

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

**Held on February 12, 2020**

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held at the District Office, 6801 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on February 12, 2020. Commissioner Douglas Kunkel, Board President, called the meeting to order at 5:00 p.m. Commissioners Suzi O’Byrne, Board Secretary, and Pam Martin, Board Vice-President, 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, and Bill Reynolds, District engineer, were also present.

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

Approval of Minutes – Regular Board Meeting of January 22, 2020

Approval of DEA Renewal – Adela Vista – Water/Sewer Extension

Approval of DEA Final Acceptance – Rhododendron Ridge – Water/Sewer Extension

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

**CITIZENS’ COMMENTS AND CONCERNS**

There were no citizens in attendance.

Ms. Paige presented a customer's request to turn on water service at the customer's residence for construction to prepare the residence for sale. Pursuant to District Resolutions, water service to the residence, located on 127<sup>th</sup> Place SE, has been turned off for non-payment and the District has filed a lien against the property for the delinquent amounts owed to the District. After discussing the request, the Board consensus was to deny the request as the request is contrary to established District policy.

### **2020 BUDGET**

Ms. Paige presented the proposed District 2020 Budget. After discussion and clarification of several Budget line items, Commissioner Martin moved to approve the 2020 Budget as presented for planning purposes. Commissioner O'Byrne seconded the motion, which passed unanimously.

### **ACCOUNTS PAYABLE SIGNATURE AUTHORITY**

Ms. Paige informed the Board that King County requires that the District update the Accounts Payable signature authority Resolution and Forms, to add Commissioner O'Byrne. Commissioner Martin made a motion to approve Resolution No. 1892, authorizing the District Auditing Officer to approve and submit vouchers and disbursements to King County prior to Board of Commissioners approval. Commissioner O'Byrne seconded the motion, which passed unanimously.

The Commissioners signed King County Accounts Payable Authorized Signature Form.

### **EQUIPMENT CARPORT PROJECT**

Mr. Martin presented information on the District's Equipment Carport Project, which has an estimated cost of less than \$40,000. The facility was originally constructed by Carports of Washington, Inc. The District now needs to make improvements to the facility, including the

addition of bays. In accordance with the statutory procedures for limited small public works (under \$50,000), staff solicited quotations from at least three contractors for the Project. Carports of Washington, Inc. is the only contractor to have responded with a Project proposal, which is in the amount of \$26,900.00. Staff have determined that this amount is reasonable. Other potential bidders have informed District staff that the existing building design is proprietary to Carports of Washington, and if they did submit a bid, it would be higher than the Carports of Washington proposal. Therefore, District staff requests that the Board approve Resolution No. 1893, waiving additional public bidding requirements and authorizing the award of a contract to Carports of Washington, Inc. for the District's Equipment Carport Project. After discussion, Commissioner O'Byrne made a motion to approve Resolution No. 1893. Commissioner Martin seconded the motion, which passed unanimously.

#### **HRA/VEBA CONTRIBUTIONS**

Ms. Paige informed the Board that they have the option to increase the Commissioner HRA/VEBA contribution amounts for 2020, or keep those amounts the same as in 2019. The Board's consensus was to keep the contribution amounts the same as in 2019.

Ms. Paige presented information regarding a proposed policy change to allow employees to take \$.50 on the dollar, if the employee's sick leave hours accrual has reached the maximum (960 hours). This amount would be placed in the employee's VEBA account once a year. The Board discussed the matter. This issue will be discussed further at the next Board meeting.

#### **WATER SYSTEM COMPREHENSIVE PLAN**

Mr. Russell presented information regarding the upcoming expiration of the District's Water System Comprehensive Plan. The District has the option to either prepare an entirely new Water Comprehensive Plan, or request approval of a four year Extension of the current

Comprehensive Plan. Staff recommends the Extension option. The Department of Health has indicated that an Extension is appropriate for the District's Plan at this time.

Mr. Reynolds presented information on the PACE proposed Scope of Work to prepare the necessary engineering report to support the request for the four-year Extension of the Water System Comprehensive Plan. The Board discussed the matter. Commissioner O'Byrne moved to approve the PACE Scope of Work for preparation of the engineering report for the Extension of the District's Water System Comprehensive Plan, in an amount not to exceed \$13,300.00. Commissioner Martin seconded the motion, which passed unanimously.

