 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

G. LEOFF 1 Member #310533

Requests approval of medical expenses in the amount of \$484.27 for supplemental insurance premiums for the month of March 2026.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 5-0

H. LEOFF 1 Member #378501

1. Requests approval of medical expenses in the amount of \$700.50 for supplemental insurance premiums for the months of January and February 2026.
2. Requests approval of dental expenses in the amount of \$2875.00 for services received on January 15, 2026, and February 9, 2026.

1. Motion by Chair Pro Tem Petersen to approve the claim as submitted.  
Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 5-0

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

MOTION PASSED UNANIMOUSLY. 5-0

I. Policy Review

Board members briefly discussed the policy versions that they received from Board Secretary Mendoza and Assistant Secretary Norman.

Chair Kelly requested that the Board send their proposed policy changes to Assistant Secretary Norman no later than March 20th. Assistant Secretary Norman will compile the proposed changes into one document to be distributed to the Board for review at the next scheduled meeting.

J. (Added) Rescheduling of May Meeting

Chair Pro Tem Petersen noted that several Board members will be attending the annual WSLEA Conference on the first Tuesday in May. Following discussion, it was determined that the May LEOFF Board meeting will be moved to Wednesday, May 13th, at 10:00 a.m.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:31 a.m.

APPROVED this 7th day of April, 2026.

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Jim Kelly, Chairman

Terry Mendoza, Board Secretary