

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

**Held on August 23, 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 August 23, 2017. Commissioner Ric Anderson, Board President, called the meeting to order at 5:00 p.m. Commissioner Pam Martin, Board Vice President, and Commissioner Doug Kunkel, Board Secretary, were 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.

**APPROVAL OF AGENDA**

Russell requested the agenda be amended to add an executive session to discuss the status of collective bargaining with the Union representing the District field employees. Following discussion, Commissioner Kunkel made a motion to approve the agenda as amended. Commissioner Martin seconded the motion, which carried unanimously.

**CONSENT AGENDA**

Approval of Minutes – Regular Board meeting – August 9, 2017

Foxwoods – Developer Extension Agreement – Water and Sewer – Design Approval

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

**CITIZENS' COMMENTS / CONCERNS**

There were no citizens in attendance.

### **ATTORNEY'S COMMENTS**

The attorney had no report.

### **ENGINEERS REPORT**

District staff advised there was no engineering report.

### **APPROVAL OF VOUCHERS**

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 1864 through 1890 in the amount of \$64,569.91.

The Board approved for payment Water/Sewer Maintenance Fund – Direct Deposit – Payroll in the amount of \$14,800.00.

### **FINANCE MANAGER'S COMMENTS**

Hunter advised this was her last Board meeting as she was leaving the District's employment. She thanked the Commissioners for the opportunity to work at the District.

Hunter provided the Commissioners with copies of the District's 2016 financial statement for their information.

### **OPERATIONS MANAGER'S COMMENTS**

Mr. Martin expressed his appreciation for Ms. Hunter's great attitude and competence in carrying out her duties as Finance Manager.

### **GENERAL MANAGER'S COMMENTS**

The General Manager had no comments.

### **COMMISSIONERS' COMMENTS**

Commissioner Anderson reported on his attendance at the most recent Sno-King Water Alliance meeting which had been held at the District office, he also reported that Mukilteo Water

and Wastewater District is assuming financial management responsibility for Sno-King from Cross Valley Water District.

Commissioner Anderson and the other Commissioners thanked Ms. Hunter for her service to the District.

#### **ADDITIONAL CITIZEN'S COMMENTS**

There were no citizens in attendance.

#### **EXECUTIVE SESSION – RCW 42.30.110 (1) (G)**

Russell reported he had identified a preferred candidate for the position of Finance Manager, an offer of employment had been extended and accepted, and he requested an executive session pursuant to RCW 42.30.110(1) (g) to evaluate the qualifications of an applicant for public employment. Following discussion, Commissioner Martin so moved on that basis. Commissioner Kunkel seconded the motion, which carried unanimously. Before convening the executive session at 5:15 p.m., Commissioner Anderson advised the executive session would conclude at approximately 5:45 p.m. The Commissioners, Russell, and Milne then attended the executive session. At 5:45 p.m., the executive session was extended to 6:00 p.m., which was publicly announced. At 6:00 p.m., the executive session concluded and open public meeting reconvened.

#### **EXECUTIVE SESSION – RCW 42.30.140 (4) (b)**

Russell reported the Union representing the field employees had provided the District with a letter dated August 14, 2017, requesting a meeting to negotiate changes and modifications to the present collective bargaining agreement which would expire on December 31, 2017. Russell requested an executive session pursuant to RCW 42.30.140 (4) (b) to discuss collective bargaining strategy. Commissioner Martin so moved on that basis. Commissioner Kunkel seconded the motion, which carried unanimously. Before convening the executive session at 6:05 p.m.,

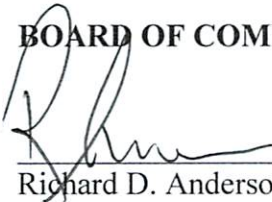
Commissioner Anderson advised the executive session would conclude at approximately 6:15 p.m. The Commissioners, Russell, and Milne then attended the executive session. At 6:15 p.m., the executive session concluded and open public meeting reconvened.

Following discussion, the Board designated and appointed Commissioner Kunkel as primary Board representative on the District's negotiation team, and Commissioner Martin as alternate in the event Commissioner Kunkel was not available to attend or participate in the negotiations. The Board also directed Russell to communicate with Commissioners Kunkel and Martin and the Union representatives to schedule bargaining sessions. Russell will keep the Board further advised.

**OTHER DISTRICT BUSINESS**

As there was no further business or persons to be heard, the meeting concluded at 6:20 p.m.

**BOARD OF COMMISSIONERS**



Richard D. Anderson, Commissioner



Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner