

**Coal Creek Utility District
Regular Board Meeting Agenda
October 14, 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, October 14th, 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 23, 2020**
- 4. Citizens Comments and Concerns**
- 5. I-405 Widening Project Bonding**
- 6. 580 Reservoir and Site Improvements Bid Solicitation**
- 7. 440 and 1060 Reservoir Maintenance**
- 8. Attorneys' Comments**
- 9. Engineers' Comments**
- 10. Approval of Vouchers**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 2150 to 2162 in the amount of \$34,373.15**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 2163 to 2202 in the amount of \$528,381.35**
 - **Water/Sewer Maintenance Fund – Payroll in the amount of \$64,484.79**
 - **Water/Sewer Maintenance Fund – EFT in the amount of \$65,172.83**
- 11. Managers' Comments**
- 12. Commissioners' Comments**
- 13. Other District Business**
- 14. Executive Session**
 - **N/A**
- 15. 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 23, 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 – 132nd Place SE, Newcastle, Washington, on September 23, 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, District engineer, 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 September 9, 2020

DEA Approval – May Creek Park Vista – Water Only

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

CITIZENS’ COMMENTS

There were no citizens’ comments.

I-405 WIDENING PROJECT

Mr. Martin informed the Board that the meeting agenda packet contained a memorandum from the District’s engineer outlining the contractor’s request for a cost increase. The project was originally bid and awarded to Laser, the contractor, in December 2019. Due to the WSDOT permitting process and to delays caused by COVID-19, the contract has not been signed. After the District awarded the contract to Laser, WSDOT revised its plans for its I-405 widening project. The revised plans will require the District’s contractor to perform additional work. In addition, the cost of certain work items has increased since 2019, as described in the memo, and the contractor will need to incur COVID-related costs that were not anticipated in 2019. Re-bidding the project is not likely to result in a lower cost to the District. The engineer and staff support the contractor’s request for the change order.

After discussion, Commissioner Martin made a motion to approve the Laser change order in an amount not to exceed \$92,375.00, for a total contract amount of not to exceed \$249,250.00, and authorize the General Manager to execute the change order. Commissioner O’Byrne seconded the motion, which passed unanimously.

ATTORNEY’S COMMENTS

Ms. Larson commented that she will be working with staff on an update to the District’s Procurement Policies.

ENGINEER'S COMMENTS

There were no additional Engineer's comments.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2099 to 2121 in the amount of \$66,555.85.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2122 to 2149 in the amount of \$53,004.42.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$20,600.00.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$21,898.74.

MANGER'S COMMENTS

There were no Finance Manager comments.

Mr. Martin informed the Commissioners that the Operations Center Parking Lot seal coating and striping project is complete.

Mr. Russell reported that he was informed that the District's Water System Plan Extension will be approved.

Mr. Russell reported that the District received a letter commending District staff on their work on preparation for a customer's sewer connection.

Mr. Russell also reported that he attended the WASWD virtual conference. The speakers were very good, and the format was effective even though it was not in-person.

COMMISSIONERS' COMMENTS

Commissioner Martin had no comments.

Commissioner O’Byrne reported that she also attended the WASWD conference. She appreciated that even though the conference was virtual, WASWD provided opportunities for the attendees to interact with each other. She informed the other Commissioners that she was elected to Position 13 on the Board. The other Commissioners, staff and consultants congratulated Commissioner O’Byrne on her election.

Mr. Russell also noted that Commissioner Martin was recognized for her years of service on the Board.

Commissioner Kunkel reported that he spoke to former Commissioner Anderson, who is doing well.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:30 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: I-405 Widening Contractor Bond

MEETING DATE: October 14, 2020

FROM: Operations

EXHIBITS ATTACHED:

- None

SUMMARY STATEMENT/ISSUES: WSDOT is requiring a contractor bond which Laser construction can provide for \$3000.00. This cost is in addition to the previously approved amount.

STAFF RECOMMENDATION:

TYPE OF ACTION REQUESTED:

RESOLUTION

FORMAL ACTION/MOTION

INFORMATIONAL/OTHER

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: 580 Reservoir Improvements and Re-Coating Bid Solicitation

MEETING DATE: October 14, 2020

FROM: Operations

EXHIBITS ATTACHED:

- 580 Reservoir Contract Documents

SUMMARY STATEMENT/ISSUES: Total removal and replacement of interior coatings systems of existing 1 (1967) and 2.5-million-gallon (1971) steel 580 Reservoir tanks, as well as spot repairs and overcoating of tank exteriors.

The project also includes installation of structural anchors, concrete foundation improvements, new roof vents, access hatches, spiral staircases, cathodic protection upgrades, improvements to reservoir overflow piping, new catch basins, relocation of electrical conduits, HMA paving and site drainage improvements.

