

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

Tuesday, December 23, 2008

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 148<sup>th</sup> ST STE 110, Tukwila, Washington.

**Present:**

**Commissioners:** Jerry Thornton, President, Jim Rick, Secretary and John Thompson, Commissioner **Staff:** Shane Young, Office Manager, Mark Parsons, Superintendent,

**Consultants:** John Milne, Legal Counsel **Guests:** Jeff Scherrer, Maple Apartments 14132 37<sup>th</sup> AVE S. Tukwila, WA 98168

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

**Vouchers:** Maintenance vouchers numbered 22589-22602 in the amount of \$14,352.66 were presented for review. Commissioner Rick made a motion to approve the vouchers; the motion was seconded by Commissioner Thompson and was carried unanimously.

**08-01 Small Works Bid:** Parsons informed the Board that Archer Construction submitted the low bid for the Tukwila International Blvd. project with a bid of \$87,167.30. The engineer's estimate was \$145,000. Commissioner Rick made a motion to accept the bid for Archer Construction and to award them the project. Commissioner Thompson seconded the motion which carried unanimously.

**Leaks:** Parsons reported that several leaks have begun due to the cold weather. Parsons noted that he has been using some employees from Guess Construction to help with leaks while he is understaffed.

Parsons added that field workers David Brower and Dylan Bailey have done a great job in the conditions. Bailey has been receiving 3-4 calls a night while on call and they are putting in extra time to help repair the leaks as they arise.

The Board thanks the field staff for their effort and requested that Parsons bring Bailey and Brower to a board meeting when time allows to be recognized for their hard work.

**Temporary Employee:** Parsons informed the Board that due to the inclement weather and being understaffed he hired a temporary employee, Jeff Sannes, to help read meters and work on leaks. However, due to issues that arose during the first week of work Sannes will be longer be working for the District.

**Burleson Injury:** Parsons reported that David Burleson was due to have an MRI on the 18<sup>th</sup> of December. However, Burleson has not reported the findings back to the District and has yet to return calls made by the District.

Commissioner Rick made a motion to allow Parsons to hire temporary employees when needed. Commissioner Thompson seconded the motion which carried unanimously.

**Maple Apartments:** Jeff Sherrer asked if customers have to pay multi unit charges when units are vacant. Young informed Sherrer that there is no District policy regarding unoccupied units. Young added that even if a unit is unoccupied water is still available at the unit.

Jeff Sherrer expressed concern with information getting lost in translation between the front desk and the manager's office. Young informed Sherrer that any future contact between the District and the Maple Apartments should go directly through Young, via E-mail or phone conversation as to help make sure the District understands what Sherrer is requesting. Sherrer stated that he wanted to receive a check for the refund and requested a check be processed at the current board meeting for the \$2,359.00 he has overpaid.

Young presented voucher 22603 in the amount of \$2,359.00 to be approved by the Board. Commissioner Rick made a motion to approve the voucher; Commissioner Thompson seconded the motion which carried unanimously.

Legal Counsel, John Milne, arrived at the meeting at 11:05 a.m.

Milne informed the Board that had identified the statute specifying the statute of limitation as 3 years.

Sherrer asked if the District has any type of claim policy to help resolve the situation. Milne informed Sherrer that the District only has claims for damages caused by the District and not for disputing payments or billings.

Young asked Milne if the District was legally obligated to break out charges on bills sent to customers. Milne advised Young and the Board that there is no requirement to break down current charges on invoices for customers. Young noted that the District is currently working with Continental Utility Software to allow invoices to break down charges for customers.

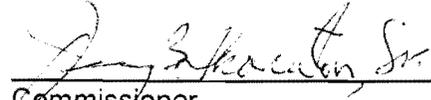
Milne advised Sherrer to work with Young on providing the District with a public records request form if he would like future documentation from the District.

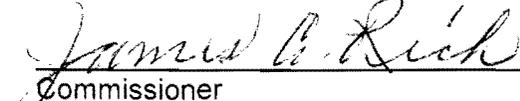
**Agenda Items:** Commissioner Rick made a motion that except in the case of an emergency, the office staff must be notified at least one week in advance from any party that wishes to be put on the agenda for the following scheduled Board Meeting. Commissioner Thompson seconded the motion, which carried unanimously.

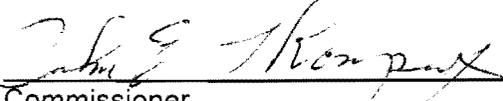
**Condominium Meeting:** Commissioner Thompson reported on his attendance of the latest Condominium meeting. Young added that the Condo Board agreed to looking into getting a condo workstation so that both districts can have access to building controls.

**Water Shortage Contingency Plan:** Commissioner Thornton requested staff to find out if a Water Shortage Contingency Plan is a requirement for all Districts.

**Adjournment:** Commissioner Thompson made a motion to adjourn the meeting; the motion was seconded by Commissioner Rick and carried unanimously. The meeting was adjourned at 12:05 p.m.

  
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Commissioner

  
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