

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

**Held January 8, 2014**

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 January 8, 2014. Commissioner Kunkel called the meeting to order at 5:00 p.m. Commissioners Anderson and Martin were present. District Staff Robert Russell, Todd Hynek, and Patty Shank were also present. John Milne, General Counsel, was also present.

**OATH OF OFFICE**

Milne administered the oath of office to Commissioner Anderson who was re-elected to his commissioner position at the last general election.

**CONSENT AGENDA**

Approval of minutes - Regular Board meeting of December 11, 2013.

Approval of minutes - Special Board meeting of December 23, 2013.

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

**CITIZENS' COMMENTS AND CONCERNS**

There were no comments from the citizens in attendance.

**ELECTION OF OFFICERS**

By motion made, seconded and carried unanimously, the following Board Officers were elected to serve for the year 2014:

Richard D. Anderson - President

Pamela A. Martin - Vice President

Douglas C. Kunkel - Secretary

Anderson then presided over the remaining portion of the meeting.

### **AUDIT OFFICER**

Russell recommended the District update the designation of District Auditing Officers to include Operations Manager Todd Hynek as an alternate. Following discussion, Martin so moved by the adoption of Resolution No. 1788. Kunkel seconded the motion, which carried unanimously.

### **ATTORNEY'S COMMENTS**

Milne provided the Commissioners with a copy of a recent Daily Journal of Commerce newspaper article reporting on the redevelopment of the Mutual Materials property located in the District.

Milne reported he had hosted a meeting of attorneys representing water-sewer districts and public utility districts at his office on December 18, 2013. Proposed legislation, which will be considered in the next legislative session, was discussed.

### **ENGINEER'S COMMENTS**

Russell provided the Commissioners with copies of a memo dated January 8, 2014 from the District's Consulting Engineer reporting on the status of various District engineering projects.

### **GENERAL MANAGER'S COMMENTS**

Russell and the other commissioners congratulated Martin on her recent appointment to the State Association Board of Directors.

Russell apologized for his inadvertent failure to recognize Martin at the recent employee recognition lunch for her 20 years of service to the District as a Commissioner. He advised that he will present a plaque to Commissioner Martin to recognize her service at the next regular meeting.

Russell reported the contract for the Executive Director of the Water and Sewer Risk Management Pool had not been renewed and that the Pool currently had an interim Executive Director. He will keep the Board further advised.

Russell advised regarding a light at the entry to the Newport Woods development that the District had paid billings from PSE for many years. However, Russell questioned whether the District should pay for the light. Rather, he suggested the District no longer pay for the light, or, alternatively, pay PSE for the light and recover the cost from the Newport Woods Community Club or individual homeowners in the area. However, Gordon Bisset, a resident in the area who was an attendance at the meeting, advised there was no formal homeowners association to be invoiced for the light's cost. Following discussion, the Board directed Russell to work with Milne on the matter and to report back to the Board.

Russell advised the Board regarding a customer who had recently objected to a late payment penalty who had previously had a late payment penalty removed. He will keep the Board further advised.

### **COMMISSIONER'S COMMENTS**

Martin reported on her attendance at the State Association Board of Directors meeting held on December 16, 2013.

Martin advised she planned to attend the Commissioners Workshop to be held on January 25, 2014.

Martin asked whether District Staff had any communications with the developers of the Mutual Materials property. Russell advised he and staff have had meetings with the developer and will keep the Board advised.

Kunkel advised he had been elected Treasurer for the Newcastle Chamber of Commerce for the year 2014.

Anderson commended all District employees for their professionalism and dedication as recognized at the December 23, 2014 Special Board meeting.

Anderson advised he planned to attend the Sno-King Water Alliance meeting, which would be held at the District on January 13, 2014.

#### **ADDITIONAL CITIZENS' COMMENTS AND CONCERNS**

Mr. Bisset, a member of the Newcastle City Council, reported on the election of Council officers to serve the City of Newcastle in the year 2014.

#### **EXECUTIVE SESSION - EMPLOYEE PERFORMANCE REVIEW**

Russell requested an Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of District management staff and the status of management employment contacts. Following discussion, Kunkel so moved on that basis. Martin seconded the motion, which carried unanimously. Before convening the Executive Session at 6:00 p.m., Anderson advised the Executive Session would be concluded at approximately 6:15 p.m. The Commissioners, Russell, Hynek, and Milne then attended the Executive Session. At 6:15 p.m., the Executive Session was extended until 6:30 p.m., which was publicly announced. At 6:30 p.m., the Executive Session was concluded and open public meeting was reconvened.

#### **APPROVAL OF VOUCHERS**

The Board approved for payment Water/Sewer Maintenance Fund Voucher numbers 042417 through 042460 in the amount of \$51,504.35.

The Board approved for payment Capital Improvement Fund Voucher number 042461 in the amount of \$29,300.00.

The Board approved for payment Water/Sewer Maintenance Fund Voucher numbers 042462 through 042492 in the amount of \$203,255.05.

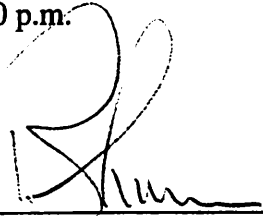
The Board approved for payment Water/Sewer Maintenance Fund Voucher numbers 010071 through 010083 in the amount of \$13,450.00.

The Board approved for payment Water/Sewer Maintenance Fund Voucher No. 010084 through 010085 in the amount of \$122.72

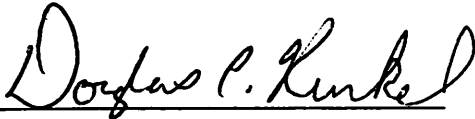
The Board approved for payment Water/Sewer Maintenance Fund Voucher No. 010086 through 010108 in the amount of \$107,726.67

**OTHER DISTRICT BUSINESS**

As there was not further business or persons to be heard, the meeting was concluded at 6:40 p.m.



Richard D. Anderson, Commissioner



Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner