

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

**Held on September 13, 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 September 13, 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 Patrick Martin, Operations Manager, and Anne Paige, Finance Manager, were present. John Milne, general counsel, was also present.

**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 – August 23, 2017

Ebenezer – Developer Extension Agreement – Sewer – Final Acceptance

Commissioner Martin 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.

**ASSET MANAGEMENT PROGRAM**

Milne reported that a representative from Aktivov had presented an asset management program to the Board at the most recent study session. A price quotation for the software, subscription service and professional services had been provided to the Commissioners at the

presentation. District management staff now want to move forward and procure the Aktivov system. Milne reported that Russell had requested Board approval to procure the Aktivov system and that he been authorized to execute the necessary contract documents when they were in a form acceptable to him and counsel. Following discussion, given the Aktivov system appeared to satisfy the District's requirements for such an asset management system, Commissioner Kunkel made the motion to authorize the General Manager to procure that system at the quoted cost and to execute the required contracts when they were in a form acceptable to him and the District's counsel. Commissioner Martin seconded the motion, which carried unanimously. District management staff will keep the Board further advised.

**DISTRICT AUDITING OFFICERS**

Mr. Martin reported on the need to update the designation of the District's auditing officer due to District personnel changes. The District General Manager would serve as the District auditing officer, Ms. Paige, the District Finance Manager, would serve as the first alternate auditing officer if the General Manager was absent or otherwise unavailable to serve as auditing officer, and Mr. Martin would serve as the second alternate auditing officer if the General Manager and the Finance Manager were absent or otherwise unavailable to serve as auditing officer. Following discussion, Commissioner Martin made the motion to designate the District's auditing officer as proposed by the adoption of Resolution No. 1852. Commissioner Kunkel seconded the motion, which carried unanimously.

**ATTORNEY'S COMMENTS**

The attorney had no report.

**ENGINEERS REPORT**

District staff presented the engineering project status report.

With respect to the 440 Reservoir Recoating project, Mr. Martin reported the contractor has not yet completed the project work and was well beyond the completion deadline of October 26, 2016. It was likely the District will assess liquidated damages for the contractor's failure to timely complete the work. District staff, the engineer and the attorney will review project costs once the project work is completed and ready for final acceptance. Commissioner Kunkel suggested District staff invite input from the City of Bellevue regarding project close-out costs and the possible imposition of liquidated damages because the City, pursuant to 2002 interlocal assumption agreement between the District and the City, was obliged to pay a portion of the project costs. Therefore, he felt Bellevue should be consulted regarding the matter. Milne concurred with Kunkel's suggestion. District staff will consult with City staff regarding the matter at the appropriate time and report back to the Board.

#### **APPROVAL OF VOUCHERS**

The Board approved for payment Water/Sewer Maintenance Fund Voucher Nos. 1891 through 1926 in the amount of \$262,543.99.

The Board approved for payment Water/Sewer Maintenance Fund – Direct Deposit – Payroll in the amount of \$15,800.00.

The Board approved for payment Water/Sewer Maintenance Fund – Special Payroll – Payout Tish Hunter in the amount of \$22,289.52.

The Board approved for payment Water/Sewer Maintenance Fund – Special Payroll – Vacation/Sick Tish Hunter in the amount of \$2,763.54.

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

Paige reported on an issue whether it was still appropriate to provide door hangers relative to delinquent customer utility service accounts. Some districts no longer employ door

hanger shut-off notices due to expense and employee safety concerns. However, many other districts still use door hanger notices to give customers as much notice as possible before utility service was terminated for non-payment. Staff will further consider the issue and report back to the Board at a future meeting.

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

Mr. Martin welcomed Ms. Paige and stated he looked forward to working with her.

### **COMMISSIONERS' COMMENTS**

Commissioner Anderson and the other commissioners welcomed Ms. Paige as the District's new Finance Manager.

Commissioner Martin reported on her attendance at the recent Newcastle Days festival. She noted the many new District employees and requested an updated employee roster. She suggested a potluck at the District office for the commissioners to meet the new employees and to renew acquaintance with current employees.

Commissioner Martin reported on her attendance at the most recent State Association Board of Directors meeting.

Commissioner Martin reported she planned to attend the Seattle Operating Board meeting scheduled for tomorrow.

Commissioner Kunkel thanked the other commissioners for attending the Newcastle Days festival on the District's behalf. He was unavailable to attend the festival due to out of town travel obligations.

Commissioner Anderson thanked District staff and Commissioner Martin for participating in the recent Newcastle Days festival.


**ADDITIONAL CITIZEN'S COMMENTS**

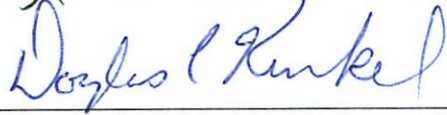
There were no comments from the citizen in attendance.

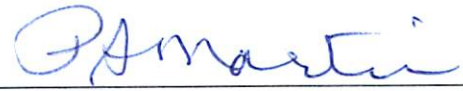
**OTHER DISTRICT BUSINESS**

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

**BOARD OF COMMISSIONERS**

  
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Richard D. Anderson, Commissioner

  
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Douglas C. Kunkel, Commissioner

  
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Pamela A. Martin, Commissioner