

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

Held on June 8, 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 June 8, 2016. Commissioner Kunkel, Board President, called the meeting to order at 5:00 p.m. Commissioner Ric Anderson, Board Vice President, and Commissioner Pamela, Board Secretary, were present. District Staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Tish Hunter, Finance Manager, were also 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 May 25, 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.

STAFFING SERVICES FOR GMPC, RWQC AND MWPAAC

Russell advised the District had received a letter dated May 24, 2016, from Cedar River Water & Sewer District to participate in funding staffing to represent the interest of King County water-sewer districts for the GMPC, the RWQC, and the MWPAAC. He advised the District has

previously participated in the joint funding in the amount of \$1,500 for the year 2015 and prior years. Following discussion, the Board requested staff obtain an accounting of the cost of staffing in 2015 and a report on what King County water-sewer districts had contributed to the cost of staffing and how much. The Board will then reconsider the matter.

ATTORNEY'S COMMENTS

Milne reported he will host the State Association attorneys group for lunch at his office on June 13, 2016, and will report back to the Board on the issues discussed.

ENGINEER'S COMMENTS

On the engineer's behalf, Mr. Martin reported on the status of the 440 Reservoir recoating project. The work on the interior recoating work was progressing and the work is required to be completed by the end of June, 2016, so the tank can be refilled and be put back on line.

APPROVAL OF VOUCHERS

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 044450 through 044481 in the amount of \$672,880.64.

The Board approved for payment Capital Improvement Fund Voucher No. 044482 in the amount of \$186,954.26.

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 011108 through 011130 in the amount of \$107,143.74.

FINANCE MANAGER'S COMMENTS

There were no comments from the Finance Manager.

OPERATIONS MANAGER'S COMMENTS

Mr. Martin reported the open Tech position had been filled and the new hire, Jeremy Rex, would start work on June 20, 2016.

Mr. Martin reported the District field staff was under-staffed and requested authorization to fill an additional tech position. Following discussion, Commissioner Anderson made the motion to authorize Mr. Martin to hire an additional tech employee. Commissioner Martin seconded the motion, which carried unanimously.

Mr. Martin requested authorization to purchase a TV inspection truck with related equipment. The cost of the truck, software, equipment, and a davit system is \$165,030.87, including tax; Mr. Martin also indicated the cost to mount the davit system would not exceed \$10,000.00, and therefore the total cost of the truck and related equipment, software and systems was \$175,030.45. He also reported the truck was available through a government purchasing roster pursuant to RCW 57.08.050(4) and RCW 39.34.030(5) (b). Following discussion, Commissioner Martin made the motion to adopt Resolution No. 1835 to authorize and direct District staff to procure the truck and related software, equipment and systems at a cost not to exceed \$175,030.45, including tax, from the available government purchasing roster.

GENERAL MANAGER'S COMMENTS

Russell reported he had interviewed a human resources consultant, FitHR, and recommended the District retain the consultant for HR services. He will obtain a proposed scope of services and fee proposal and report to the Board further.

COMMISSIONERS' COMMENTS

Commissioner Anderson advised he planned to attend the State Association Government Relations Committee meeting to be held the following day.

Commissioner Martin reported she may also attend the Government Relations Committee meeting if her schedule allowed.

Commissioner Martin reported on her attendance at the retirement reception for Ron Sheadel, the Cedar River Water and Sewer District General Manager, that day. Commissioner Anderson thanked Commissioner Martin for attending the function on behalf of Coal Creek as he was not available to attend.

ADDITIONAL CITIZEN'S COMMENTS

Gordon Bisset, a City of Newcastle City Council member, reported the City Council had recently voted to acquire the building where Newcastle City Hall was located, although he had voted against the acquisition.

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 6:00 p.m., Commissioner Kunkel advised the executive session would conclude at approximately 6:15 p.m. The Commissioners, Russell, Mr. Martin, Hunter, and Milne then attended the executive session. At 6:15 p.m., the executive session concluded and open public meeting reconvened.

Russell requested authorization to fill the District's vacant meter reader position. Following discussion, Commissioner Anderson made the motion to authorize management staff to fill the metering reader position. Commissioner Martin seconded the motion, which carried unanimously.

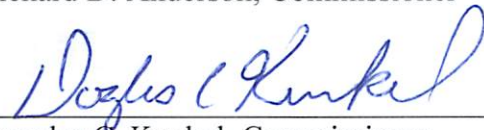
Russell requested authorization to extend the term of the employment agreement for District employee Todd Hynek, special projects manager, which currently terminated at the close of business on June 30, 2016. He proposed the agreement be extended to and through July 31, 2016, to provide more time for Hynek to complete identified projects before he left District employment. Following discussion, Commissioner Anderson so moved. Commissioner Martin seconded the motion, which carried unanimously. Milne was then directed to prepare a modest amendment to Hynek's employment agreement providing for the extension for consideration at the next regular Board meeting.

OTHER DISTRICT BUSINESS

As there was no further business or persons to be heard, the meeting concluded at 6:30 p.m.



Richard D. Anderson, Commissioner



Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner