

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

Held October 28, 2015

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 October 28, 2015.

Commissioner Martin called the meeting to order at 5:00 p.m. Commissioners Anderson and Kunkel were present. District Staff Robert Russell and Todd Hynek were present. Dave Hutley, Consulting Engineer and John Milne, General Counsel were also present.

APPROVAL OF AGENDA

Russell proposed that the agenda be amended to include a discussion of District communication services and printing services which had not been addressed during the Special Board meeting. Following discussion, Anderson so moved. Kunkel seconded the motion, which was carried unanimously.

CONSENT AGENDA

Approval of minutes – Regular Board meeting of October 14, 2015.

Resolution No. 1824 – Authorizing purchase of dump truck through NJPA Cooperative Purchasing Roster (for signature; adopted at October 14, 2015 Board meeting).

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

CITIZEN'S COMMENTS / CONCERNS

There were no comments from the citizens in attendance.

KIWANIS CLUB

Mr. Ferrin Lauve addressed the Board inviting Commissioners to individually join a new Kiwanis Club in the Newcastle area or, alternatively, he invited the District to join as an institutional member. Mr. Lauve advised that Kiwanis was a civic organization to promote the community, and especially youth programs. He reported that representatives from Hazlewood Elementary School, the local YMCA, the Newcastle Chief of Police, and the Swim and Racquet Club already had joined the organization. The cost consisted of a one-time \$100 joining fee and an annual assessment thereafter in the range of \$125 to defray organizational expenses. If the District determined to join as an institutional member, it could then designate a representative to the Club.

Milne advised it was his understanding the State Auditor's Office had previously determined and advised that the District could join community organizations to promote the District's purpose and programs if the organization had no political or religious affiliation and did not discriminate in membership.

The Commissioners then generally stated their interest in joining the organization and requested that staff confirm with representatives from the State Auditor's Office that the District could join the organization as an institutional corporate member and pay due assessments with District funds. District Staff will report back to the Board.

WOLVIN PLAT (RIDGEWOOD VISTAS) RELEASE OF EASEMENT

Russell and Hutley reported that the developer of the Ridgewood Vistas Project had requested the District terminate and release an easement across the project's property. Hutley reported the District no longer needed the easement and that the water main in the easement had been abandoned in place. Milne advised the District was authorized to terminate and release the

easement. However, he recommended the District convey ownership of the abandoned water main within the easement to the developer so that the District would no longer have a responsibility or any potential liability for the abandoned water main.

Following discussion, Kunkel made the motion to terminate and release the easement conditioned on the developer accepting ownership of the abandoned water main within the easement by bill of sale as prepared by District Staff and Counsel and reimbursing the District for its administrative costs. Anderson seconded the motion, which carried unanimously.

COMMUNICATION SERVICES

Russell reported the District had received three proposals for communication services in response to the District's request for proposals for such services. The Commissioners and staff then discussed the merits of the three proposals.

Following discussion Kunkel made the motion to terminate the District's existing agreement for consulting services with Madison Communications and to retain the services of Sindelar Communications and Marketing; the retainer of Sindelar would be on a one year trial basis by consulting services agreement to be prepared by staff and counsel. Anderson seconded the motion, which carried unanimously.

PRINTING SERVICES

Staff recommended the District utilize the services of Databar for the printing of District utility bills. Following discussion, due to the merits of the proposal, Anderson made the motion to authorize the use of a third party bill printing service such as Databar as soon as possible. Kunkel seconded the motion, which carried unanimously. District staff will keep the Board further advised.

OPERATIONS / FINANCE MANAGER'S COMMENTS

Hynek reported that representatives from the State Auditor's Office would soon commence its audit of the District and he asked if the commissioners were interested in an entrance conference with the auditors. Following discussion, the Board determined that a commissioner could attend an entrance conference with the auditors if appropriate but that a meeting with the Board was not necessary. However, the Board may want an exit conference with the auditors.

GENERAL MANAGER'S COMMENTS

Russell reported the District had received a request to store a pet shelter trailer at the District's operations center for use in emergencies. The Commissioners were generally open to the proposal due to the District's role in providing emergency services but requested that staff determine how often access to the trailer would be required. They also asked staff to check with the Insurance Pool to address any liability concerns. Staff will obtain further information and report back to the Board.

COMMISSIONERS COMMENTS

Anderson reported the State Association Conference Committee had worked on the agenda for the Yakima Spring Conference and the Commissioners Workshop to be held in January, 2016.

Anderson reported on his attendance at the most recent State Association Board of Directors Meeting.

Anderson reported on his attendance at the most recent State Association Technology Committee Meeting.

Anderson suggested the Board consider commencing regular board meetings at 4:00 p.m. Following discussion, the Board took Anderson's proposal under advisement.

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


APPROVAL OF VOUCHERS

Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 043957 through 043997 in the amount of \$169,741.80.

Board approved for payment Capital Improvement Fund Voucher No. 043998 in the amount of \$1,173.43.

OTHER DISTRICT BUSINESS


As there was no further business or persons to be heard, the meeting concluded at 6:30 p.m.



Richard D. Anderson, Commissioner



Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner