

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

**Held on June 14, 2017**

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held at the District Office, 6801 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on June 14, 2017. Commissioner Ric Anderson, Board President, called the meeting to order at 5:00 p.m. Commissioner Doug Kunkel, Board Secretary, was also in attendance. District Staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Tish Hunter, Finance Manager, were present. John Milne, general counsel, was also present. Commissioner Martin had an excused absence.

**APPROVAL OF AGENDA**

Russell requested consideration of approval of the minutes of the May 23, 2017, special Board meeting be discussed as an agenda item. Following discussion, Commissioner Kunkel made the motion to approve the agenda as amended. Commissioner Anderson seconded the motion, which carried unanimously.

**CONSENT AGENDA**

Aldea at Newcastle – Water and Sewer – Design Approval

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.

## **KING COUNTY ELECTIONS REQUEST**

Russell reported that the King County Elections Office had requested permission to permanently locate an elections ballot box at the District office building. He advised District staff had initially favorably considered the request, but had since determined the ballot box was a large facility and the District may not have sufficient space for the box in the area fronting the District office building. The Elections Office did not have a smaller sized box.

Commissioner Anderson had several concerns regarding siting the ballot box in front of the District office building, feeling the box would be out of scale with and would detract from the appearance of the office building. He was also concerned the ballot box could be mistaken by District customers for the District's bill payment drop box.

Commissioner Kunkel shared Commissioner Anderson's concerns.

In response to Staff concerns the District could have potential liability do to the location of the ballot box and the possibility it may be an attractive nuisance, Milne recommended that, if the Board was inclined to approve the request to locate a ballot box on District property, such consent should be conditioned on a written agreement between the District and King County to include risk management provisions such as an indemnity from the County and liability insurance.

Following discussion, the Board directed Russell to advise County Election officials that there was no Board consensus at this time regarding the County's request, and that it would be further discussed at the next Board meeting when all Commissioners were in attendance. However, if time was of the essence for the County to find a location for the ballot box, County staff should probably seek a different location for the box.

## **EMPLOYEE RECOGNITION POLICY**

Russell provided the Commissioners with copies of a resolution updating Resolution No. 1620 regarding a food and beverage policy relating to District activities, and with updated provisions regarding District employee recognition functions. He advised the resolution policy had been revised to include the changes discussed at the Board's May 23, 2017, workshop meeting. Following discussion, as the updated resolution reflected the Board's May 23 discussion, Commissioner Kunkel made the motion to approve the updated policy by the adoption of Resolution No. 1849. Commissioner Anderson seconded the motion, which carried unanimously.

### **MAY 23, 2017 BOARD WORKSHOP MEETING MINUTES**

Russell advised there were several comments on the draft minutes of the Board's May 23, 2017 workshop meeting and recommended consideration of the draft minutes be tabled until the next regular meeting when all commissioners were present to discuss them. Following discussion, the Board directed Russell to schedule discussion of the draft minutes at the next regular Board meeting.

### **ENGINEER'S COMMENTS**

Patrick Martin presented the engineer's report dated June 14, 2017, on the status of current District engineering projects.

With respect to the status of the 440 Reservoir Recoating Project, he advised the paint contractor had completed one layer of the color coat on the tank, but additional coating was necessary due to "shadowing" on the paint surface. Once the color coating work was complete, the contractor would then install the clear coat. However, the contractor had again left the site and had indicated the contractor would not return to the site until mid-July to finish the work. Martin advised the contractor must also finish the grouting and caulking work, among other matters. He noted the District continued to incur inspections costs for consultants to inspect the work, in

addition to on-going engineering costs. The contractor will also have to pressure wash the tank again before re-commencing work.

**ATTORNEY'S COMMENTS**

The attorney had no comments.

**APPROVAL OF VOUCHERS**

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 1686 through 1736 in the amount of \$572,751.43.

The Board approved for payment Water/Sewer Maintenance Fund – Direct Deposit – Payroll in the amount of \$120,644.88.

**FINANCE MANAGER'S COMMENTS**

The Finance Manager had no comments.

**OPERATIONS MANAGER'S COMMENTS**

The Operations Manager had no comments.

**GENERAL MANAGER'S COMMENTS**

The General Manager had no further comments.

**COMMISSIONERS' COMMENTS**

Commissioner Anderson reported on his attendance at the most recent Emergency Preparedness Committee meeting.

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

Commissioner Anderson reported on his attendance at the most recent State Association Government Relations Committee meeting.

**ADDITIONAL CITIZEN'S COMMENTS**

There were no comments from the citizens in attendance.

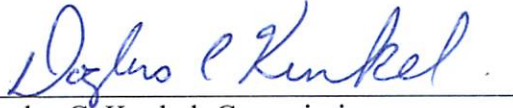
**OTHER DISTRICT BUSINESS**

As there was no further business or persons to be heard, the meeting concluded at 5:35 p.m.

**BOARD OF COMMISSIONERS**



Richard D. Anderson, Commissioner



Douglas C. Kunkel, Commissioner

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Pamela A. Martin, Commissioner