

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

Wednesday, September 14, 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 148th 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 Thompson made a motion to approve the minutes of the August 24, 2016 board meeting as amended. Commissioner Rick seconded the motion which carried unanimously.

Vouchers: Maintenance vouchers numbered 27381-27413 in the amount of \$190,978.21, EFT vouchers number 2563-2569 and 27414-27417 in the amount of \$78,622.13 and payroll vouchers 2560-2562 in the amount of \$1,616.95 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 informed the Board that he has nothing to report.

Superintendent Report: Bailey informed the Board that construction on project 16-1 began the week of September 6, 2016. Jim Guess construction is currently working installing water main.

Bailey reported that the field crew had installed 3 new services and replaced 1 existing service on 26th and 152nd ST. Bailey added that an air vacuum assembly needed to be relocated due to a conflict with the developer's project. The developer paid for a new air vacuum assembly to be installed by District staff.

Bailey reported that a fire hydrant at 14432 Military Rd S. needed to be replaced after being struck by a vehicle.

General Manager Report: Young reported on his attendance of the Evergreen Rural Water Association conference.

Young gave the Board a brief overview on the progress of the District's GIS implementation.

Young informed the Board that he is working with staff to create a full meter replacement schedule. Young noted that he hopes to have a detailed report ready for the September 28, 2016 board meeting.

Young informed the Board that the field staff has been working on a truck Maintenance schedule. Young noted that most vehicles were past due for Maintenance including tune ups and inspections. Young added that the field crew will now perform oil changes on each vehicle to insure they are done on a routine basis.

Young presented a proposal to the Board of Commissioners to promote Maintenance Worker I, Leonard Frye, to the position of Maintenance Worker II. Young noted that Leonard has spent the majority of the last year performing the tasks of the vacant Maintenance Worker II position. Young added that it was the recommendation of the field superintendent, Dylan Bailey, and himself that Leonard Frye be promoted to Step 4 of the Maintenance Worker II salary schedule. Commissioner Rick made a motion to approve the promotion of Leonard Frye to Maintenance Worker II effective October 1, 2016 and place him in step 4 of the salary schedule for that position; Commissioner Thompson seconded the motion which carried unanimously.

Young informed the Board that legal counsel will be available for the September 15, 2016 special board meeting to discuss the upcoming union negotiations.

Young presented a draft Stand-By policy for review and approval. Commissioner Rick made a motion to approve the Stand-By policy. Commissioner Thompson seconded the motion which carried unanimously.

Young presented resolution 16-9-13-479 for review and approval. Resolution 479 authorizes health insurance benefits for District Commissioners and dependents as well as the use of the health reimbursement arrangement from MRA VEBA. Young noted that the District currently provides health insurance benefits for its employees and their families through the Washington State Health Care Authority and that this resolution would grant Commissioners the same benefit. Young added that Commissioners that chose not to receive health insurance benefits could opt to receive the cash equivalent value deposited into a HRA VEBA account. After a brief discussion, Commissioner Rick made a motion to approve resolution 16-9-13-479; Commissioner Thompson seconded the motion which carried unanimously. Young noted that the Commissioners should speak with Rose Lauer, the District's comptroller, about setting up their insurance or HRA/VEBA accounts.

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
STANDBY DUTY POLICY AND PROCEDURES

I. PURPOSE AND SCOPE

An employee will be assigned to be on night, holiday and weekend Standby Duty to respond to emergencies and otherwise maintain the District's operations after regularly scheduled hours. Standby Duty pay for employees is described in section 7.07 of the Union contract.

II. PROCEDURES

The Standby Duty rotation calendar will be scheduled by the Superintendent or General Manager.

Standby Duty rotations will be from Friday 8:00 a.m. to the following Friday at 7:59 a.m., or as otherwise specified to reflect District operations.

Standby Duty rotations may be substituted with co-workers in the rotation, either by week or by day. Pre-authorization is needed by the Superintendent or General Manager.

Employees in the Standby Duty rotation must have their work cell phone on and with them at all times.

All calls or messages left by the answer service will be responded to within 15 minutes by telephone.

A call to the customer will determine if an on-site resolution is needed.

The estimated time of arrival on a call out is not to exceed forty five minutes.

A call out will be noted and turned in with the employee time card.

Only the Superintendent and General Manager are authorized to make changes to the Standby Duty calendar.

As noted in section 7.07.02 of the union contract the employee on Standby Duty shall refrain from consuming alcohol or other mind altering substances while on standby.


Commissioner


Commissioner


Commissioner

Approved September 14, 2016