

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

Held on August 15, 2018

A special 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 15, 2018. Commissioner Pam Martin, Board President, called the meeting to order at 3:00 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, was also present.

APPROVAL OF AGENDA

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

EMPLOYEE MANUAL

Russell reported on proposed updates to the Employee Manual applicable to District management and office staff. The commissioners and staff then discussed the following matters:

1. Equal Opportunity Statement (p. 7). The commissioners discussed the equal opportunity statement. Commissioner Kunkel expressed concern that the protections provided in this statement should apply equally to all District employees, and not just legally protected classes. Staff will review the statement further and provide a recommendation whether the statement should be modified to confirm it is all-inclusive.

2. Work Schedule (p. 10). The commissioners discussed adding an example of a variable work schedule such as the District's present 9/80 schedule to the discussion on work

schedule. District staff will reference the example schedule in the discussion of work schedule and include an example in the manual appendix.

3. Performance Review (p. 10). The commissioners discussed the performance review provision but determined to make no change to the provision.

4. Comp Time (p. 13). The commissioners discussed how many hours of comp time could be accrued, and how many hours of unused comp time could be carried over to the next year. The commissioners also discussed how many hours of “earned time” (e.g., sick leave, vacation leave, and comp time) could be donated per year to another employee, with management approval. Following discussion, the Board determined an employee could donate up to 200 hours of earned time (e.g., sick leave, vacation leave, and comp time) to another employee, with management approval. Domestic Partnerships (p. 16). The commissioners reviewed the definition of a domestic partnership and requested that staff confirm the definition was in accordance with applicable law. The commissioners also noted the reference to “wither” should be corrected to “whether.”

5. Tuition Assistance (p. 17-18). The commissioners discussed the District’s tuition assistance policy.

6. Outside Training (p. 18). The commissioners determined the phrase “and reasonable lodging expense” should be deleted from the provision addressing outside training because District payment of or reimbursement for approved travel, meals and lodging was addressed elsewhere in the District’s policies regarding meals and lodging.

7. Sick Leave (p. 19). The commissioners discussed the District’s sick leave policy. Staff advised the new State law may affect the District’s sick leave policy and will consult with the District’s employment attorney regarding the policy and report back to the Board. Milne noted

the reference to the statute defining a domestic partnership may be incorrect. Staff will review RCW 26.60.030 to confirm the applicable definition.

8. Drug and Alcohol Policy (p. 23). District staff will reformat the provision.

9. Use of District Property; Use of District Vehicles; Secondary Employment (pp. 23-24). The commissioners discussed the respective policies set forth in Resolution No. 1295. Following discussion, staff were authorized to update Resolution No. 1295 and to create separate policies in separate resolutions for the three policies for further consideration by the Board.

10. Safety (p. 28). Staff reported the District is updating the District's safety policies and will provide the updated policy to the Board for further consideration. The sentence "Employees will not expose or subject themselves to unsafe working conditions" will be revised to include the provision "or others".

Staff will update the employee manual and policies as discussed by the Board and report further at a future Board meeting.

VEHICLES

Russell and Mr. Martin recommended the District procure a small SUV with a hatch-back to be used for various purposes, including water sampling. The vehicle would replace Unit 30. They provided information on vehicles available through the State bid equipment rosters which would address the District's needs. They recommended the District purchase a 2018 Ford Escape.

Russell and Mr. Martin recommended the District replace the District's Ford van with a 2017 Nissan NV 3500 to be used for valve and hydrant maintenance. The vehicle cost was approximately \$34,600 plus work-specific upgrades of approximately \$5,000.

Milne advised the District was required to comply with the new alternate fuels regulations in procuring new vehicles after June 1, 2018, but advised the regulations included several

exemptions such as for emergency vehicles. He will report further on the new regulations at the next regular Board meeting. Staff will also report further to the Board regarding the proposed vehicle acquisitions.

CONSUMER CONFIDENCE REPORT – DELIVERY OPTIONS

Russell reported on the methods to deliver the District’s annual consumer confidence report regarding District water quality to the District’s customers. The three methods are to:

- (1) Mail the report to customers, as the District has historically done;
- (2) Mail notification to customers that the report is available on the District website for viewing; and
- (3) Email the report to the District’s customers.

Because the District does not have email addresses for all customers, Russell felt that methods #1 and #2 were the only options available to the District.

Following discussion, the Board determined to continue to mail the report to District customers with the District’s summer newsletter consistent with past District policy.

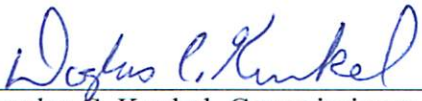
OTHER DISTRICT BUSINESS

As there was no further business or persons to be heard, the meeting concluded at 6:05 p.m.

BOARD OF COMMISSIONERS



Richard D. Anderson, Commissioner



Douglas C. Kunkel, Commissioner



Pamela A. Martin, Commissioner