

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

Wednesday, October 26, 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

Guests: Rick Forschler, Dan Forschler, WASWD Technical Committee / Ratepayers

Agenda: The agenda was unanimously approved as written.

Minutes: Commissioner Rick made a motion to approve the minutes of the October 12, 2016 board meeting as written. Commissioner Thompson seconded the motion which carried unanimously.

Public Comment: Rick Forschler informed the Board that he was attending the meeting with his son to gain insight into the technology and techniques used by the Water District 125. As the chairmen of the WASWD Technical Committee, they were hoping to learn more about the water industry as a whole.

Vouchers: Maintenance vouchers numbered 27466-27485 in the amount of \$137,709.65. Commissioner Rick made a motion to approve the vouchers; the motion was seconded by Commissioner Thornton and was carried unanimously.

Superintendent Report: Bailey reported on the progress of contact 16-1. He noted weather delays have kept the paving and concrete work from being completed.

General Manager Report: Young presented the Board with 10 Statement of Qualifications from Engineering and Architectural services who wish to be considered by the Board to provide services for the District. After a brief discussion, Commissioner Rick made a motion to retain the services of PACE Engineers for the District's engineering and planning needs. Commissioner Thompson seconded the motion which carried unanimously. The Board directed Young to begin working on drawing up a contract with PACE Engineers for the services they will provide the District.

Young updated the Board on the progress of the annual state audit. Young informed the Board that the audit was complete and that an exit conference will be held at 10:00 a.m. on November 9, 2016 at the Board's normal meeting.

Young presented the Board with a light refreshments policy for review and approval. Young noted that the state auditor had requested the Board adopted a policy for light refreshments to be served at business meetings. Commissioner Rick made a motion to approve the policy, Commissioner Thompson seconded the motion which carried unanimously.

Young reported on his attendance of the WASWD Conference and Training committee meeting.

Young reported on the progress of the S. 140th ST leak insurance pool claim. Young noted that an insurance adjuster has been assigned to the case and he will report back to the Board when the investigation is concluded.

Young informed the Board that the Washington State Legislature has passed a healthcare surcharge to be paid by all public employees. The Public Employee Benefit Board will administer the charge and that fee will be paid by the District employees. The cost of the charge ranges from between \$20 to \$55 a month depending on the amount of dependents on a plan. Young added that since this is a surcharge and not part of the insurance plan, it will be paid directly by the employee and not the employer per language of the union contract.

Commissioner Rick reported on his attendance of the Water and Sewer Risk Management Pool semiannual membership meeting.

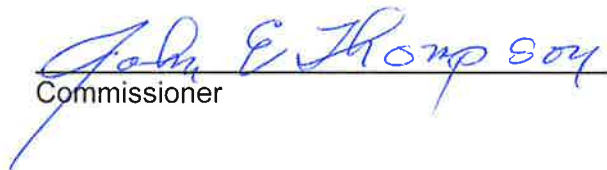
Commissioner Thompson reported on his attendance of the City of SeaTac city council meeting.

Commissioner Thornton reported on his attendance of the WASWD Section 4 meeting. He noted that the January and February Section 4 meetings have been moved to the second Monday of each month to avoid holidays.

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 11:10 a.m.


Commissioner


Commissioner


Commissioner

KING COUNTY WATER DISTRICT 125
LIGHT REFRESHMENTS POLICY

I. PURPOSE AND SCOPE

It is the District's position that light refreshments may be provided at the District's expense for business meetings and formal training sessions. This policy does not obligate the District to provide light refreshments under any circumstances.

II. LIGHT REFRESHMENT REQUIREMENTS

A. Light refreshments may be provided at the District expense for business meetings and formal training sessions where all of the following requirements are met.

- i. The purpose of the meeting is to conduct official district business or to provide a formal training session that benefits the District; AND
- ii. The meeting or training is a special situation or occasion outside of the normal daily business of district employees. District funds may not be used to provide light refreshments for staff parties, routine staff meetings or any event deemed to be social in nature; AND
- iii. The District obtains an itemized receipt for the actual cost of the light refreshments; AND
- iv. The employee responsible for the meeting receives prior approval for the serving of light refreshments from the Board of Commissioners or General Manager.

B. Exceptions to the requirements listed above must be pre-approved by the General Manager or Board of Commissioners.

III. ITEMS THAT ARE TO BE CONSIDERED LIGHT REFRESHMENTS

A. The following are examples of light refreshments that may be provided at the District's expense.

- i. Cookies, donuts, fruit, cheese and crackers
- ii. Coffee, tea, juice, soda and bottled water

B. Under no circumstances may alcohol be provided at the District's expense.

IV. REIMBURSEMENT

- A. An employee or commissioner is eligible to receive reimbursement for light refreshments after furnishing an original, itemized, dated receipt to the Comptroller who will fill out and sign a petty cash slip including the purchase item and purchase amount.
- B. The Comptroller will verify the information on the receipt against the requested amount of cash before fulfilling the reimbursement request. The recipient will sign the petty cash slip to confirm receipt. After releasing the cash, the Comptroller will sign the petty cash slip and attach the receipt to the back of the slip.


Commissioner


Commissioner


Commissioner

Approved October 26, 2016