

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

Held on October 23, 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 October 23, 2019. Commissioner Kunkel, Board President, called the meeting to order at 5:00 p.m. Commissioner Ric Anderson, Board Vice-President, and Commissioner Pam Martin, Board Secretary, were also in attendance. District staff Robert Russell, General Manager, Anne Paige, Finance Manager, and Patrick Martin, Operations Manager, were present. John Milne, District legal counsel, was also present.

APPROVAL OF AGENDA

Mr. Russell requested the developer extension approval matter for the May Creek Park Assemblage be deleted from the Consent Agenda. Commissioner Martin made a motion to approve the agenda as amended to delete that matter from the Consent Agenda. Commissioner Anderson seconded the motion, which carried unanimously.

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of October 9, 2019.

DEA Approval – Water – Donner Short Plat

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

CITIZENS' COMMENTS/CONCERNS

There were no comments from the citizen in attendance.

ARCHITECTURAL AND ENGINEERING SERVICES (RFQ)

Mr. Russell reported the District has undertaken a request for qualifications (RFQ) to select an architectural consultant to assist the District with various upgrades to the District's office and operations center. Russell reported he had reviewed statements of qualifications on the MRSC web site roster for such consulting services in accordance with the requirements of Chapter 39.80 RCW. Based on his review, he had determined that Page & Beard Architects, PS, were the most qualified to provide the required services. Following discussion, the Board authorized and directed Russell to negotiate a scope of work and fee proposal with the consultant for further consideration and approval by the Board. He will keep the Board further advised.

BILLING, PAYMENT AND COLLECTION RESOLUTION

Ms. Paige provided the commissioners with copies of proposed Resolution No. 1886 to update the District's policies and procedures for the billing, payment and collection of District utility service rates and charges. Following discussion, Commissioner Martin made the motion to adopt Resolution No. 1886 to update District policies and procedures for the billing, payment and collection of District utility service rates and charges. Commissioner Anderson seconded the motion, which carried unanimously.

EQUIPMENT SURPLUS

Mr. Russell recommended the Board declare certain District personal property surplus to the District's needs because the District does not and will not need the property. Following discussion, Commissioner Anderson made the motion to surplus the property as recommended by District staff by the adoption of Resolution No. 1887. Commissioner Martin seconded the motion, which carried unanimously.

ATTORNEY'S COMMENTS

There were no attorney comments.

ENGINEER'S COMMENTS

There were no engineer comments.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1219 to 1243 in the amount of \$378,392.97.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1244 to 1282 in the amount of \$40,735.74.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$22,600.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$26,088.76.

FINANCE MANAGER'S COMMENTS

There were no Finance Manager comments.

OPERATIONS MANAGER'S COMMENTS

There were no Operations Manager comments.

GENERAL MANAGER'S COMMENTS

There were no General Manager comments.

COMMISSIONERS' COMMENTS

There were no comments from the Commissioners.

OTHER DISTRICT BUSINESS

There was no further District business, other than an executive session.

ADDITIONAL CITIZEN'S COMMENTS

There were no comments from the citizen in attendance.

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 certain District employees. 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., Commissioner Kunkel advised the executive session would conclude at approximately 6:00 p.m. The Commissioners, Russell and Milne then attended the executive session. At 6:00 p.m., the executive session was extended to 6:30 p.m., which was publicly announced. At 6:30 p.m., the executive session was extended to 7:00 p.m., which was publicly announced. At 7:00 p.m., the executive session concluded, and open public meeting reconvened.

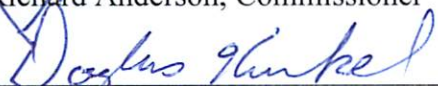
Following discussion, based on employee performance, Commissioner Anderson made the motion to adjust the annual compensation levels of the following employees effective January 1, 2020, in addition to the cost of living adjustment they will automatically receive as of that date: (1) Calvin Megiveron: 2%; (2) Anne Paige: 5%; (3) Patrick Martin: 3%; and (4) Robert Russell: 1.5%.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 7:10 p.m.

BOARD OF COMMISSIONERS


Richard Anderson, Commissioner


Douglas Kunkel, Commissioner


Pam Martin, Commissioner