

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

Held on May 11, 2016

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 May 11, 2016. Commissioner Kunkel called the meeting to order at 5:00 p.m. Commissioners Anderson and Martin were present. District Staff Robert Russell, Todd Hynek, Patrick Martin and Tish Hunter were present. John Milne, General Counsel, was also present.

APPROVAL OF AGENDA

Commissioner Anderson made the motion to approve the agenda as presented. Commissioner Martin seconded the motion, which carried unanimously.

CONSENT AGENDA

Approval of minutes – Regular Board Meeting of April 27, 2016.

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

CITIZENS' COMMENTS / CONCERNS

There were no comments from the citizens in attendance.

ATTORNEY'S COMMENTS

Milne reported on a recent Franklin County trial court decision involving the City of Mesa and the State Public Records Act (Act). A Superior Court judge had assessed penalties in the amount of \$353,000 and attorneys' fees of \$18,000 against the city for failing to timely provide requested public records, a violation of the Act. Milne encouraged District staff to

continue to diligently comply with the requirements of the Act when requests for the inspection or copying of District public records are received.

FINANCE MANAGER'S COMMENTS

Hunter requested authorization to retain the services of C.P. McAuliffe, an accounting consultant, at a cost not exceeding \$25,000 to prepare the District's year-end financial statements for 2015. Following discussion, Commissioner Anderson so moved. Commissioner Martin seconded the motion, which carried unanimously.

OPERATIONS MANAGER'S COMMENTS

Martin reported on the status of the 440 Reservoir Recoating project.

GENERAL MANAGER'S COMMENTS

Russell reported on his attendance at the recent Retrospective Rating Program meeting. He advised the current year's net refund to the participating districts will be \$162,331, and the District will be advised in June, 2016, of the portion of that amount that will be refunded to the District. He also reported that two districts had been removed from the program due to an unfavorable loss ratio, but that three districts had qualified for and had joined the Program as of April 1, 2016, due to favorable loss ratios. The next meeting date is August 30, 2016.

APPROVAL OF VOUCHERS

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 044398 through 044425 in the amount of \$242,511.32.

The Board approved for payment Capital Improvement Fund Voucher No. 044426 in the amount of \$192,097.54.

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 011073 through 011096 in the amount of \$105,412.40.

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 011097 through 011107 in the amount of \$12,050.00.

COMMISSIONERS' COMMENTS

Commissioner Martin reported she will attend the SPU Operating Committee meeting May 12, 2016, and will report back to the Board.

ADDITIONAL CITIZEN'S COMMENTS

There were no comments from the citizen in attendance.

EXECUTIVE SESSION – EMPLOYEE PERFORMANCE REVIEW

Russell requested an executive session pursuant to RCW 42.30.110(1)(g) to review employee performance. Following discussion, Commissioner Anderson so moved on that basis. Commissioner Martin seconded the motion, which carried unanimously. Before convening the executive session at 5:30 p.m., Kunkel advised the executive session would conclude at approximately 5:45 p.m. The Commissioners, Russell, Hynek, Patrick Martin, Tish Hunter, and Milne then attended the executive session. At 5:40 p.m., Patrick Martin and Hunter were excused from the executive session. At 5:45 p.m., the executive session concluded.


Following discussion, Commissioner Anderson made the motion to (1) ratify and confirm an increase in employee Patrick Martin's compensation by 15% effective the 2nd day of May, 2016, given his recent reclassification as the District's Operations Manager; and to (2) ratify and confirm an increase in employee Tish Hunter's compensation by 3.41% effective the 2nd day of May, 2016, given her recent reclassification as the District's Finance Manager. Commissioner Martin seconded the motion, which carried unanimously.

Following discussion, Commissioner Martin made the motion to authorize the amendment to the employment contract for employee Todd Hynek to designate his position as

special projects manager, with no change in compensation. Commissioner Anderson seconded the motion, which carried unanimously. Russell reported draft contracts for Martin' and Hunter's management positions will be available for consideration at the next regular meeting.

OTHER DISTRICT BUSINESS

As there was no further business or persons to be heard, the meeting concluded at 6:00 p.m.



Richard D. Anderson, Commissioner



Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner