

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

Held on March 27, 2019

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 March 27, 2019. Commissioner Kunkel, Board President, called the meeting to order at 5:00 p.m. Commissioner Pam Martin, Board Secretary, and Ric Anderson, Board Vice President, were also in attendance. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Anne Paige, Finance Manager, were present. John Milne, District legal counsel, was also present.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of March 13, 2019.

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 citizen in attendance.

WORGAN – LEAK REPAIR ADJUSTMENT REQUESTS

Russell reported that District customer David Worgan had requested an adjustment to his utility billing due to a leaking water service line that Worgan reported had been repaired. Russell further reported the District had a resolution policy allowing for leak adjustments, but the policy only allowed for not more than two leak credits during a customer's ownership of the property

served. He reported that Mr. Worgan had already received the maximum two leak credits for his property, and that he should replace the leaking service line. Therefore, he recommended the request for a third leak credit be denied. Following discussion, there was Board consensus to deny the request and District staff were directed to advise Worgan accordingly.

VEHICLE PURCHASE

Russell reported the District had budgeted for a new vehicle and recommended a 2019 Ford Escape be purchased through the Washington State Department of Enterprise Services pursuant to RCW 57.08.050 (4) at a cost \$29,950.92, including tax. Following discussion, Commissioner Anderson so moved. Commissioner Martin seconded the motion, which carried unanimously.

ATTORNEY'S COMMENTS

Milne reported that the districts' response deadline to the King County appellate brief filed with the Supreme Court on March 1, 2019, involving the right-of-way rental charge was May 15, 2019. He will keep the Board further advised.

Milne reported the districts' opening appellate brief related to the Federal Way excise tax issue had been filed with the Supreme Court on March 26, 2019. The City now had thirty days to file a responsive brief. He will keep the Board further advised.

Milne reported that his office would host the next meeting of the State Association attorney group lunch to be scheduled in May, 2019.

ENGINEER'S COMMENTS

There engineer was not in attendance.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund Voucher Nos. 692 to 713 – Accounts Payable in the amount of \$84,083.93.

The Board approved the Water/Sewer Maintenance Fund – Payroll in the amount of \$20,800.00.

FINANCE MANAGER’S COMMENTS

Paige reported she was working on the audit documentation to provide to the District’s accountant by April 15, 2019.

OPERATIONS MANAGER’S COMMENTS

Mr. Martin reported he had a meeting scheduled for tomorrow with City of Newcastle staff to discuss the transfer of street lighting responsibility and billing to the City. He will keep the Board further advised.

GENERAL MANAGER’S COMMENTS

Russell reported that the District’s Spring newsletter was being prepared.

Russell reported he would be out on vacation the week of April 8. Mr. Martin would be attending the Board meeting and will work with Milne to prepare for the public hearing on the District’s water use efficiency goal.

Russell reported he had requested that Milne update the District’s procurement policies. Milne reported he is currently working on policies for another client district and that he could combine his efforts to reduce cost to the districts.

Russell reminded the commissioners of a special Board meeting workshop to be held on Wednesday, April 3, from 11:30 to 1:30 at 5625 119th Ave SE, Bellevue, Washington. The primary topics staff will present are the District’s capital improvement projects/spending plan, the District’s updated hazard prevention program/safety program, and an update on implementation of the Family and Medical Leave Act as it relates to the District.

COMMISSIONERS' COMMENTS

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

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

Commissioner Martin had a question regarding an expense voucher that staff responded to.

Commissioner Martin reported on her participation in a recent conference call facilitated by SPU staff to discuss the reopener provision in the wholesale water supply agreement.

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

OTHER DISTRICT BUSINESS

There was no further District business.

ADDITIONAL CITIZEN'S COMMENTS

There were no comments from the citizen in attendance.

EXECUTIVE SESSION – EMPLOYEE PERFORMANCE REVIEW


Russell requested an executive session to review the performance of a District employee. Following discussion, Commissioner Anderson so moved on that basis. Commissioner Martin seconded the motion, which carried unanimously. Before convening the executive session at 5:45 p.m., Commissioner Kunkel advised the executive session would conclude at 5:55 p.m. The Commissioners, District staff and Milne then attended the executive session. At 5:55 p.m., the executive session was extended to 6:05 p.m. At 6:05 p.m., the executive session concluded and open public meeting reconvened.

Following discussion, Commissioner Anderson made the motion to approve a step increase for District employee Mike Jordan to 18 months commencing April 1, 2019. Commissioner Martin seconded the motion, which carried unanimously.

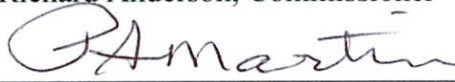
ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:50 p.m.

BOARD OF COMMISSIONERS



Richard Anderson, Commissioner



Pam Martin, Commissioner



Doug Kunkel, Commissioner