

**SPECIAL MEETING MINUTES
KING COUNTY WATER DISTRICT NO. 125**

Tuesday, December 26th, 2017

Commissioner Thornton called the special 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, John Thompson, Commissioner and Renea Blanchette, Commissioner

Staff: Shane Young, General Manager, Dylan Bailey, Superintendent, Claudia Suseyi, Comptroller

Agenda: The agenda was unanimously approved as written.

Superintendent Report: Bailey gave an update on the City of Tukwila's 42nd Ave road improvement project.

General Manager Report: Young gave a presentation on Internal Controls regarding policies and procedures related to District finances.

Young reported to the Board that King County Treasury cut-off date for submission of vouchers was December 22nd, 2017. Young recommended a Special Board Meeting be held January 2nd, 2018 to approve the end of year vouchers. Commissioner Blanchette made a motion to hold a special board meeting at 10:00 am on January 2nd, 2018 to conduct District business. Commissioner Thompson seconded the motion which carried unanimously.

Young informed the Board that the SPU Operating Board Meeting is on January 4th, 2018 at 2:00 pm. Young also informed the Board of the joint Condominium Association Meeting on January 11th, 2018 at 9:00 am.

Young informed the Board that he will begin work on employee evaluations for the year of 2017.

Commissioners Report: Commissioner Thornton noted that the Washington Association of Sewer and Water Districts is hosting a webinar related to new public records administration requirements. Commissioner Thornton added that he would attend on behalf of the District. Young noted that a staff member would also participate in the webinar.

Adjournment: Commissioner Thompson made a motion to adjourn the meeting; the motion was seconded by Commissioner Blanchette and carried unanimously. The meeting was adjourned at 10:52 am.


Commissioner

John E. Thompson
Commissioner

Russ Blanchette
Commissioner