

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

Held on October 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 October 24, 2018. Commissioner Pam Martin, Board President, called the meeting to order at 5:00 p.m. Commissioner Doug Kunkel, Board Vice President, was present. District Staff Robert Russell, General Manager, Anne Paige, Finance Manager, and Patrick Martin, Operations Manager, were present. Commissioner Anderson had an excused absence.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of September 26, 2018

Approval of Minutes – Regular Board Meeting of October 10, 2018.

Commissioner Kunkel 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 citizens in attendance.

AKTIVOV ASSET MANAGEMENT

The commissioners reviewed a written staff report on the status of the Aktivov asset management system implementation. Staff had recently acquired six modules at a cost of \$8,700, at a savings of \$2,100. Modules normally cost \$1,800, but staff had acquired the modules at a cost

of \$1,450 per module. District staff are becoming proficient in using the system and District management wanted to provide all necessary systems to keep implementation on pace.

Commissioner Kunkel stated that it was important to use an asset management system specific to the utility industry.

Commissioner Martin felt the modules were acquired at a reasonable cost.

Russell stated it was important to have the modules for data presentation.

APPROVAL OF VOUCHERS

The Board approved Water/Sewer Maintenance Fund Voucher Nos. 2724 through 2757 in the amount of \$380,499.66.

The Board approved Water/Sewer Maintenance Fund – Direct Deposit – Payroll in the amount of \$20,000.00.

FINANCE MANAGER'S REPORT

Paige reported on the implementation of the Family Medical Leave Act as of January 1, 2019. The commissioners and staff will further discuss implementation at a future Board meeting and whether the District will pay for required employee contributions.

OPERATIONS MANAGER'S COMMENTS

Mr. Martin reported on the status of the Foxwood reimbursement agreement.

Mr. Martin reported on the status of the 580 Reservoir rock scaling and vegetation management work. He reported there was one change order for \$7,000, which increased the total project cost to \$59,000. He will keep the Board further advised.

Mr. Martin reported the tree removal work in the area adjacent to the District administration/operation center had been completed, and the project was on budget.

GENERAL MANAGER'S COMMENTS

Russell reported the District premium to continue membership in the Water and Sewer Risk Management Pool for 2019 was approximately \$2,000 less than the premium for 2018. It was his understanding there had been fewer claims overall for the Pool in 2018.

COMMISSIONERS' COMMENTS

Commissioner Martin reported on her attendance at the October 22, 2018, State Association general membership meeting where there was, among other things, an election for Association Board members and officers for the year 2019. The 2019 Association budget for 2019 was also approved. She also reported on proposed changes to the Fall Conference, including moving the general membership meeting to Thursday, rather than Friday, to increase attendance. In response to a staff report regarding difficulties making reservations at the hotel venue for the Spring Conference, Commissioner Martin requested that District staff bring the issue to the attention of State Association staff.

ADDITIONAL CITIZEN'S COMMENTS

There were no additional citizen comments.

OTHER DISTRICT BUSINESS

As there was no further business or persons to be heard, the meeting concluded at 5:55 p.m.

BOARD OF COMMISSIONERS



Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner