

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

Wednesday, September 28, 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

Agenda: The agenda was unanimously approved as written.

Minutes: Commissioner Rick made a motion to approve the minutes of the July 13, 2016 board meeting as amended. Commissioner Thompson seconded the motion which carried unanimously.

Vouchers: Maintenance vouchers numbered 27418-27435 in the amount of \$38,385.31 were presented for review. Commissioner Thompson made a motion to approve the vouchers; the motion was seconded by Commissioner Rick and was carried unanimously.

Superintendent Report: Bailey reported on the progress of contract 16-1. Bailey noted that all the mainline work has been completed. 4 Hydrants have been installed and the contractor is currently working on installing the new services.

Bailey reported on the progress of the Tukwila Village Phase 1 developer extension. Bailey noted that a 4" fire line had been installed for building C and that service work will be completed in the coming weeks.

Bailey noted that the plans for Phase 2 of Tukwila Village were reviewed by PACE engineers and that a pre-construction meeting will be held in the next week.

General Manager Report: Young reported on his attendance of the fall WASWD conference and WFOA conference in Spokane. The Board briefly discussed their attendance of the fall WASWD conference.

Young presented the Board an advertisement for a request for qualifications for engineering and architectural services. Young noted that it had been several years since the last request and that legal counsel advised the District to perform a RFQ every three years. Young noted that he will compile the submittals in October and have a presentation for the Board at the October 26, 2016 board meeting.

Young informed the Board that the district's annual audit is scheduled to start on October 5, 2016.

Young informed the board of an error in the utility billing software that resulted in commercial accounts being charged for the winter consumption rate during the summer months. Young noted that his error resulted in uncollected revenue for the District. The state auditor's office has directed the District that the unpaid charges must be collected by the District. Young informed the Board that he is drafting a letter to inform the ratepayers of the error and estimates the under billing affected less than 300 customer accounts. Young also added that he has put steps in place to ensure the problem doesn't happen in the future.

Young presented a copy of the District's safety policy for review and approval from the Board. Commissioner Rick made a motion to approve the safety policy; Commissioner Thompson seconded the motion which carried unanimously.

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 11:20 a.m.


Commissioner


Commissioner


Commissioner

KING COUNTY WATER DISTRICT 125
SAFETY AND ACCIDENT PREVENTION POLICY

I. PURPOSE AND SCOPE

Safety is everyone's responsibility, it cannot be ignored, nor can it be delegated. Current safety standards require that management shall be responsible for procedures, planning and training. King County Water District 125 not only recognizes this responsibility, it is committed to a safe and healthy workplace.

The District also believes that every employee should realize and accept personal responsibility for their safety as well as the safety of those around them.

In order to ensure a safe and healthy workplace and to promote compliance with mandated standards, a safety program has been established to develop procedures and training that encourage safe practices on and off the job.

II. SAFETY POLICY STATEMENT

King County Water District 125 is committed to providing and maintaining a safe and healthy work place for our employees and customers. We believe that most accidents can be prevented and that every employee is entitled to work under the safest conditions possible.

The District's effort to promote safety includes accident prevention, providing a safe working environment, the supply of safety related equipment, and the training and equipment necessary to provide first aid.

It is the responsibility and a specific job function of every employee and supervisor to maintain a safe workplace and to use safe work practices. We require full cooperation of each employee to share this commitment and to integrate safety and prevention into everyday operations.

III. SAFETY OFFICER AND SAFETY COMMITTEE RESPONSIBILITIES

The General Manager will annually appoint an employee to serve as the District's safety officer. The safety officer is responsible for maintaining the District's safety program including the execution of weekly safety meetings with staff, recommending training for staff, and staying up to date on revisions to safety laws, codes and

regulations. The Safety Officer is also responsible for managing inventory of safety supplies, and the annual inspections of District facilities.

The Safety Committee established under WAC 296-800-130 is responsible for reviewing accidents, employee suggestions concerning safety matters and workplace hazards, and the promotion of Safety Programs. The Committee will consist of a joint employee–management group and have the authority to make loss prevention and safety recommendations. The Committee will be comprised of the District’s safety officer and the District’s Superintendent.

IV. UNSAFE CONDITIONS

A. EMPLOYEE RESPONSIBILITY

Every employee is responsible for safety as a specific job assignment. To achieve the District goal of providing a safe work place, everyone must be aware of safety at all times. Employees shall report immediately any unsafe or hazardous condition directly to a supervisor if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible.

B. MANAGEMENT RESPONSIBILITY

The General Manager shall as circumstances warrant, review the need for implementing safety practices, policies or procedures warranted by hazards. Each accident and "near miss" is cause for review. A copy of such policies shall be delivered to all employees. The General Manager will periodically involve employees in the process. The need for periodic training shall be considered and arranged as determined by the General Manager.

C. MANAGING UNSAFE CONDITIONS

It is every employee's responsibility to observe and identify conditions which could pose a hazard to employees or to the general public. After identifying a problem, employees at the scene are expected to:

- Safely eliminate the hazard and obtain necessary assistance
- Safely control the hazard by enclosure or guard
- Employ avoidance procedures
- Use personal protective equipment as appropriate

V. ACCIDENT REPORTING

All accidents involving the District must be reported in detail as soon after the occurrence as possible. All accident reports should be written up by the employee injured or safety officer and submitted to the General Manager.

A. VEHICULAR ACCIDENTS

Accidents involving District owned vehicles or personal vehicles being operated on District business must be reported to a police agency for investigation. Any accidents resulting in personal injuries or death must be reported immediately to the General Manager.

B. OTHER ACCIDENTS

Accidents involving damage to equipment or property or personal injury must also be reported to the General Manager as soon as possible. The General Manager will determine the need for further investigation.

C. CLOSE CALL REPORTING

Any incident that does not cause personal injury, property damage or resulted death but could have easily done so is defined as a close call incident. In the event of a close call incident a close call report should be filled out by the individual who observes the close call and submitted to the safety committee for review.


VI. EMPLOYEE INJURY REPORT

In case of an accident involving personal injury to an employee, such employee shall obtain appropriate medical assistance as soon as possible. Regardless of how serious, the General Manager should be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and state laws, leading to difficulties in processing insurance and benefit claims. Injured workers must fill out a Workers' Compensation Report form and submit it as soon as possible to the General Manager. All injuries must be reported in a timely manner to avoid risk of claim denial. The General Manager will be responsible for notifying the administrator for the WASWD retrospective committee. The General Manager will provide advice and assistance to any person filling out a Workers' Compensation Report.

If an injury results in the death of an employee, the supervisor shall immediately notify the General Manager who, in turn, shall immediately notify the State Workers

Compensation Department, the Board of Commissioners, the employee's family and the District's insurance carrier by phone. The Comptroller will then proceed to process a claim report form.


Commissioner


Commissioner


Commissioner

Approved September 28, 2016