

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

Held on August 8, 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 August 8, 2018. Commissioner Pam Martin, Board President, called the meeting to order at 5:00 p.m. Commissioner Doug Kunkel, Board Vice President, and Commissioner Ric Anderson, 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 counsel, and Dave Hutley, District engineer, were also present.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Approval of Minutes – Regular Board meeting – July 25, 2018

Foxwoods - DEA – Water & Sewer - Final Acceptance

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

CITIZENS' COMMENTS / CONCERNS

There were no comments from the citizen in attendance.

580 RESERVOIR ROCK SCALING

Hutley provided the commissioners a letter dated July 25, 2018, reporting on the results of the bidding of the 580 Reservoir Site Rock Scaling and Tree Removal Project. Only one bid was

received submitted by Rock Supremacy, LLC in the amount of \$52,800.00, including tax. He provided the commissioners with a copy of the contractor's bid and recommended the project contract be awarded to Rock Supremacy in that amount as the lowest responsible bidder. Following discussion, Commissioner Kunkel made the motion to award the project contract to Rock Supremacy, the lowest responsible bidder, in the amount of \$52,800.00, including tax. Commissioner Anderson seconded the motion, which carried unanimously.

VOUCHER APPROVAL PROCESS

Russell advised the Board had discuss codifying the District's voucher approval process at the June 27, 2018 Board meeting. He presented a draft resolution presenting the approval process as discussed by the Board. Following discussion, Commissioner Anderson made the motion to approve the voucher approval process by the adoption of Resolution No. 1869. Commissioner Kunkel seconded the motion, which carried unanimously.

ATTORNEY'S COMMENTS

Milne reported on the status of the litigation regarding the King County right-of-way compensation/rental matter. He reported that cross-motions for summary judgment on the legal issues involved in the litigation had been held on July 27, 2018, and that the Superior Court judge had ruled in favor of the districts in a conference call on August 1. His office will now prepare an order ruling in the districts' favor for presentation to the judge. Once the order is entered with the Court, King County will have 30 days to appeal. He will keep the Board further advised.

Milne reported on the status of the excise tax litigation involving several water-sewer districts and the City of Federal Way. He reported cross-motions for summary judgment on the legal issues involved in the litigation were scheduled for September 21, 2018. He will keep the Board further advised.

ENGINEER'S COMMENTS

The engineer had no further report.

APPROVAL OF VOUCHERS

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 2574 through 2593 in the amount of \$46,113.65.

The Board approved for payment Water/Sewer Maintenance Fund – Direct Deposit – Payroll in the amount of \$63,620.38.

FINANCE MANAGER'S COMMENTS

Ms. Paige reported she hoped to roll out the time-tracking application by the end of September and run parallel systems until the end of December, 2018.

Ms. Paige requested authorization to hire a part-time employee for assistance in the office. Following discussion, Commissioner Kunkel made the motion to authorize management staff to hire a part-time employee for office assistance starting at twenty (20) hours per week.

OPERATIONS MANAGER'S COMMENTS

The Operations Manager had no further report.

GENERAL MANAGER'S COMMENTS

Mr. Russell requested the attestation form for the King County accounts payable authorization signature form be signed. The form was then signed.

Mr. Russell reported on the status of the criminal action against the individuals who had vandalized the 580 Reservoir tank and site.

Mr. Russell confirmed the agenda for the August 15, 2018, Board workshop special meeting at the District office commencing at 3:00 p.m. The topics addressed will be the update of

the District's non-represented employee manual, District vehicle needs, and delivery methods for the Districts consumer confidence report.

COMMISSIONERS' COMMENTS

Commissioner Anderson reported he planned to attend the August 22, 2108, CCUD Regular Board meeting.

Commissioner Anderson reported on his attendance at the most recent meeting of the WASWD Government Relations Committee.

Commissioner Martin reported she planned to attend the August 14, 2018, Conservation Technical Forum meeting by Skype.

ADDITIONAL CITIZEN'S COMMENTS

There were no comments from the citizen in attendance.

OTHER DISTRICT BUSINESS

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

BOARD OF COMMISSIONERS



Richard D. Anderson, Commissioner

Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner