Coal Creek Utility District
Regular Board Meeting Agenda
August 28, 2019
Wednesday - 5:00 p.m.

1. Call to Order
2. Flag Salute
3. Approval of Agenda – Additions or Deletions
4. Consent Agenda
   • Approval of Minutes – Regular Meeting of August 14, 2019
5. Citizens Comments and Concerns
6. Equipment Surplus – KIP Multi-Function Printer
7. Eagle Eye Networks Subscription/Cloud Video Surveillance
8. Attorney’s Comments
9. Engineer’s Comments
10. Approval of Vouchers
    • Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1074 to 1106 in the amount of $417,066.91
    • Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1107 to 1132 in the amount of $53,011.42
    • Water/Sewer Maintenance Fund – Payroll in the amount of $20,800.00
    • Water/Sewer Maintenance Fund – EFT in the amount of $13,802.94
11. Finance Manager’s Comments
12. Operation Manager’s Comments
13. General Manager’s Comments
14. Commissioners’ Comments
15. Other District Business
16. Additional Citizens Comments
17. Executive Session
   • N/A
18. Adjourn

Note: Agenda items subject to change. *Resolution # 1883
SUBJECT: Consent Agenda
MEETING DATE: August 28, 2019
FROM: Robert Russell
EXHIBITS ATTACHED:
  • Draft Minutes 08-14-2019
SUMMARY STATEMENT/ISSUES: Approval of Minutes
STAFF RECOMMENDATION:
TYPE OF ACTION REQUESTED:
☐ RESOLUTION
☒ FORMAL ACTION/MOTION
☐ INFORMATIONAL/OTHER
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 14, 2019. Commissioner Kunkel, Board President, called the meeting to order at 5:00 p.m. Commissioner Ric Anderson, Board Vice-President, and Commissioner Pam Martin, Board Secretary, were also in attendance. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Anne Paige, Finance Manager, were present. John Milne, District legal counsel, was also present.

**APPROVAL OF AGENDA**

Mr. Martin requested that execution of the Ottesen Sewer DEA be added to the consent agenda.

Commissioner Martin made a motion to approve the agenda as amended to include the Ottesen DEA. Commissioner Anderson seconded the motion, which carried unanimously.

**CONSENT AGENDA**

Approval of Minutes – Special Board Meeting of July 26, 2019.

Approval of Minutes – Regular Board Meeting of July 26, 2019.

Approval and Execution - Ottesen Sewer DEA

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

**CITIZENS’ COMMENTS/CONCERNS**

There were no comments from the citizen in attendance.
PROFESSIONAL DESIGN SERVICES – DISTRICT OFFICE

Russell reported on improvements to the District office/administration building which had previously been discussed with the Board, including roofing, HVAC system, building envelope, windows, and security. The architectural consultant who had originally designed the building had provided general cost information for project design and management services. Discussion ensued regarding projected cost of professional services versus the cost of improvements, ADA compliance, and other matters. Following discussion, the Board authorized District staff to proceed with a request for qualifications (RFQ) to obtain required architectural and engineering services for the project, and to report back to the Board.

EQUIPMENT PURCHASE – WIDE-FORMAT SCANNER/PRINTER

Paige reported the District needed to replace the District’s existing wide-format printer/scanner due to its age, unreliability, and cost to repair. Staff had researched replacing the equipment and had identified a printer available through Pacific Office Automation at a cost of $15,000, not including tax, but including delivery, installation and training. However, staff did not feel a maintenance contract was necessary, assuming the equipment was fully warranted. The equipment was available through the State bid program. Milne advised that RCW 57.08.050 (4) authorized District equipment purchases like the printer through the State bid program. Following discussion, Commissioner Martin made the motion to authorize the equipment purchase at the identified amount through the State bid program. Commissioner Anderson seconded the motion, which carried unanimously.

EQUIPMENT PURCHASE – CCTV SECURITY SYSTEM

Mr. Martin reported he had received a bid from the State bid program for a security system for the 1060, 700, 580, and 440 reservoirs, and the District office. The District had recently
experienced intrusion and vandalism at the 580 reservoirs and staff had recommended installing security cameras to monitor the District’s reservoir sites and office. RFI Communications and Security Systems had submitted a bid of $66,976.55, not including tax for the described systems, installation, and training. Milne advised that RCW 57.08.050 (4) authorized District equipment purchases like the security system through the State bid program. Following discussion, Commissioner Martin made the motion to authorize the equipment purchase at the identified amount through the State bid program. Commissioner Anderson seconded the motion, which carried unanimously.

**ATTORNEY’S COMMENTS**

Milne reported on the status of the King County right-of-way rental charge litigation. He reported that the Supreme Court had granted direct review and that the appeal hearing had been scheduled for oral argument on September 17, 2019. The water-sewer district-respondents’ brief in response to King County’s brief had been filed on May 15, 2019. King County’s reply to the Districts’ responsive brief was filed on July 26, 2019. He also reported that several other parties and associations had filed amicus briefs with the Court in support of the water-sewer districts’ position that the county lacked authority to charge rent to locate utility facilities in the right-of-way. He also reported that the Washington State Association of Counties (WSAC) had filed an amicus brief in support of King County’s position that rent could be imposed. However, because the amicus brief addressed an issue that was germane to the issues on appeal, and had included several franchise agreements that were not previously part of the record, Milne’s office had filed an objection to the WSAC amicus brief. He will keep the Board further advised.

Milne reported on the status of the appeal by several water-sewer districts of a City of Federal Way excise tax on the districts’ revenues. He reported that the Washington Supreme Court
had granted direct review of the appeal and that oral argument would probably be scheduled in December 2019 or January 2020. The Washington State Association of Sewer and Water Districts and Alderwood Water and Wastewater District had indicated their intent to file amicus briefs on behalf of the districts. Milne will keep the Board further advised.

ENGINEER’S COMMENTS

There was no engineer’s report.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1016 to 1029 in the amount of $13,012.68.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1030 to 1073 in the amount of $40,651.91.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of $69,071.47.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of $68,106.89.

FINANCE MANAGER’S COMMENTS

Paige reported she was close to completing the District’s June 2019 balance sheet and income statement.

Paige reported she is revising the District’s service rate collection and shut-off policy and will report further to the Board with proposed revisions.

Paige reported the District financial consultant preparing a cost of service study will have recommendations regarding revised rates and charges.
OPERATIONS MANAGER’S COMMENTS

Mr. Martin reported the City of Newcastle overlay work had been completed and District staff were completing the inspection of District work which had been included in the City overlay project.

Mr. Martin reported that District field staff Dan Gravelle, Jeff Shell, and Mike Jordan had all obtained their Water Distribution Manager 1 (WDM 1) certification. He and the Commissioners commended the employees on their achievement.

GENERAL MANAGER’S COMMENTS

Russell reported that he had attended the July 29 meeting of the Retrospective Rating Committee. He reported the Committee was undertaking a RFP for a third-party administrator for the program.

COMMISSIONERS’ COMMENTS

Commissioner Anderson reported on his attendance at the recent State Association Conference and Training committee meeting.

Commissioner Anderson reported on his attendance at the recent State Association Government Relations committee meeting.

Commissioner Kunkel requested that District staff convey his congratulations to the District employees who recently achieved their WDM 1 certification.

OTHER DISTRICT BUSINESS

There was no further District business.

ADDITIONAL CITIZEN’S COMMENTS

There were no comments from the citizen in attendance.
ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 6:00 p.m.

BOARD OF COMMISSIONERS

________________________________
Richard Anderson, Commissioner

________________________________
Douglas Kunkel, Commissioner

________________________________
Pam Martin, Commissioner
SUBJECT: Surplus KIP MULTI-FUNCTION PRINTER

MEETING DATE: August 28, 2019

FROM: Robert Russell

EXHIBITS ATTACHED:

• Surplus Resolution/Exhibit

SUMMARY STATEMENT/ISSUES: The KIP MULTI-FUNCTION PRINTER that is being replaced has no value due to the excessive age of the machine. Pacific Office Automation has agreed to remove the printer at no cost upon delivery of the new printer.

STAFF RECOMMENDATION: Surplus the KIP MULTI-FUNCTION PRINTER and dispose of such Property at the least cost to the District.

TYPE OF ACTION REQUESTED:

☒ RESOLUTION
☐ FORMAL ACTION/MOTION
☐ INFORMATIONAL/OTHER
COAL CREEK UTILITY DISTRICT  
KING COUNTY, WASHINGTON  

RESOLUTION NO. ______

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
COAL CREEK UTILITY DISTRICT OF KING COUNTY,  
WASHINGTON, DECLARING CERTAIN DISTRICT PERSONAL  
PROPERTY SURPLUS AND DECLARING THE DISTRICT'S  
INTENTION TO DISPOSE OF THE PROPERTY AT THE  
LEAST COST TO THE DISTRICT.

WHEREAS, Coal Creek Utility District ("District") owns certain personal property as  
described on Exhibit A attached hereto (the “Property”); and

WHEREAS, District management staff have advised and recommended to the  
District Board of Commissioners that, pursuant to RCW 57.08.015, the (1) District does not  
and will not need the Property for District purposes or otherwise, (2) the Personal Property  
has no value, and (3) the Property should be disposed of at the least cost to the  
District; now, therefore,

BE IT RESOLVED by the Board of Commissioners of Coal Creek Utility District of 
King County, Washington, as follows:

1. The Property as described on Exhibit A attached hereto and incorporated herein by this  
reference is not and will not be needed for District purposes.

2. The District hereby declares the Property to be surplus to the District's needs and further  
declares its intention to dispose of the Property pursuant to the requirements of Chapter  
57.08 RCW at the least cost to the District.

3. District management staff are authorized and directed to dispose of the Property at the least  
cost to the District, and to remove the Property from the District's list of fixed assets.

Adopted by the Board of Commissioners of the Coal Creek Utility District of King County,  
Washington, at the regular open public meeting thereof held on August 28, 2019.

