

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

**Held August 26, 2015**

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held at the District Office, 6801 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on August 26, 2015. Commissioner Martin called the meeting to order at 5:00 p.m. Commissioner Kunkel was present. Commissioner Anderson had an excused absence. District Staff Robert Russell and Todd Hynek were present. John Milne, General Counsel, was also present.

**CONSENT AGENDA**

Approval of Minutes – Regular Board Meeting of August 12, 2015.

Tract J – DEA and Design Approval (conditioned on clarification of signatory capacity to the satisfaction of District staff and the attorney).

Kunkel made the motion to approve the consent agenda. Martin seconded the motion, which carried unanimously.

**CITIZENS' COMMENTS AND CONCERNS**

There were no comments from the citizens in attendance.

**WATER SHORTAGE CONTINGENCY PLAN**

Russell reported the District is currently in the voluntary stage of the District's water shortage contingency plan, which was consistent with Seattle's contingency plan stage. Given the continuing lack of rain and warm weather, he recommended that, if Seattle moves to the mandatory water use restrictions stage, the District should likewise declare the same stage of its contingency plan by resolution and publicize that stage by press release and other means. The

commissioners supported his recommendation and asked that he keep the Board further advised regarding water supply status.

### **DISTRICT VEHICLES**

Russell and Hynek reviewed their preliminary thoughts on the disposition and possible replacement of certain District vehicles. They will make further recommendations at a future meeting for Board consideration.

### **HANDHELD GLOBAL NAVIGATION SATELLITE SYSTEM (GNSS)**

Hynek reported he is considering replacing the District's current handheld global navigation satellite system equipment with more current equipment and technology. He explained the problems District staff were experiencing with the District's current equipment. As the commissioners supported considering new equipment, Hynek was authorized to comply with the equipment and technology acquisitions procedures and obtain quotes from vendors for the desired equipment and systems and to report back to the Board.

### **DISTRICT COMMUNICATIONS AND MARKETING CONSULTANT**

Russell provided the commissioners with copies of a draft "request for proposals" for District communications and marketing services which had previously been discussed with the Board. Following discussion, the Board authorized and directed Russell to issue the request for proposals and to keep the Board further advised.

### **OPERATIONS MANAGER'S COMMENTS**

Hynek advised the vendor would be installing District financial software mid-September, 2015, and the vendor providing new billing software would commence installation in October, 2015.

Hynek recommended District customer Harold Bruce, 6631 Ripley Lane SE, be given a leak credit adjustment of \$69.93. Following discussion, Kunkel made the motion to approve a leak credit adjustment in that amount. Martin seconded the motion, which carried unanimously.

Hynek advised that District staff had damaged a bird bath fixture which had been placed over a District manhole staff needed to access for maintenance purposes. Staff had attempted to contact the property owner without success to notify the property owner of the need to access the manhole. The fixture had been damaged in the process of moving it off the manhole. The District's easement prohibited the placement of obstructions like the fixture within and upon the District's easement in which the manhole was located. The property owner had submitted a claim for reimbursement to the District for the cost to replace the fixture which the property owner contended was \$1,013.00. The commissioners were not inclined to approve the claim because the fixture should not have been placed within the District's easement and over the manhole, which was contrary to the restrictions in the easement on the property. However, in the interest of resolving the claim, Kunkel made the motion to offer the pay the property owner the amount of \$500.00 to fully resolve the claim on the condition the property owner provide the District a full release and acknowledge the restrictions in the easement prohibiting obstructions such as the fixture within the easement. Martin seconded the motion which carried unanimously.

Hynek advised the City of Newcastle had completed its 2015 pavement overlay program and had invoiced the District by letter dated August 24, 2015, the amount of \$11,000.00 for the District's share of the cost of the program. Hynek recommended the invoice be approved. Following discussion, Kunkel made the motion to approve payment of the invoice in the amount of \$11,000.00. Martin seconded the motion, which carried unanimously.

## **GENERAL MANAGER'S COMMENTS**

Russell reported he had advised the Board at the July 22, 2015, Board meeting that District employees Dennis Axt and Jamie Crookston had accepted their recent promotions to be effective August 1, 2015. He also advised that Hynek had accepted the offer of a promotion to Finance – Operations Manager, also effective August 1, 2015. However, the compensation related to Hynek's promotion had not yet been determined by the Board, but once determined, would be effective August 1, 2015.

Russell reported work on the next District newsletter had commenced and invited a commissioner to contribute an article for the "commissioner's corner" newsletter feature. Following discussion, Martin volunteered to prepare an article for the newsletter with staff assistance which will probably address the water shortage situation.

Russell advised District staff and counsel would be updating the District's resolution to comply with the State Environmental Policy Act. The District's resolution policy and procedures have not been updated since 1984. A draft resolution will be provided to the Board for consideration.

## **COMMISSIONERS' COMMENTS**

Kunkel reported on his attendance at a Newcastle Chamber of Commerce breakfast that day.

Martin reported on her attendance at the most recent State Association Section IV meeting.

Martin reported on her attendance at the most recent State Association Board of Directors meeting.

**ADDITIONAL CITIZENS' COMMENTS AND CONCERNS**

There were no additional comments from the citizens in attendance.

**APPROVAL OF VOUCHERS**

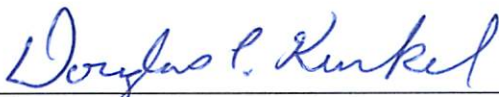
The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 043815 through 043848 in the amount of \$318,653.73.

**EXECUTIVE SESSION – EMPLOYEE PERFORMANCE REVIEW**

Russell requested an executive session pursuant to RCW 42.30.110(1) (g) to review the performance of a District employee. Following discussion, Kunkel so moved on that basis. Martin seconded the motion, which carried unanimously. The commissioners, Russell and Milne then attended the executive session. Before convening the executive session at 6:15 p.m., Martin advised the executive session would conclude at approximately 6:30 p.m. At 6:30 p.m., the executive session concluded and open public meeting reconvened.

**OTHER DISTRICT BUSINESS**

As there was no further business, the meeting concluded at 6:35 p.m.



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Douglas C. Kunkel, Commissioner



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Pamela A. Martin, Commissioner