

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

**Held October 22, 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 October 8, 2014. Commissioner Martin called the meeting to order at 5:00 p.m. Commissioner Kunkel was present. District Staff Robert Russell, Todd Hynek and Pam Nelson were present. John Milne, General Counsel, was also present.

Russell advised Commissioner Anderson was not able to attend the meeting due to a medical issue. On motion duly made, seconded, and carried unanimously, the Commissioners excused Commissioner Anderson's absence.

**CONSENT AGENDA**

Approval of minutes - Regular Board Meeting of October 8, 2014.

Signature of Resolution No. 1800 Adopting Revised Water and Sewer Rates and Charges (adopted October 8, 2014).

Tract J Subdivision Water and Sewer Developer Extension Agreement - Execution

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.

**DISTRICT CODIFICATION CHAPTER 2.08**

Russell previously reported on the District project to update the District's Municipal Code. He now requested the Board approve and adopt Chapter 2.08 of the District Code regarding policies relative to the inspection and copying of District public records. Russell and

Milne advised that Chapter 2.08 codified the existing public records provisions of Resolution No. 1763, adopted by the Board on May 23, 2012, and also included some recent amendments to the State Public Records Act, Chapter 42.56 RCW. Following discussion, Kunkel made a motion to approve updated Chapter 2.08 of the District Code by the adoption of Resolution No. 1801. Martin seconded the motion, which carried unanimously.

### **DISTRICT SCADA/TELEMETRY UPGRADE PROJECT**

Hynek reported District staff had completed an SOQ process for consulting services to assist with the upgrade of the District's telemetry/SCADA systems. Staff had determined that S&B, Inc. was the most qualified consultant to assist the District with the project, and had negotiated a scope of work and fee proposal with S&B to provide the required services at a cost of \$271,648.93, including tax. Following discussion, Kunkel made a motion to approve an agreement for consulting services with S&B, Inc. as recommended by District staff, and to authorize the General Manager to execute the agreement on the District's behalf.

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

Russell noted a letter dated October 9, 2014, from the union representing the field employees requesting a meeting to negotiate changes and modifications to the collective bargaining agreement between the District and the field employees. The present agreement expires on December 31, 2014. Russell recommended the District's bargaining committee be himself, Hynek and Commissioner Anderson due to his prior service on the management bargaining committee. Following discussion, Kunkel made a motion to appoint the bargaining committee with the members proposed by Russell. Martin seconded the motion, which carried unanimously. Russell will keep the Board advised of the bargaining schedule.

Russell proposed the District dedicate the District's 1060 Reservoir to recently deceased District employee Bill Kodad. The Commissioners supported the proposal to recognize and

honor Kodad for his many years of dedicated service to the District. Russell will keep the Board further advised.

Russell provided the Commissioners with a draft policy regarding the preparation of agendas and materials for District Board meetings. The Commissioners provided Russell with their comments on the draft policy, and supported a deadline such as the prior Thursday or Friday before a regular Board meeting for the preparation or submission of materials to be considered by the Board at the following meeting. Russell will provide a revised draft policy for further Board consideration at the next regular meeting.

Russell advised he and Nelson would attend a class entitled “Intermediate Governmental Accounting” presented by the Washington Financial Officers Association to be held on October 31, 2014.

Russell advised the District had received a draft purchase and sale agreement from City of Newcastle staff relating to the sale of the District’s former office property to the City. The District’s special counsel was now reviewing the draft agreement and would soon provide the District with comments.

### **COMMISSIONERS' COMMENTS**

Martin reported on her attendance at the recent SPU Conservation Technical Forum meeting, which had been held at the District. The meeting was also attended by District employees Tish Hunter and Carla Snyder. She advised the next Forum meeting would be held in January, 2015.

Martin reported on her attendance at the recent Water and Sewer Risk Management Pool Semi-Annual meeting. Due to the recent water quality problems experienced by the City of Mercer Island, the meeting agenda had addressed, in part, water sampling practice plans and

related response plans. District staff advised the District's sampling and response plans were current and readily available to all District staff for implementation if necessary.

**ADDITIONAL CITIZENS' COMMENTS AND CONCERNS**

There were no comments from the citizens in attendance.

**APPROVAL OF VOUCHERS**

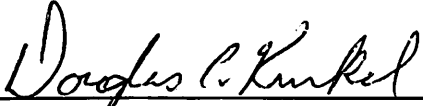
The Board approved for payment Water/Sewer Maintenance Fund Voucher No. 043106 in the amount of \$4,830.88.

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 043107 through 043135 in the amount of \$42,312.21.

The Board approved for payment Water/Sewer Maintenance Fund Voucher No. 010432 through 010443 in the amount of \$11,850.00

**OTHER DISTRICT BUSINESS**

As there was no further business or persons to be heard, the meeting was concluded at 5:45 p.m.

  
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Douglas C. Kunkel, Commissioner

  
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Pamela A. Martin, Commissioner