

**Coal Creek Utility District  
Regular Board Meeting Agenda  
September 9, 2020  
Wednesday - 5:00 p.m.**

**NOTICE:** Based on the Washington State Governor's Proclamation No. 20-28, this meeting will not be conducted in-person. The public may attend the meeting by telephone by calling 617-944-8757. All persons attending the meeting will be able to hear each other at the same time. Persons wishing to comment during the meeting should contact [customerservice@ccud.org](mailto:customerservice@ccud.org) by 3:00 p.m. Wednesday, September 9th, to register to speak and receive further instructions.

- 1. Call to Order**
- 2. Approval of Agenda – Additions or Deletions**
- 3. Consent Agenda**
  - **Approval of Minutes – Regular Meeting of August 26, 2020**
- 4. Citizens Comments and Concerns**
- 5. FCSG Proposal**
- 6. Attorneys' Comments**
- 7. Engineers' Comments**
- 8. Approval of Vouchers**
  - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 2072 to 2098 in the amount of \$405,166.71**
  - **Water/Sewer Maintenance Fund – Payroll in the amount of \$60,489.85**
  - **Water/Sewer Maintenance Fund – EFT in the amount of \$63,644.25**
- 9. Managers' Comments**
- 10. Commissioners' Comments**
- 11. Other District Business**
- 12. Executive Session**
  - **N/A**
- 13. Adjourn**

Note: Agenda items subject to change.

\*Resolution # 1901

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

**Held on August 26, 2020**

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held by remote means and with certain staff only at the District Office, 6801 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on August 26, 2020. Pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended, the meeting was not conducted in-person. Commissioner Douglas Kunkel, Board President, was in attendance via telephone conference call, and called the meeting to order at 5:00 p.m. Commissioner Pam Martin, Board Vice-President, and Commissioner Suzi O’Byrne, Board Secretary, also attended via telephone conference call. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended at the District’s office and were in compliance with CDC social distancing guidelines. Rosemary Larson, legal counsel, and Bill Reynolds and Paul Weller, District Engineers, attended via telephone conference call.

In compliance with Proclamation No. 20-28, as extended, the District provided the public with the ability to attend the meeting by telephone conference, provided notice of the call-in number and information to the public, and provided a speaker phone in the Board meeting room which allowed all persons attending the meeting to hear each other at the same time.

**APPROVAL OF AGENDA**

Commissioner O’Byrne made a motion to approve the agenda. Commissioner Martin seconded the motion, which passed unanimously.

## **CONSENT AGENDA**

Approval of Minutes – Special Board Meeting of August 12, 2020

Approval of Minutes – Regular Board Meeting of August 12, 2020

Commissioner Martin made a motion to approve the consent agenda. Commissioner O’Byrne seconded the motion, which passed unanimously.

## **CITIZENS’ COMMENTS**

There were no citizens’ comments.

## **PUBLIC HEARING – WATER SYSTEM PLAN EXTENSION**

Commissioner Kunkel opened the public hearing on the District’s Water System Plan Extension Request at 5:08 p.m. Commissioner Kunkel explained that the purpose of the hearing is for the Board of Commissioners to hear all comments that the public may have on the proposed four year extension of the District’s Water System Plan (WSP). Commissioner Kunkel introduced the Commissioners, and staff and Mr. Weller, who have been working on the WSP Extension Request.

Mr. Weller provided the Engineer’s Report, describing the reason for the WSP Extension and the process the District has followed for the Extension Request. The actual water demand in the District has been less than that estimated in the current WSP. The Department of Health has indicated that there are no issues with the District’s WSP Extension Request. As part of the process for obtaining DOH approval of the WSP Extension Request, the Board of Commissioners must hold a hearing to obtain any public input on the Request.

Mr. Martin thanked Mr. Weller for his work on the WSP Extension Request, and commented that the four year extension will bring the District’s current six-year WSP in line with

the new 10-year approval period for Water System Plans. He recommended that the Board adopt the Resolution approving the WSP Extension Request.

Commissioner Kunkel requested that Mr. Russell call the members of the public who had contacted the District to sign up to speak at the hearing. Mr. Russell reported that no one had done so. Commissioner Kunkel then asked if there were any persons in attendance who wished to speak. The one citizen in attendance stated that he did not wish to speak on the matter. Commissioner Kunkel then closed the portion of the hearing for public comment.

The Commissioners then discussed the proposed four year extension of the District's WSP. After discussion, Commissioner Martin made a motion to adopt Resolution No. 1897, approving the District's Water System Plan Extension Request, which extends the District's Water System Plan for four years. Commissioner O'Byrne seconded the motion, which passed unanimously.

Commissioner Kunkel then closed the public hearing.

### **OPERATIONS CENTER UPGRADES PROJECT**

Mr. Russell provided information regarding the update to the Page & Beard proposal for the design of the improvements for the Operations Center Upgrades project. At the August 12, 2020 Board meeting, the Commissioners requested cost information for additional windows as part of Item Two of the proposal. That cost information was added as Option Two for Item Two of the Page & Beard proposal included in the agenda materials. Page & Beard recommend that Option Two be included, to ensure that the HVAC system works properly.

Commissioners Kunkel and O'Byrne spoke in favor of Option Two of Item Two. Commissioner O'Byrne made a motion to approve the revised cost estimate for Item Two of the Page & Beard proposal, Window Improvements, Option One (\$21,000) and Option Two (\$1,800/unit). Commissioner Martin seconded the motion, which passed unanimously.

## **HAZARD MITIGATION PLAN**

Mr. Russell informed the Board that the District's Hazard Mitigation Plan is part of the King County Hazard Mitigation Plan. The District's HMP was prepared in-house.

After discussion, Commissioner Martin made a motion to adopt Resolution No. 1898, approving the 2020-2025 King County Regional Hazard Mitigation Plan and the District's Annex to the Plan. Commissioner O'Byrne seconded the motion, which passed unanimously.

## **CWA NOTICE TO BARGAIN**

Mr. Russell informed the Board that the labor union has requested to initiate the collective bargaining process, as the current collective bargaining contract expires at the end of the year. Historically, the District bargaining team has included one Commissioner and one Manager. Commissioner O'Byrne offered to serve as the Commissioner on team. Commissioners Kunkel and Martin spoke in favor of Commissioner O'Byrne serving on the team. The Board consensus was for Commissioner O'Byrne to act as the Commissioner representative on the bargaining team.

## **AUDITING OFFICERS APPOINTMENT**

Mr. Russell informed the Board that because the District has a new Finance Manager, the District must update the signature authority and Auditing Officers appointments.

After discussion, Commissioner O'Byrne made a motion to adopt Resolution No. 1899, appointing a District Auditing Officer and an Alternate District Auditing Officer. Commissioner Martin seconded the motion, which passed unanimously.

Commissioner O'Byrne made a motion to adopt Resolution No. 1900, authorizing the District Auditing Officer to approve and submit vouchers and disbursements to King County prior

to Board of Commissioner approval. Commissioner Martin seconded the motion, which passed unanimously.

**ATTORNEY’S COMMENTS**

There were no Attorney’s comments.

**ENGINEER’S COMMENTS**

Mr. Reynolds provided information on the 580 Reservoir Improvements Project. It was determined that additional geotechnical work is necessary before the District advertises the Project for bids. Shannon and Wilson obtained the soil samples and will complete a report on the soils. The Project should be ready to advertise for bids in mid-September.

Mr. Reynolds reported that on the I-405 Water Main Crossing Project, the District had the pre-construction meeting with WSDOT, its contractors and the District’s contractors. Work should begin on the Project in mid-September.

The District also has a number of developer extensions that are at the review meeting and City permitting stage.

**APPROVAL OF VOUCHERS**

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2016 to 2041 in the amount of \$269,421.98.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$22,600.00.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$23,671.94.

**MANAGER’S COMMENTS**

Ms. Crookston, Finance Manager, stated that she has had a smooth transition. All three Commissioners stated that they are glad to have her on board.

Mr. Martin, Operations Manager, provided information on the replacement of a standard truck box on a service fleet truck with a service/utility box. The cost estimate is \$13,610.30. After discussion, Commissioner O’Byrne made a motion to approve the purchase of the Allied Body Works truck utility box/body for a cost of \$13,610.30. Commissioner Martin seconded the motion, which passed unanimously.

Mr. Martin also provided an update on the Carport Improvements Project, which the Board previously authorized. PACE will be assisting the contractor with the City of Newcastle’s permitting process.

Mr. Russell, General Manager, informed the Board that the District is in the final year of the adopted three year rate schedule. However, COVID, the Governor’s Proclamations, and related factors, have caused some uncertainty regarding the District’s revenue forecasts. Therefore, Mr. Russell recommends that the Board obtain rate information on a one-year basis, rather than the usual three year schedule.

After discussion, Commissioner Martin made a motion that the District seek a proposal from FCS Group for a single-year rate study. Commissioner O’Byrne seconded the motion, which passed unanimously.

Mr. Russell reported that WASWD will hold a virtual conference this Fall. Mr. Russell and one other staff member, at a minimum, will be attending.

**COMMISSIONERS’ COMMENTS**

Commissioner Martin reported that she will attend the SPU virtual meeting on September 3, 2020.

Commissioner O’Byrne reported that she has attended several meetings, including the Small Districts meeting. She appreciates the information on how these districts are responding to

the various challenges they have faced. She is extremely proud of the District's response to the issues raised by COVID.

Commissioner Kunkel had no outside meetings to report.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 5:51 p.m.

**BOARD OF COMMISSIONERS**

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Douglas Kunkel, Commissioner

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Pam Martin, Commissioner

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Suzi O'Byrne, Commissioner

## Business of Coal Creek Utility District Board of Commissioners

SUBJECT: Water & Sewer scenarios for covid19 impacts

MEETING DATE: September 9, 2020

FROM: Management

EXHIBITS ATTACHED:

- FCSG Proposal

SUMMARY STATEMENT/ISSUES: Coal Creek Utility District (District) is looking for assistance from FCS GROUP (FCS) to evaluate the impacts from the coronavirus disease of 2019 (COVID-19) on the rate strategy developed during the 2019 revenue requirement update. The District has experienced a reduction in rate revenue and would like to test rate impacts if the reduced revenues persist for a prolonged period.

STAFF RECOMMENDATION:

TYPE OF ACTION REQUESTED:

RESOLUTION

FORMAL ACTION/MOTION

INFORMATIONAL/OTHER



# Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP\_COLCRUTL\_APSUPINV\_20200902124913.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AFLAC REMITTANCE PROCESSING			2072	09/08/2020	\$621.07	SEPTEMBER PREMIUM
CALVIN MEGIVERON			2073	09/08/2020	\$117.45	CLOTHING ALLOWANCE REIMBURSEMENT
CENTURYLINK			2074	09/08/2020	\$1,028.59	TELEMETRY AND DSL
CHAPTER 13 TRUSTEE			2075	09/08/2020	\$720.00	SEPTEMBER PAYMENT
CINTAS CORP. #460			2076	09/08/2020	\$551.94	JANITORIAL SERVICES
CITY TREASURER OF SEATTLE			2077	09/08/2020	\$161,030.00	WATER PURCHASE
COLONIAL LIFE			2078	09/08/2020	\$5.50	SEPTEMBER PREMIUM
CONSOLIDATED SUPPLY CO.			2079	09/08/2020	\$2,135.55	METER BOXES
CRAWFORD ELECTRIC			2080	09/08/2020	\$715.00	CARPOR AND AMI PROJECTS
CWA			2081	09/08/2020	\$850.64	SEPTEMBER DUES
DATA BAR			2082	09/08/2020	\$677.68	UTILITY BILLING
FERGUSON ENTER. INC #8423			2083	09/08/2020	\$4,538.61	INVENTORY
HIGHLANDS ACE HARDWARE			2071	09/08/2020	\$83.51	OPERATING SUPPLIES
HRA VEBA TRUST			2084	09/08/2020	\$3,558.04	SEPTEMBER CONTRIBUTIONS
INSLEE, BEST, DOEZIE & RYDER			2085	09/08/2020	\$10,341.92	LEGAL SERVICES
KING COUNTY DEPT OF FINANCE / METRO			2086	09/08/2020	\$199,316.01	KCWW
PUGET SOUND ENERGY			2087	09/08/2020	\$13,899.14	AUGUST POWER BILLS
QUADIENT FINANCE USA			2090	09/08/2020	\$3.00	POSTAGE
S & B INC.			2091	09/08/2020	\$2,148.37	TELEMETRY
SHARP BUSINESS SYSTEMS			2092	09/08/2020	\$407.00	MNTC STUFFING MACHINE
SUN LIFE FINANCIAL			2093	09/08/2020	\$302.84	SEPTEMBER PREMIUM
SUNSET MATERIALS			2094A	09/08/2020	\$346.20	DUMPING FEES
TERMINIX PROCESSING CTR			2095	09/08/2020	\$50.60	PEST CONTROL
WA AUDIOLOGY SERVICES INC.			2096	09/08/2020	\$928.10	ANNUAL HEARING TESTS
WASHINGTON STATE DEPT OF TRANSPORTATION			2098	09/08/2020	\$365.42	I405 WATER MAIN RELOCATION
WASTE MANAGEMENT OF SEATTLE			2097	09/08/2020	\$424.53	AUGUST GARBAGE SERVICE

**Coal Creek Utility District  
Check Register**

**For the Period From Sep 3, 2020 to Sep 4, 2020**

Filter Criteria includes: 1) Check Numbers from eft to ; 2) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
EFT 0903	9/3/20	DSHS	001-131100	1,146.62
EFT 903	9/3/20	EFTPS	001-131100	31,693.90
EFT 093	9/3/20	Dept Retirement Systems	001-131100	30,803.73
<b>Total</b>				<b>63,644.25</b>

Blanket Voucher Approval Document-Governmental Unit Name: Coal Creek Utility District Fund #091070010

Auditing Officer Certification (If board approves via meeting):

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is just, due and unpaid obligation against the above named governmental unit, and that I am authorized to authenticate and certify to said claim.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Board of Directors Approval: We the undersigned board of directors of the above named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment.

**Signature/Date:** \_\_\_\_\_ **Signature/Date:** \_\_\_\_\_

**Coal Creek Utility District**  
**Payroll Check Register**  
**For the Period From Sep 1, 2020 to Sep 30, 2020**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Reference	Date	Employee	Amount
2071	9/14/20	Pamela A. Martin	261.30
2072	9/14/20	Douglas C. Kunkel	143.08
2073	9/14/20	Suzanne M. O'Byrne	819.79
2074	9/14/20	Jamie L. Crookston	3,447.69
2075	9/14/20	Sharon M. Perez	2,548.28
2076	9/14/20	Vincent L. Gabrio	3,205.93
2077	9/14/20	Steven E. Moye	4,206.90
2078	9/14/20	Carla R. Snyder	4,240.09
2079	9/14/20	Patrick A. Martin	5,868.97
2080	9/14/20	Robert O. Russell	4,017.38
2081	9/14/20	Curtis R. White	3,630.23
2082	9/14/20	Calvin S. Megiveron	3,095.34
2083	9/14/20	Robert J. Smart	5,637.50
2084	9/14/20	Daniel L. Gravelle	3,552.80
2085	9/14/20	Jeffrey R. Schell	4,722.03
2086	9/14/20	Joshua A. Deraitus	4,141.76
2087	9/14/20	John A. Brittenham	2,254.05
2088	9/14/20	Michael D. Jordan	2,404.26
2090	9/14/20	Paulette J. Dorsey	2,292.47
		9/1/20 thru 9/30/20	60,489.85
		9/1/20 thru 9/30/20	60,489.85

**Blanket Voucher Approval Document-Governmental Unit Name: Coal Creek Utility District Fund  
#091070010**

**Auditing Officer Certification (If board approves via meeting):**

**I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is just, due and unpaid obligation against the above named governmental unit, and that I am authorized to authenticate and certify to said claim.**

**Signature:**

**Title:**

**Date:**

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**Board of Directors Approval: We the undersigned board of directors of the above named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment.**

**Signature/Date:**

**Signature/Date:**

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