___________________________________  
Richard D. Anderson, Commissioner

___________________________________  
Pamela A. Martin, Commissioner

___________________________________  
Douglas C. Kunkel, Commissioner
EXHIBIT A

DESCRIPTION OF PERSONAL PROPERTY

KIP MULTI-FUNCTION WIDE-FORMAT PRINTER

SERIAL NO. 11701665

Note: The KIP MULTI-FUNCTION PRINTER has no value due to the excessive age of the machine.
SUBJECT: Eagle Eye Networks Cloud Video Surveillance

MEETING DATE: August 28, 2019

FROM: Robert Russell, Patrick Martin

EXHIBITS ATTACHED:
- RFI Schedule of Values

SUMMARY STATEMENT/ISSUES: Eagle Eye Cloud Video Surveillance is a subscription-based cloud solution for the updated CCTV security system.

The subscription can be purchased annually at a cost of $3,467 or three years for $10,428. There is no reduction in price for a multi-year subscription but does lock in the price.

STAFF RECOMMENDATION: Enter in to a one-year Eagle Eye subscription at a cost of $3,467.

TYPE OF ACTION REQUESTED:

☐ RESOLUTION
☒ FORMAL ACTION/MOTION
☐ INFORMATIONAL/OTHER
**SCHEDULE OF VALUES**

Base Price Lump Sum including freight for complete scope of work is:  
Sixty-Six Thousand, Nine Hundred seventy-six and 55/100  
$66,976.55

All equipment and labor installed shall be warranted for one (1) year from  
the date of completion. This does not include ordinary wear and tear and/or  
unusual abuse or neglect. M-F 7:00 am to 5:00 pm. Cost does not include  
Tax.

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<td><strong>Total Cost of Ownership 3 Year Plan:</strong></td>
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* Extended Care Program – is designed to assist with maintenance cost control during the first three years of  
your system investment and must be executed at the time of agreement.
** RFI’s preferred method of payment is ACH/EFT.

Includes:
- **System Integrity Audit Report** – one on-site system check will be performed annually on your RFI installed  
system.
- **Priority Status** - Ensures priority with respect to scheduling of technicians for service calls. Calls received in the  
AM will be responded to the same day in the P.M.; calls received in the P.M. will be responded to the next day  
in the A.M.
- **Emergency Phone Support** - Customer service / technical support provided M-F 7:00 am to 5:00 pm.

By initialing, customer hereby declines the RFI Extended Care Program above. By declining the service  
program, customer acknowledges that they have been offered the advantages of this service by the RFI account  
executive, but actively decline this service offering. At the expiration of the original warranty period, the customer is  
solely responsible for any charges related to repair or replacement of the equipment covered by this proposal.

**ADDITIONAL SERVICE OFFERINGS**

- Performance Testing and Inspections
- Preventative Maintenance
- Device Cleaning and Calibration
- Fire Alarm Testing
- System Design Engineering
- Manufacturer Software Support Agreements
- Managed and hosted solutions
- Monitoring and dispatch

**Available at an additional charge**
SUBJECT: Vouchers
MEETING DATE: August 28, 2019
FROM: Anne Paige
EXHIBITS ATTACHED:
  • AP-08-22-2019
  • AP-08-27-2019
  • EFT-08-27-2019
  • PR-08-30-2019
SUMMARY STATEMENT/ISSUES: Vouchers to be signed
STAFF RECOMMENDATION:
TYPE OF ACTION REQUESTED:
☐ RESOLUTION
☒ FORMAL ACTION/MOTION
☐ INFORMATIONAL/OTHER
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<td>R &amp; R RENTALS</td>
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<td>SUNSET MATERIALS</td>
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<td>DUMPING FEES</td>
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<td>VERIZON WIRELESS</td>
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# Coal Creek Utility District
## Check Register
**For the Period From Aug 27, 2019 to Aug 27, 2019**
Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

<table>
<thead>
<tr>
<th>Check #</th>
<th>Date</th>
<th>Payee</th>
<th>Cash Account</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>EFT0822</td>
<td>8/27/19</td>
<td>State of Washington Dept. of Revenue</td>
<td>001-131100</td>
<td>13,802.94</td>
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<td><strong>Total</strong></td>
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<td><strong>13,802.94</strong></td>
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**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
Employee Advance
For the Period From Aug 1, 2019 to Aug 30, 2019

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>001-184400</td>
<td>Employee Payroll Advance</td>
<td>8/30/19</td>
<td>PRJ Jamie L. Crookston 1,800.00</td>
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<td>001-184400</td>
<td>Employee Payroll Advance</td>
<td>8/30/19</td>
<td>PRJ Sharon M. Perez 1,600.00</td>
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<td>001-184400</td>
<td>Employee Payroll Advance</td>
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<td>001-184400</td>
<td>Employee Payroll Advance</td>
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<td>001-184400</td>
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<td>001-184400</td>
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<td>001-184400</td>
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<td>001-184400</td>
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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: