

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF COAL CREEK UTILITY DISTRICT
OF KING COUNTY, WASHINGTON

Held on January 10, 2018

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held at the District Office, 6801 – 132nd Place SE, Newcastle, Washington, on January 10, 2018. Commissioner Ric Anderson, Board President, called the meeting to order at 5:00 p.m. Commissioner Pam Martin, Board Vice President, and Commissioner Doug Kunkel, Board Secretary, were also in attendance. District Staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Anne Paige, Finance Manager, were present. John Milne, general counsel, was also present.

OATH OF OFFICE

Milne administered the oath of office to Commissioner Martin who was re-elected to a six year term in the last general election to Board Commissioner Position No. 1.

APPROVAL OF AGENDA

Russell requested the deletion of final acceptance for the Avalon Bay developer extension and the addition of an executive session to review the performance of a District employee. Commissioner Kunkel made a motion to approve the agenda as amended. Commissioner Martin seconded the motion, which carried unanimously.

CONSENT AGENDA

Approval of Minutes – Regular Board meeting – December 13, 2017

Commissioner Kunkel made a motion to approve the consent agenda. Commissioner Anderson seconded the motion, which carried by a vote of 2-0, Commissioner Martin abstaining as she had an excused absence from the December 13, 2017 Board meeting.

CITIZENS' COMMENTS / CONCERNS

Gordon Bisset, a City of Newcastle City Councilmember, reported the City Council had recently conducted an election for Mayor for the year 2018. However, as no nominee obtained a majority vote, he advised he is now serving as Acting Mayor until a new mayor was elected because he was Deputy Mayor in 2017.

ELECTION OF BOARD OFFICERS – 2018

By motion made, seconded and approved unanimously, the following Board officers were elected to serve for 2018 until the first Board meeting in January, 2019:

- Board President – Commissioner Martin
- Board Vice President – Commissioner Kunkel
- Board Secretary – Commissioner Anderson

COMMITTEE ASSIGNMENTS

The Commissioners and staff discussed committee assignments for 2018. Following discussion, the Board directed staff to prepare a revised committee assignment listing for possible approval at the next regular Board meeting.

ALDEA AT NEWCASTLE – DEA – DEVELOPER REQUEST

Mr. Martin reported the developer of the Aldea at Newcastle Lot 9 Townhome project had agreed to a three year maintenance period for a sewer line which had been delayed due to proximity to a storm vault excavation. The Board had previously approved the phasing of the project between Lot 7 and Lot 9 at the October 11, 2017, meeting subject to the execution of an amendment to the Project's extension agreement. Mr. Martin recommended the three year maintenance requirement be added to the amendment. Following discussion, Commissioner Anderson so moved. Commissioner Martin seconded the motion, which was carried by a vote of 2-0, Commissioner Kunkel abstaining.

KING COUNTY ROW RENTAL CHARGE

Milne reported on the status of King County's imposition of a rental charge for utilities, like the District, to use County right-of-way for utilities. He advised that County staff had issued a final rule regarding the calculation and assessment of the rental charge on December 29, 2017,

and that the rule would take effect on January 29, 2018. It was likely his office would prepare and file a complaint on behalf of the group of water-sewer districts his office represented seeking to declare the rental charge unlawful after the rule took effect. He will keep the Board further advised.

ENGINEER'S COMMENTS

In the engineer's absence, Mr. Martin reported regarding the status of the 440 Reservoir Recoating Project. The engineer had sent the project contractor a letter dated December 14, 2017, with a final pay request for signature. The pay request deducted \$53,000 in liquidated damages incurred by the District due to the contractor's failure to complete the project work in accordance with the project schedule. The engineer had given the contractor the deadline of December 21, 2017, to sign and return the pay request to the District. However, Mr. Martin reported the contractor had not done so. Milne recommended the District process payment to the contractor at the next regular meeting in accordance with the final pay request prepared by the engineer. Following discussion, the Board authorized Milne to discuss the matter with the engineer and, if they felt processing payment in the amount of the final pay request was appropriate, District staff will prepare a voucher to do so for consideration at the next regular Board meeting.

APPROVAL OF VOUCHERS

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 2134 through 2167 in the amount of \$294,829.08.

The Board approved for payment Water/Sewer Maintenance Fund – Direct Deposit – Payroll in the amount of \$128,734.42.

FINANCE MANAGER'S COMMENTS

Paige reported the District was experiencing significant difficulties with the Vision financial accounting software. She and Russell advised they were attempting to resolve the issues with Vision, but if that did not occur, they may recommend the District consider other options. They will keep the Board further advised.

OPERATIONS MANAGER'S COMMENTS

Mr. Martin had no further comments.

GENERAL MANAGER'S COMMENTS

Russell had no further report.

COMMISSIONERS' COMMENTS

Commissioner Kunkel noted the pressure-washing work performed by the District to clean the pavement at the Olympus Sewer Lift Station he observed over the holidays and thanked District staff for doing a great job of maintaining the lift station.

Commissioner Anderson reported on his attendance at the most recent State Association Section IV meeting.

Commissioner Anderson reported he planned to attend the State Association Government Relations Committee meeting the following day.

ADDITIONAL CITIZEN'S COMMENTS

There were no additional comments from the citizen in attendance.

EXECUTIVE SESSION – RCW 42.30.110 (1) (g) – REVIEW THE PERFORMANCE OF A DISTRICT EMPLOYEE

Russell requested an executive session to review the performance of a District employee. Commissioner Kunkel so moved on that basis. Commissioner Anderson seconded the motion, which carried unanimously. Before convening the executive session at 6:27 p.m., Commissioner Martin advised the executive session would conclude at approximately 6:47 p.m. The Commissioners and District staff then attended the executive session. At 6:47 p.m., the executive session concluded and open public meeting reconvened. Following discussion, Commissioner Martin made a motion to authorize the General Manager to promote the District Meter Reader, Jeff Schell to the position of Water/Sewer Technician. Commissioner Kunkel seconded the motion, which carried unanimously. In light of the Meter Readers promotion, Commissioner Anderson made a motion to authorized Russell to advertise the vacated position and to extend an offer of employment to the candidate he determined to be most qualified. Commissioner Kunkel seconded the motion, which carried unanimously.

OTHER DISTRICT BUSINESS

As there was no further business or persons to be heard, the meeting concluded at 6:50 p.m.

BOARD OF COMMISSIONERS



Richard D. Anderson, Commissioner



Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner