

**MEETING MINUTES**  
**KING COUNTY WATER DISTRICT No. 125**

Wednesday, August 10, 2016

Commissioner Thornton called the meeting of the King County Water District No. 125 Board of Commissioners to order at 10:00 a.m. at the District Office located at 3460 S 148<sup>th</sup> ST STE 110, Tukwila, Washington.

**Present:**

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

**Staff:** Shane Young, General Manager, Dylan Bailey Superintendent

**Consultants:** Dave Hutley, PACE Engineers

**Agenda:** The agenda was unanimously approved as written.

**Minutes:** Commissioner Rick made a motion to approve the minutes of the July 27, 2016 board meeting as amended. Commissioner Thompson seconded the motion which carried unanimously.

**Vouchers:** Maintenance vouchers numbered 27327-27353 in the amount of \$73,004.93, EFT vouchers number 2553-2559 and 27354-27357 in the amount of \$69,805.81 and payroll vouchers 2550-2552 in the amount of \$2,002.53 were presented for review. Commissioner Rick made a motion to approve the vouchers; the motion was seconded by Commissioner Thornton and was carried unanimously.

**Consultant Report:** Hutley reported on the 16-1 preconstruction meeting with Jim Guess Construction. Hutley noted that Jim Guess is currently working with King County Water District 49 on an emergency and that construction on contract 16-1 would not begin before August 22, 2016.

**Superintendent Report:** Bailey informed the Board that the City of Tukwila was hosting a potluck on Tukwila International Blvd and 42<sup>nd</sup> Ave S on August 13, 2016. The District will supply water for the event through existing services.

Bailey reported that the field crew had replaced a leaking service on 144<sup>th</sup> and 26<sup>th</sup> Ave S.

Bailey reported that a contractor had ripped a service out of the ground on 126<sup>th</sup> and 40<sup>th</sup> Ave S. The service was repaired and the contractor has been charged for the service repairs.

**General Manager Report:** Young reported on the progress of crafting a health insurance and VEBA resolution for the Commissioners. Young noted that he is working with legal counsel at Inslee Best and he expects to have the resolutions ready for approval in September.

Young informed the Commissioners that representatives from Lakehaven Utility District will tour the District and get a presentation by the staff on the District's master meter AMR system.

Young presented the Board with Developer Extension applications for Phase II of the Tukwila Village project. Commissioner Rick made a motion to approve the applications, Commissioner Thompson seconded the motion which carried unanimously.

Young presented the Board with a clothing and uniform policy for review and approval. Commissioner Rick made a motion to approve the policy; Commissioner Thompson seconded the motion which carried unanimously.

Young presented the Board with a use of cell phone policy for review and approval. Commissioner Rick made a motion to approve the policy; Commissioner Thompson seconded the motion which carried unanimously.

**Commissioner Report:** Commissioner Thornton briefly reported on the Board's attendance of the City of Tukwila, Touch a Truck event.

**Adjournment:** Commissioner Rick made a motion to adjourn the meeting; the motion was seconded by Commissioner Thompson and carried unanimously. The meeting was adjourned at 11:01 a.m.

  
Commissioner

\_\_\_\_\_  
Commissioner

  
Commissioner

KING COUNTY WATER DISTRICT 125  
CLOTHING AND UNIFORM POLICY

I. PURPOSE AND SCOPE

It is the District's Policy to provide logoed uniforms and special clothing to all employees. Field employees will wear complete uniforms provided by the District when performing services for the District. Office employees and Commissioners are encouraged to wear logoed clothing when representing the District at public meetings or professional conferences.

II. CLOTHING ALLOWANCE

- A. The District will furnish field employees with logoed uniforms upon hire. Uniforms will be replaced as needed, not to exceed \$400 annually.
- B. The District will provide and replace logoed clothing for office employees and commissioners as needed, not to exceed \$250 annually.
- C. In addition, summer jackets, winter coats, hats, gloves, foul-weather gear, safety vests, safety glasses and any other needed clothing or safety clothing will be provided by the District for each employee on an as-needed basis.
- D. Any uniform purchases in excess of the amounts set above shall be approved by the General Manager or Board of Commissioners.


III. UNIFORM POLICY

- A. Each employee will be responsible for the laundering of his or her own uniforms.
- B. Requests for clothing should be made to the General Manager. Once a request is made, the Manager will respond within 15 calendar days.
- C. District logoed clothing for office employees and commissioners is optional.

IV. UNION CLOTHING ALLOWANCE

Nothing in this policy changes the District Agreement with Teamsters Local 117 to provide boots for the field crew in accordance with section 14.08 of the union contract.

  
Commissioner

  
Commissioner

  
Commissioner

Approved August 10, 2016

KING COUNTY WATER DISTRICT 125  
CELLULAR PHONE POLICY

I. PURPOSE AND SCOPE

The District will make a cellular phone available to selected employees for conducting District business. The District and employees wish to clarify the terms and conditions under which the employee may use the District's cellular phone.

II. POLICY

- A. The cellular phone provided to the employee by the District is primarily for use by the employee to conduct District business. Plan minutes must be used primarily for talk-time with vendors, employees, office staff, customers and/or telemetry calls.
- B. Employees are encouraged to use the District's landlines to preserve cellular plan minutes.
- C. Employees may use the District's cellular phone for personal calls on an "as needed" basis, providing such use does not interfere with the Employee's duties as an employee of the District.

III. PRIVACY

The District respects the individual privacy of all employees; however, all employees should understand and be aware that they have no right to or expectation of privacy with respect to the employee's use of District provided cell phones and the internet. All information stored on and/or transmitted by District provided equipment remains at all times the exclusive property of the District, and the District may monitor and review such information at any time, for any purpose, at the District's sole discretion. Employees should further understand that their electronic records, including but not limited to emails generated and received, text messages and internet usage, constitute "public records" which may be subject to public disclosure under the Public Records Act, Ch. 42.56 RCW. All electronic usage should therefore be made with the understanding and expectation that third parties may view such usage.

IV. PURCHASE AND ASSIGNMENT OF CELLULAR PHONES

- A. The District will purchase new cell phones no sooner than once every two years. The District will replace an employee's lost or broken cell phone with a like cell phone one time within that two-year period. Additional replacements of cell phones will be reimbursed by the employee requiring replacement.

B. Requests for purchase or replacement of a cellular phone should be made to the General Manager. Once a request is made, the Manager will respond within 15 calendar days.

C. All new field employees will be assigned a cellular phone by the General Manager.

V. TERMINATION OF CELLULAR PHONE

A. It is understood and agreed that the Board of Commissioners or General Manager may immediately terminate the employee's cellular phone usage and possession at any time and at their sole discretion.

B. In the event the Employee leaves the District's employ, either voluntarily or involuntarily the Employee shall return their cellular phone and accessories to the District.

VI. PROPER USE OF CELLULAR PHONES


A. All employees are prohibited from creating or sending inappropriate messages or unprofessional communication discussing the District, its employees, or customers.


B. Unacceptable and/or inappropriate non-work related activities, including downloading, viewing, or sending insulting, disruptive, offensive, derogatory, profane, or discriminatory messages or materials are strictly prohibited.

C. Employees are prohibited from allowing family members and friends to access their District Cellular Phone.

D. Employees that violate this policy shall be subject to disciplinary action, up to and including termination as outlined in the Union Contract.

  
Commissioner

  
Commissioner

  
Commissioner

Approved August 10, 2016