STAFF RECOMMENDATION:

TYPE OF ACTION REQUESTED:

- RESOLUTION
- FORMAL ACTION/MOTION
- INFORMATIONAL/OTHER

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: 1060 and 440 Tank Maintenance

MEETING DATE: October 14, 2020

FROM: Operations

EXHIBITS ATTACHED:

- Small Works Contract Documents

SUMMARY STATEMENT/ISSUES:

STAFF RECOMMENDATION: Request bids for services to clean the exterior of the District's 1060 and 440 steel water tanks located at 8750 146th Pl SE and 19000 SE 73rd Pl, respectively, in Newcastle, WA. The project also includes recoating damaged paint with a Carboline coating system on the exterior of the 440 tank, and a Tnemec coating system on the exterior of the 1060 tank, where the existing coating has been damaged.

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_20200929102337.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTURYLINK			2150	10/05/2020	\$221.36	TELEMETRY DSL SERVICES
CINTAS CORP. #460			2151	10/05/2020	\$183.98	JANITORIAL SERVICES
EUROFINS EATON ANALYTICAL, LLC			2152	10/05/2020	\$425.00	WATER QUALITY
FREIGHTLINER NORTHWEST			2153	10/05/2020	\$762.59	VACTOR INSPECTION AND MAINTENANCE
H.D. FOWLER COMPANY			2154	10/05/2020	\$98.04	PRV MAINTENANCE
INSLEE, BEST, DOEZIE & RYDER			2155	10/05/2020	\$8,159.12	LEGAL SERVICES
LES SCHWAB - RENTON			2156	10/05/2020	\$98.99	TRUCK 33 MAINTANANCE
NORTHWEST FIRE & MECHANICAL			2157	10/05/2020	\$572.00	ANNUAL FIRE EXTINGUISHER MAINTENANCE
PURAFILL FILTRATION GROUP			2158	10/05/2020	\$8,279.97	PUMP MAINTENANCE
R & R RENTALS			2159	10/05/2020	\$106.48	CONCRETE MIXER
STAPLES BUS. ADVANTAGE			2160	10/05/2020	\$265.26	MISCELLANEOUS OFFICE SUPPLIES
STRIPE RITE			2161	10/05/2020	\$13,832.50	SEALCOAT AND STRIPING
VERIZON WIRELESS			2162	10/05/2020	\$1,367.86	CELLULAR SERVICES



Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP_COLCRUTL_APSUPINV_20201006143030.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AFLAC REMITTANCE PROCESSING			2174	10/12/2020	\$621.07	OCTOBER PREMIUMS
AKTIVOV			2175	10/12/2020	\$8,560.00	REISSUE WARRANTS
ANSWERING SERVICE CARE			2176	10/12/2020	\$130.66	ANSWERING SERVICE
ARNIE KIM			2171	10/06/2020	\$213.47	REFUND CLOSED ACCOUNT
BRIAN & AMANDA GEORGE			2168	10/06/2020	\$13.38	REFUND CLOSED ACCOUNT
CASCADE SECURITY CORPORATION			2177	10/12/2020	\$115.40	SECURITY SERVICES
CASCADIAN MAINTENANCE			2178	10/12/2020	\$583.36	JANITORIAL SERVICES
CENTURYLINK			2179	10/12/2020	\$1,028.59	TELEMETRY
CHAPTER 13 TRUSTEE			2180	10/12/2020	\$720.00	OCTOBER PAYMENT
CINTAS CORP. #460			2181	10/12/2020	\$183.98	JANITORIAL SERVICES
CITY TREASURER OF SEATTLE			2182	10/12/2020	\$264,747.50	WATER PURCHASE
COLONIAL LIFE			2183	10/12/2020	\$5.50	OCTOBER PREMIUM
CONSOLIDATED SUPPLY CO.			2184	10/12/2020	\$203.65	INVENTORY
CWA			2185	10/12/2020	\$850.64	OCTOBER DUES
ENDERSON, CHARLOTTE			2164	10/06/2020	\$78.00	REFUND CLOSED ACCOUNT
EUROFINS EATON ANALYTICAL, LLC			2186	10/12/2020	\$425.00	WATER QUALITY
HEALTH CARE AUTHORITY			2188	10/12/2020	\$28,794.59	OCTOBER PREMIUMS
HIGHLANDS ACE HARDWARE			2173	10/12/2020	\$99.59	OPERATING SUPPLIES
HRA VEBA TRUST			2189	10/12/2020	\$3,558.04	OCTOBER CONTRIBUTIONS
KELLER NORTH AMERICAN			2187	10/12/2020	\$500.00	REISSUE WARRANT
KING COUNTY DEPT OF FINANCE / METRO			2190	10/12/2020	\$199,769.31	OCTOBER WASTE WATER SERVICES
LANE, KIM W			2165	10/06/2020	\$91.92	REFUND CLOSED ACCOUNT
LAURENCE HERRON & HARLOW SIRES			2170	10/06/2020	\$107.54	REFUND CLOSED ACCOUNT
MUNDHENK, CYNDI			2166	10/06/2020	\$67.76	REFUND CLOSED ACCOUNT
NORTHWEST CONCRETE CUTTING, LLC			2191	10/12/2020	\$495.00	SERVICE LEAK 117TH PL
PUGET SOUND ENERGY			2192	10/12/2020	\$12,684.33	POWER BILLS
SEAN & LORI KELL			2163	10/06/2020	\$163.50	REFUND CLOSED ACCOUNT
SMITH, KYLIE			2167	10/06/2020	\$127.66	REFUND CLOSED ACCOUNT
STAPLES BUS. ADVANTAGE			2195	10/12/2020	\$500.47	OFFICE SUPPLIES
SUN LIFE FINANCIAL			2196	10/12/2020	\$572.98	OCTOBER PREMIUMS
TERMINIX PROCESSING CTR			2197	10/12/2020	\$53.90	PEST CONTROL
THYSSENKRUPP ELEVATOR CORP.			2198	10/12/2020	\$665.46	ELEVATOR MAINTENANCE
TRAVIS & MICHELLE SANTA			2169	10/06/2020	\$328.38	REFUND CLOSED ACCOUNT
USPS			2199	10/12/2020	\$600.00	POSTAGE
UTILITIES UNDERGROUND CTR			2200	10/12/2020	\$163.83	LOCATES



Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP_COLCRUTL_APSUPINV_20201006143030.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
UW VALLEY MEDICAL CENTER			2201	10/12/2020	\$120.00	DOT EXAM
WASTE MANAGEMENT OF SEATTLE			2202	10/12/2020	\$424.53	GARBAGE SERVICE
XIAONA YAN			2172	10/06/2020	\$12.36	REFUND CLOSED ACCOUNT

**Coal Creek Utility District
Cash Disbursements Journal
For the Period From Oct 6, 2020 to Oct 31, 2020**

Filter Criteria includes: 1) Check Numbers from eft to . Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID Account Description	Line Description	Debit Amount	Credit Amount
10/6/20	EFT 1006	001-236007 DRS - Deff. Comp. Payable	September Hours/October Pay Premiums	5,246.00	
		001-236008 DRS - Retirement Payable	September Hours/October Pay Premiums	25,557.73	
		001-131100 Cash-Maintenance Fund	Dept. of Retirement - Def Comp		30,803.73
10/6/20	EFT 1007	001-236009 DSHS/Chapter 13 - Payable	September Hours October Pay	1,146.62	
		001-131100 Cash-Maintenance Fund	DSHS		1,146.62
10/6/20	EFT 106	001-236001 Federal/Withholding - Payab	Sept Hours/Oct Pay Fed Withholding	13,687.32	
		001-236002 Social Security Payable	Sept Hours/Oct Pay - Soc Sec	15,832.40	
		001-236003 Medicare Payable	Sept Hours/Oct Pay - Medicare	3,702.76	
		001-131100 Cash-Maintenance Fund	EFTPS		33,222.48
Total				65,172.83	65,172.83

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 Oct 1, 2020 to Oct 31, 2020**

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

Reference	Date	Employee	Amount
2163	10/14/20	Pamela A. Martin	369.66
2164	10/14/20	Douglas C. Kunkel	143.08
2165	10/14/20	Suzanne M. O'Byrne	701.91
2166	10/14/20	Jamie L. Crookston	3,447.69
2167	10/14/20	Sharon M. Perez	2,752.91
2168	10/14/20	Paulette J. Dorsey	1,555.15
2169	10/14/20	Vincent L. Gabrio	3,486.41
2170	10/14/20	Steven E. Moye	4,522.97
2171	10/14/20	Carla R. Snyder	4,818.11
2172	10/14/20	Patrick A. Martin	5,868.97
2173	10/14/20	Robert O. Russell	4,025.64
2174	10/14/20	Curtis R. White	4,137.44
2175	10/14/20	Calvin S. Megiveron	3,360.41
2176	10/14/20	Robert J. Smart	6,476.28
2177	10/14/20	Daniel L. Gravelle	4,311.86
2178	10/14/20	Jeffrey R. Schell	3,979.63
2179	10/14/20	Joshua A. Deraitus	4,639.12
2180	10/14/20	John A. Brittenham	3,160.02
2181	10/14/20	Michael D. Jordan	2,727.53
		10/1/20 thru 10/31/20	64,484.79
		10/1/20 thru 10/31/20	64,484.79

**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:
