

**Coal Creek Utility District
Regular Board Meeting Agenda
September 23, 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 by 3:00 p.m. Wednesday, September 23rd, 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 September 9, 2020**
 - **DEA Approval – May Creek Park Vista – Water Only**
- 4. Citizens Comments and Concerns**
- 5. 405 Widening**
- 6. Attorneys' Comments**
- 7. Engineers' Comments**
- 8. Approval of Vouchers**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 2099 to 2121 in the amount of \$66,555.85**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 2122 to 2149 in the amount of \$53,004.42**
 - **Water/Sewer Maintenance Fund – Payroll in the amount of \$20,600.00**
 - **Water/Sewer Maintenance Fund – EFT in the amount of \$21,898.74**
- 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 September 9, 2020

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held via conference call and with certain management staff only at the District Office, 6801 – 132nd Place SE, Newcastle, Washington, on September 9, 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 safe distancing guidelines. Rosemary Larson, legal counsel, 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 – Regular Board Meeting of August 26, 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.

FCS GROUP PROPOSAL

Mr. Russell 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. At the August 26, 2020 meeting, the Board of Commissioners authorized the District to seek a proposal from FCS Group for a single-year rate study. FCS Group has submitted a proposal which provides an option for a one-year study (Approach One), and an option for a more comprehensive, multi-year rate study (Approach Two). As discussed at the August 26 meeting, staff recommends Approach One. Staff also recommends waiting until the end of September to engage the consultant, so that the District will have the third quarter financial results, which will include financial data reflecting the effects of COVID-19 lockdown restrictions, available for review.

All Commissioners spoke in favor of Approach One, and in favor of obtaining the third quarter financial information before starting the study.

Commissioner O'Byrne made a motion to approve the FCS Group proposal, Approach One, for \$2,580. Commissioner Martin seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

There were no Attorney's comments.

ENGINEER'S COMMENTS

There were no Engineer's comments.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2072 to 2098 in the amount of \$405,166.71.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$60,489.85.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$63,644.25.

MANGER’S COMMENTS

There were no Finance Manager, Operations Manager, or General Manager comments.

COMMISSIONERS’ COMMENTS

There were no Commissioner comments.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:07 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner

Pam Martin, Commissioner

Suzi O’Byrne, Commissioner

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: 405 Widening

MEETING DATE: September 23, 2020

FROM: Operations

EXHIBITS ATTACHED:

- 405 Watermain Extension Re-price

SUMMARY STATEMENT/ISSUES: The District has received a request for additional compensation from the contractor for the I-405 Casing Extension. You may recall that this project was bid at the end of 2019 and was awarded to Laser in December, but the contract was never signed due to a delay in obtaining the WSDOT permit. We are continuing to work with WSDOT to get the permit. Our contractor has been “on hold” since December. The original bid price was \$156,875.00. They are asking to increase this to \$249,250.00, a 59% increase. We are somewhat in a corner as this work needs to precede WSDOT improvements, which are currently under way, so we have very little time to re-bid the project. Even if we did, bids would likely be close to this amount due to current bidding climate. My question for you is; are there any legal concerns in executing a change order of this magnitude? This could be defined as a change in scope and change in conditions (time of year, increase labor, increased material costs, etc.)

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_20200915114932.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CASCADE SECURITY CORPORATION			2102	09/21/2020	\$115.40	SECURITY ALARM MONITORING
CASCADIAN MAINTENANCE			2104	09/21/2020	\$583.36	JANITORIAL SERVICES
CINTAS CORP. #460			2103	09/21/2020	\$183.98	JANITORIAL SERVICES
CORPORATE PAYMENT SYSTEMS			2105	09/21/2020	\$10,295.52	CORPORATE CREDIT CARD SERVICES
DATA BAR			2106	09/21/2020	\$687.94	UTILITY BILLING
EMERALD AIRE INC.			2107	09/21/2020	\$1,050.50	HVAC REPAIR
ERIC & JENNIFER JOCHUMSEN			2100	09/10/2020	\$214.54	REFUND CLOSED ACCOUNT
FIT HR			2108	09/21/2020	\$701.25	HR SERVICES
H.D. FOWLER COMPANY			2109	09/21/2020	\$3,291.95	INVENTORY
HEALTH CARE AUTHORITY			2110	09/21/2020	\$25,532.98	SEPTEMBER PREMIUM
HIGHLANDS ACE HARDWARE			2101	09/21/2020	\$124.38	CLEANING SUPPLIES
HOMESTEAD DESIGN AND MAINTENANCE			2111	09/21/2020	\$6,077.49	LANDSCAPE SERVICES
JAY HILL			2099	09/10/2020	\$22.91	REFUND CLOSED ACCOUNT
KDH CONSULTING, INC			2112	09/21/2020	\$3,673.14	IT SERVICES
LAKESIDE INDUSTRIES			2113	09/21/2020	\$356.40	ASPHALT
NEWPORT HILLS CHEVRON			2114	09/21/2020	\$1,968.41	AUGUST VEHICLE FUEL AND MAINTENANCE
PACIFIC POWER GROUP, LLC			2115	09/21/2020	\$9,101.88	GENERATOR MAINTENANCE
PUGET SOUND ENERGY			2116	09/21/2020	\$53.03	AUGUST POWER BILLS
RFI ENTERPRISES INC. 360			2117	09/21/2020	\$1,051.45	VIDEO HOSTING
SHAWN RITCHEY			2118	09/21/2020	\$1,380.00	CPR CLASSES
SHRED-IT			2119	09/21/2020	\$129.77	SHREDDING SERVICES
SUNSET MATERIALS			2120	09/21/2020	\$57.70	CONCRETE DISPOSAL
UTILITIES UNDERGROUND CTR			2121	09/21/2020	\$139.32	AUGUST LOCATES



Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP_COLCRUTL_APSUPINV_20200922113025.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ACCOUNTING BY COMPUTER			2134	09/22/2020	\$227.50	SAGE SUPPORT
ANSWERING SERVICE CARE			2136	09/22/2020	\$181.74	ANSWERING SERVICE
AVIJIT SINHA			2127	09/22/2020	\$318.27	REFUND CLOSED ACCT 22044-02
CHRIS & LANA MILLER			2130	09/22/2020	\$670.85	REFUND CLOSED ACCT 24014-00
CINTAS CORP. #460			2137	09/22/2020	\$183.98	JANITORIAL SERVICES
COAL CREEK UTILITY DISTRICT			2133	09/22/2020	\$829.50	REPLENISH IMPREST ACCOUNT
COMCAST			2138	09/22/2020	\$802.48	OFFICE PHONES AND INTERNET
DATA BAR			2139	09/22/2020	\$1,628.69	UTILITY BILLING
DRUG FREE BUSINESS			2140	09/22/2020	\$98.00	DRUG TESTING
ERIC & MELISSA LARSON			2128	09/22/2020	\$204.39	REFUND CLOSED ACCT 23061-00
EUROFINS EATON ANALYTICAL, LLC			2141	09/22/2020	\$425.00	WATER QUALITY TESTING
FERGUSON ENTER. INC #8423			2142	09/22/2020	\$148.75	INVENTORY
GARY HESS			2132	09/22/2020	\$83.94	REFUND CLOSED ACCT 21384-00
H.D. FOWLER COMPANY			2143	09/22/2020	\$531.11	AIR VAC PROJECT
HIGHLANDS ACE HARDWARE			2135	09/22/2020	\$25.25	OPERATING SUPPLIES
M G CAPITAL LLC			2122	09/22/2020	\$77.34	REFUND CLOSED ACCT 20794-01
PACE ASSOCIATES			2144	09/22/2020	\$36,698.33	ENGINEERING SERVICES
PACIFIC TOPSOILS INC			2146	09/22/2020	\$756.00	DUMPING VACTOR SPOILS
PAGE & BEARD ARCHITECTS, P.S.			2147	09/22/2020	\$4,576.95	OP CENTER IMPROVEMENT PROJECT
RAJEEV & VINITA KAK			2126	09/22/2020	\$186.84	REFUND CLOSED ACCT 22975-03
RUTH REUTIMANN MOORE			2124	09/22/2020	\$25.00	REFUND CLOSED ACCT 21156-01
S & B INC.			2148	09/22/2020	\$957.00	PROBE 93RD ST LIFT STATION
SEAN & LORI			2129	09/22/2020	\$163.50	REFUND CLOSED ACCT 21031-00
STATE AUDITOR'S OFFICE			2149	09/22/2020	\$2,148.90	ACCOUNTABILITY AND FINANCIAL AUDIT
TIM WILLIAMS			2123	09/22/2020	\$248.04	REFUND CLOSED ACCT 21232-00
YONGJUN YAN & ZHAOXIA LI			2125	09/22/2020	\$229.72	REFUND CLOSED ACCT 21715-02
ZHU, HUIJING & WENJIAO QI			2131	09/22/2020	\$577.35	REFUND CLOSED ACCT 20141-00

**Coal Creek Utility District
Check Register**

For the Period From Sep 21, 2020 to Sep 21, 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 0921	9/21/20	Department of Revenue	001-131100	21,898.74
Total				21,898.74

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
General Ledger**

For the Period From Sep 1, 2020 to Sep 30, 2020

Filter Criteria includes: 1) IDs from 001-184400 to 001-184400. Report order is by ID. Report is printed with Accounts having Zero Amounts and with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
001-184400	9/1/20			Beginning Balance			20,600.00
Employee Payroll Adv	9/14/20	2074	PRJ	Jamie L. Crookston		1,800.00	
	9/14/20	2075	PRJ	Sharon M. Perez		1,600.00	
	9/14/20	2076	PRJ	Vincent L. Gabrio		1,600.00	
	9/14/20	2077	PRJ	Steven E. Moye		1,100.00	
	9/14/20	2078	PRJ	Carla R. Snyder		1,000.00	
	9/14/20	2079	PRJ	Patrick A. Martin		750.00	
	9/14/20	2080	PRJ	Robert O. Russell		3,800.00	
	9/14/20	2082	PRJ	Calvin S. Megivero		450.00	
	9/14/20	2084	PRJ	Daniel L. Gravelle		1,500.00	
	9/14/20	2085	PRJ	Jeffrey R. Schell		2,000.00	
	9/14/20	2086	PRJ	Joshua A. Deraitus		1,000.00	
	9/14/20	2087	PRJ	John A. Brittenham		3,000.00	
	9/14/20	2088	PRJ	Michael D. Jordan		1,000.00	
	9/30/20	0920-07	GEN	To Record Employ	20,600.00		
				Current Period Cha	20,600.00	20,600.00	
	9/30/20			Ending Balance			20,600.00