

MINUTES
KING COUNTY WATER DISTRICT 125
Thursday, July 25, 2002

The meeting was called to order at 4:00 PM.

Present were:

Commissioners: Jim Rick, Mike Hihn
Staff: Ann Wilson, Russ Austin
Guests: Art, Rosengren, Rick Forschler

Approval of Agenda:

The agenda was approved.

Minutes:

The minutes of the June 27, 2002 as amended were approved.
The minutes of the July 11, 2002 were amended and approved.
The executive minutes of the July 11, 2002 were approved.
The minutes of the July 12, 2002 were amended and approved.

Voucher approval

Vouchers 17449 -17475 in the amount of \$60,639.07 were reviewed and approved as submitted.

Staff report

Russ Austin reported on the Capital Improvement Project 02-01. The work is progressing and will be completed soon. Final payment will probably be submitted next month.

Commissioner's report and questions

Commissioner Hihn asked about the policy manual regarding adjustments to water bills and the prior and current resolution which were supplied to him. He also requested Jamie Mann's first full pay stub which he received and Auto Pay was ~~clarified~~ ^{MIS UNDERSTANDING} ~~corrected~~ ^{CORRECTED}.

Russ Austin stated that Jamie Mann, Assistant Office Manager, Mark Parsons, Assistant Superintendent and Dave Burleson, Field Foreman were appointed to their positions, authorized by the Superintendent and the Office Manager, ~~understood, reported and authorized by the commissioners but their titles are not stated in the minutes.~~

~~Commissioner Rick requested Commissioner Hihn let go of the past as everything has been approved and signed off on and deal with the present and the future of the District.~~

~~Commissioner Hihn stated in an email he was willing and eager to wipe the slate clean and start fresh.~~

Old Business

Policy

The policy of rotating Board officers will be presented in Resolution form at the next meeting. By consensus of the Board members, there will be a President, Vice President and Secretary.

Budget Handout

Commissioner Hihn distributed 2002 Budget materials & related data and there was a lengthy discussion. It will be reviewed.

Newsletter Proposal

Commissioner Hihn presented a newsletter proposal. Commissioner Rick complimented him on what he a good job he had done. The newsletter was tabled until a future meeting.

New Business

Planning calendar

Commissioner Hihn suggested a yearly planning calendar be established. On it we could put renewal of insurance, conferences, etc. By motion made, seconded and approved Commissioner Rick and Ann Wilson will work on it, WITH ANN AS CHAIR

Commissioner Rick suggested we establish an organizational chart. Each employee would write their own job descriptions that would be approved by their supervisors and then the Board of Commissioners for final approval.

Ann Wilson stated that any job descriptions would have to be taken up with the union. No action was taken on the proposed organization chart and job descriptions. Consumption reports were distributed.

Adjournment

The meeting was adjourned.



Rick