

MINUTES
KING COUNTY WATER DISTRICT NO. 125
Thursday, April 14, 2005

Commissioner Jerry Thornton called the special meeting to order at 1:30 p.m. at the Red Lion Hotel, 9 North 9th Street, Yakima, Washington.

Present:

Commissioners: Jerry Thornton, President and Commissioner, John Thompson, Secretary and Commissioner and Jim Rick, Commissioner.

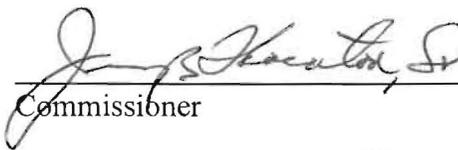
Consultants: John Milne, General Counsel.

Agenda: The agenda to discuss personnel matters was approved unanimously.

Personnel - Office Manager Position: The Commissioners discussed the preparation and approval of a job description for the position of District Office Manager. Thornton advised that he had directed Austin and the former District Office Manager to independently prepare descriptions of what they felt to be the duties and responsibilities of the Office Manager. However, the Superintendent and the former Office Manager had collaborated on a draft job description. The Commissioners also discussed the process and procedure to consider and interview District employee Jamie Mann, the existing Assistant Office Manager, as she had requested consideration for appointment to the Office Manager position. Commissioner Rick asked if the Office Manager was required to be bonded given the significant financial responsibilities of that position. Commissioner Thompson indicated that it was his understanding that the person serving in the position must be bonded.

Commissioner Thornton felt that the Board should proceed with the approval of an Office Manager job description as soon as possible followed by the interview of Mann for the position. The other Commissioners concurred and determined to schedule a special meeting as soon as possible to consider and approve a job description for that position. An interview with Mann will then be scheduled.

Adjournment: Commissioner Rick made a motion to adjourn the meeting and Commissioner Thompson seconded the motion which was carried unanimously and the meeting was adjourned at 2:50 p.m.



Commissioner



Commissioner



Commissioner