

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

Held on January 8, 2020

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 January 8, 2020. Commissioner Douglas Kunkel, Board President, called the meeting to order at 5:02 p.m. Commissioners Suzi O’Byrne and Pam Martin, Board Secretary, were also in attendance. District staff Robert Russell, General Manager, Anne Paige, Finance Manager, and Patrick Martin, Operations Manager, were present. Rosemary Larson, legal counsel, was also present.

OATH OF OFFICE

Mr. Russell administered the Oath of Office to newly elected Commissioner O’Byrne.

APPROVAL OF AGENDA

Commissioner Martin made a motion to approve the agenda, with the addition of Item 6.a “Election of Officers.” Commissioner O’Byrne seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of December 11, 2019

Approval of Minutes – Special Board Meeting of December 19, 2019

Approval of DEA – Michelson Residence – Water/Sewer Extension

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

CITIZENS’ COMMENTS AND CONCERNS

There were no comments from the citizen in attendance.

ELECTION OF OFFICERS - 2020

The Commissioners discussed options for the officer positions. Commissioner Kunkel made a motion that the following Board officers be elected to serve for 2020 until the first Board meeting in 2021:

Board President – Commissioner Kunkel

Board Vice President – Commissioner Martin

Board Secretary – Commissioner O’Byrne

Commissioner O’Byrne seconded the motion. The motion passed, with Commissioner Martin dissenting.

OPERATIONS CENTER IMPROVEMENTS PROJECT – PHASE ONE PROPOSAL

Mr. Russell presented information on the District’s Operations Center Improvement Project, which will include roof, HVAC, and other building and ADA-related improvements. Phase One of the Project will accomplish planning and design work for the Project. In accordance with the procedures of Chapter 39.80 RCW, District staff have negotiated a contract and scope of work with Page & Beard Architects, PS for the Phase One work. Commissioner Martin made a motion to approve the Page and Beard proposed scope of work for Phase One of the Operations Center Improvement Project, and authorize entry of a contract with Page and Beard for an amount not to exceed \$12,750.00. Commissioner O’Byrne seconded the motion, which passed unanimously.

DEA – ACH HOMES WATER/SEWER EXTENSION

Mr. Martin presented information on the ACH Homes Water/Sewer Extension developer extension. The proposed Developer Extension Agreement will require the developer to pay local facilities charges for at least 12 lots. Commissioner O’Byrne made a motion to approve the ACH

Homes Water/Sewer Extension Developer Extension Agreement. Commissioner Martin seconded the motion, which passed unanimously.

DRAFT 2020 ANNUAL BUDGET

Ms. Paige presented the draft budget for 2020. Following discussion, the Board determined to postpone action on the 2020 budget until the February 12, 2020 Board meeting, in order to allow the Board members additional time to review the information.

ATTORNEY'S COMMENTS

Ms. Larson expressed pleasure with having the opportunity to serve as the District's general counsel.

ENGINEER'S COMMENTS

Mr. Martin informed the Board that PACE has requested that the Board approve new engineering service rates for 2020, in accordance with the PACE 2020 rate schedule. Commissioner Martin made a motion to approve the PACE 2020 rate schedule. Commissioner O'Byrne seconded the motion, which passed unanimously.

Mr. Martin provided a status report on the I-405 Project. The District is waiting for information from the lowest responsible bidder, and anticipates that work will begin on the Project in approximately one month.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1479 to 1504 in the amount of \$24,849.81.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 1505 in the amount of \$94,861.64.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$63,551.01.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$10,870.73.

FINANCE MANAGER’S COMMENTS

Ms. Paige informed the Board that the District is working on the payroll and medical updates for 2020.

OPERATIONS MANAGER’S COMMENTS

No report.

GENERAL MANAGER’S COMMENTS

Mr. Russell welcomed Commissioner O’Byrne and attorney Larson.

COMMISSIONERS’ COMMENTS

Commissioner Martin reported that there will not be an SPU Operating Board meeting on January 9, 2020.

Commissioner Kunkel requested an excused absence for the January 22, 2020 Board meeting. He reported that the Chamber of Commerce has requested that the District renew its membership with the Chamber; the fee would be \$315, the same amount as for 2019. Commissioner O’Byrne made a motion to approve the District’s Chamber of Commerce membership renewal and fee of \$315. Commissioner Martin seconded the motion, which passed unanimously.

OTHER DISTRICT BUSINESS

Mr. Russell reported that the District’s mini-excavator was delivered.

ADDITIONAL CITIZEN COMMENTS

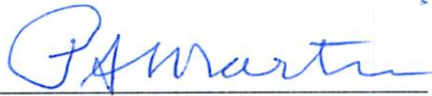
There were no citizen comments.

ADJOURNMENT

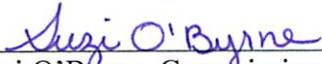
As there was no further business or persons to be heard, the meeting concluded at 5:55 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Pam Martin, Commissioner



Suzi O'Byrne, Commissioner