

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

Held on January 24, 2018

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 January 10, 2018. Commissioner Pam Martin, Board President, called the meeting to order at 5:00 p.m. Commissioner Doug Kunkel, Board Vice President, and Commissioner Ric Anderson, Board Secretary, were also in attendance. District Staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Anne Paige, Finance Manager, were present.

APPROVAL OF AGENDA

Commissioner Kunkel made a motion to approve the agenda as proposed. Commissioner Anderson seconded the motion, which carried unanimously.

CONSENT AGENDA

Approval of Minutes – Regular Board meeting – January 10, 2017

Avalon Bay – Developer Extension Agreement Water and Sewer – Final Acceptance

Commissioner Kunkel 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 citizen in attendance.

COMMITTEE ASSIGNMENTS

The Commissioners and staff had discussed committee assignments for 2018 at the January 10, 2018, Board meeting and the Board requested that staff provide a revised committee assignment listing for further consideration. Commissioner Martin requested she be included as

alternate on the WASWD Emergency Preparedness Committee, and alternate on the WASWD Membership Committee. Following discussion, Commissioner Kunkel made the motion to approve the Committee Assignment List as amended with those additions. Commissioner Anderson seconded the motion, which carried unanimously.

2018 CONSULTING SERVICES FOR WASWD SECTION IV

Russell requested Board direction whether to participate in the funding of consulting services in 2018 related to Section IV activities as addressed in a letter dated January 19, 2018, to the District from Cedar River Water & Sewer District, the district which coordinates representation on behalf of Section IV districts. Cedar River reported that the average contribution in 2017 from participating districts was \$1,383, and contributions ranged from \$500 to \$2,500. Because he felt the District benefitted from the consultant's work on behalf of the group, Commissioner Anderson made the motion to approve a contribution for 2018 in the amount of \$1,800. Commissioner Kunkel seconded the motion, which carried unanimously.

APPROVAL OF VOUCHERS

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 2168 through 2190 in the amount of \$54,100.62.

The Board approved for payment Water/Sewer Maintenance Fund – Direct Deposit – Payroll Draw in the amount of \$15,800.00.

Water/Sewer CIP Fund Voucher No. 6 in the amount of \$66,392.44.

FINANCE MANAGER'S COMMENTS

Paige reported on matters relating to the District's Vision financial accounting software. She and Russell advised they were attempting to resolve the issues with Vision, but if that did

not occur, they may recommend the District consider other options. They will keep the Board further advised.

OPERATIONS MANAGER'S COMMENTS

Mr. Martin reported on his attendance at the most recent King County MWPAAC meeting.

GENERAL MANAGER'S COMMENTS

Russell had no further report.

COMMISSIONERS' COMMENTS

Commissioner Anderson reported on his attendance at the most recent WASWD Technology Committee meeting.

Commissioner Anderson reported on his attendance at the most recent WASWD Board of Directors meeting.

Commissioner Martin reported about a storm event resulting in significant landslides that Motecito California had recently experienced, and about noteworthy problems the city experienced during and after the event. District staff then reported on the District's emergency preparedness for such events. Russell reported that in the last significant event the District had experienced, the District had not suffered any serious impacts, and had continuously provided utility service to District customers. Mr. Martin suggested the District review locating permanent back-up/generator power at more District locales.

Commissioner Martin reported on her attendance at the most recent WASWD Board of Directors meeting.

ADDITIONAL CITIZEN'S COMMENTS

Gordon Bisset, a City of Newcastle City Councilmember, reported on an upcoming City Council retreat at Aegis Gardens.

EXECUTIVE SESSION – RCW 42.30.110 (1) (g) – REVIEW THE PERFORMANCE OF A DISTRICT EMPLOYEE

Russell requested an executive session to review the performance of a District employee. Commissioner Kunkel so moved on that basis. Commissioner Anderson seconded the motion, which carried unanimously. Before convening the executive session at 5:56 p.m., Commissioner Martin advised the executive session would conclude at approximately 6:15 p.m. The Commissioners and District staff then attended the executive session. At 6:15 p.m., the executive session concluded and open public meeting reconvened.


Following discussion, Commissioner Kunkel made the motion to adjust and to provide a Step increase for District office employee Sharon Perez from Step 18 Months to Step 24 Months effective immediately and to adjust her compensation accordingly.

Following discussion, Commissioner Anderson made the motion to approve the management agreements for the General Manager and Operations Manager which had previously been considered by the Board. Commissioner Kunkel seconded the motion, which carried unanimously.

OTHER DISTRICT BUSINESS

As there was no further business or persons to be heard, the meeting concluded at 6:50 p.m.

BOARD OF COMMISSIONERS



Richard D. Anderson, Commissioner



Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner