

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

Held on February 10, 2021

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 February 10, 2021. Pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended, the meeting was not conducted in-person. Commissioner Pam Martin, Board President, attended via telephone conference call, and called the meeting to order at 5:00 p.m. Commissioner Suzi O’Byrne, Board Vice-President, and Commissioner Doug Kunkel, 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, 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 Kunkel made a motion to approve the agenda. Commissioner O’Byrne seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of January 27, 2021

Final Acceptance – The Enclave at Newcastle – Water/Sewer

Approval of DEA – Canopy – Water/Sewer

Approval of DEA – Moorman Newcastle – Water/Sewer

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

CITIZENS’ COMMENTS AND CONCERNS

There were no citizens in attendance.

AKTIVOV MAINTENANCE INVOICE

Ms. Crookston reported that Aktivov, which provides maintenance and support for the District’s asset management system, has submitted an invoice for the annual fee for this service. When staff questioned the large percentage increase in the annual fee, Aktivov stated that because the rates remained constant for three years, this invoice includes a one-time “bump” to make up for the lack of fee increases in past years, and the fee for 2022 should be slightly less.

After discussion, the Board’s consensus was to direct staff to inform Aktivov that the Board will not approve the “catch up” portion of the fee increase.

CURTIS WHITE REQUEST

Mr. Russell informed the Board that District employee Curtis White has been the Union representative for a number of years. In 2018, the Board approved a letter agreement between the District and Mr. White, which authorized Mr. White to work four days a week for the District and one day a week for the Union, subject to certain conditions, for the period of 2018 through 2020. Mr. White has requested that the Board of Commissioners approve an identical agreement for the period of January 1, 2021 through December 31, 2023.

The Commissioners and staff discussed the request. In response to questions, Mr. Russell stated that under the agreement, Mr. White's compensation and benefits are prorated. Mr. White's job performance for the District has not suffered due to the arrangement. Mr. Russell supports the request.

After discussion, Commissioner Kunkel made a motion to approve Mr. White's request to continue to work four days a week for the District and one day a week for the Union, subject to the conditions stated in the letter agreement, and to authorize the General Manager to sign the agreement. Commissioner O'Byrne 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. 2453 to 2464 in the amount of \$18,977.75.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2465 to 2480 in the amount of \$247,304.83.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$63,723.24.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$66,327.39.

MANAGER'S COMMENTS

Ms. Crookston had no additional comments.

Mr. Martin had no additional comments.

Mr. Russell reported that he is attending SPU Operating Board meetings relating to the proposed new contract. He attended a WASWD seminar yesterday on weather, and attended another SPU meeting for a CIP workshop. Starting tomorrow, he will be on vacation until February 22.

Mr. Russell informed the Board that staff will be preparing a Spring newsletter to customers, and requested that the Commissioners provide him with any topics they would like discussed in the newsletter.

COMMISSIONERS' COMMENTS

Commissioner Kunkel had no additional comments.

Commissioner O'Byrne reported that she also attended the WASWD weather seminar, which was very informative.

Commissioner Martin had no additional comments.

OTHER BUSINESS


None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:26 p.m.

BOARD OF COMMISSIONERS

Pam Martin, Commissioner


Suzi O'Byrne, Commissioner


Douglas Kunkel, Commissioner