### **ATTORNEY'S COMMENTS**

Ms. Larson provided general information on the status of the lawsuit in which the District is a defendant, relating to King County's authority to impose a charge for a district's use of the right-of-way for utility purposes.

### **ENGINEER'S COMMENTS**

Mr. Reynolds informed the Board that the 580 Tank Site Improvements Project design is proceeding. Plans for the Project are anticipated to be complete by the end of March.

Mr. Reynolds provided a status report on the I-405 Water Main Relocation Project. The Project contract has been awarded to a contractor. The Project is in the permitting process with the City of Renton and DOT. Permitting may be complete in four to six weeks.

### **APPROVAL OF VOUCHERS**

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1525 to 1550 in the amount of \$29,643.20.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 1551 to 1586 in the amount of \$322,249.71.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$70,534.70.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$71,091.91.

**FINANCE MANAGER’S COMMENTS**

Ms. Paige informed the Board that the District is moving forward with the data conversion project; the server has arrived.

**OPERATIONS MANAGER’S COMMENTS**

Mr. Martin informed the Board that the District’s facilities incurred no significant damage during the recent weather events. On February 18, 2020, the District’s CCTV Project will begin.

**GENERAL MANAGER’S COMMENTS**

Mr. Russell informed the Board of the following items:

- As requested by WASWD, the District sent a letter opposing HB 2588 to local legislators.
- In accordance with Resolution No. 1796 which allows attendance of one national conference per year, Ms. Paige will be attending the GFOA Conference in May, 2020.
- The Chamber of Commerce membership fee will not increase for 2020; it will remain at \$315. Commissioner Martin moved to approve the District’s 2020 Chamber of Commerce membership renewal. Commissioner O’Byrne seconded the motion, which passed unanimously.
- The SnoKing membership fee will not increase for 2020; it will remain at \$4400. Commissioner O’Byrne moved to approve the District’s SnoKing Membership renewal in the amount of \$4400. Commissioner Martin seconded the motion, which passed unanimously.

- The City of Newcastle has provided information that the fees for Event Sponsorship for 2020 will not increase. In 2019, the State Auditor’s Office reviewed the District’s participation in the Event Sponsorship at the “Silver Level” in the amount of \$1000, and found that the expenditure did not violate law and was proper. After discussion of the benefits to the District from participation in “Silver Level” Event Sponsorship, Commissioner O’Byrne moved to approve the District’s participation in Event Sponsorship at the Silver Level in the amount of \$1000.00. Commissioner Martin seconded the motion, which passed unanimously.

- Newcastle Retail Group LLC has requested that the District allow it to use the District Office Building parking lot for overflow employee parking from certain businesses at the Newcastle Commons development, after District business hours and pursuant to an agreement. Commissioner Kunkel recused himself from the discussion due to an existing business interest in the development. After discussion by the other Commissioners, the consensus of those Commissioners was that the Board would consider proposed terms for a parking lot use agreement.

Commissioner Kunkel then resumed chairing the meeting.

### **COMMISSIONERS’ COMMENTS**

Commissioner Martin reported that she attended the WASWD Board of Director’s meeting at the end of January, and summarized the discussion items from the meeting.

Commissioner Martin reported that she attended the SPU Operating Board meeting.

Commissioner Martin informed the Board that she is considering attending the annual American Waterworks Conference in Orlando in June 2020. Commissioner O’Byrne moved to approve Commissioner Martin’s attendance at this conference. Commissioner Kunkel seconded the motion, which passed unanimously.

Commissioner Kunkel thanked the Board for approving his excused absence for the January 22, 2020 Board meeting.

**OTHER DISTRICT BUSINESS**

None.

**ADDITIONAL CITIZEN COMMENTS**

There were no citizen comments.

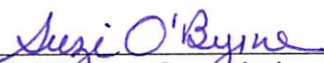
**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 6:20 p.m.

**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Douglas Kunkel, Commissioner

  
\_\_\_\_\_  
Pam Martin, Commissioner

  
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Suzi O'Byrne, Commissioner