

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

Held on February 22, 2023

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held in-person and by remote means at the District Office, 6801 – 132nd Place SE, Newcastle, Washington, on February 22, 2023. Commissioner Doug Kunkel, Board President, attended in person and called the meeting to order at 2:02 p.m. Commissioner Pamela Martin, Board Vice-President, and Commissioner Suzi O’Byrne, Board Secretary, attended by Zoom. District staff Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, and Rosemary Larson, legal counsel, attended in person. Bill Reynolds, District Engineer, attended by Zoom.

The District provided the public with ability to attend the meeting by Zoom or conference call, and provided notice of the call-in and remote access information to the public and a speaker in the meeting room which allowed all persons attending to hear each other at the same time.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of February 8, 2023

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

APPROVAL OF VOUCHERS

The Commissioners noted that the following Vouchers would be approved with the second signature:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4386 to 4387 in the amount of \$17,417.16.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4388 to 4402 in the amount of \$23,807.08.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4403 to 4424 in the amount of \$28,945.26.

Water/Sewer Maintenance Fund – Payroll in the amount of \$21,650.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$42,948.83.

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

DECANT FACILITY

Mr. Martin informed the Commissioners that the bid documents for the Decant Facility Project are at the 90 percent completion stage. Staff anticipates having the Project out for bid in March. Currently, an AMI antenna foundation and related facilities are included as part of this Project, but staff would like to have authority remove the antenna component, depending on the land use permitting agency's comments. In response to a question by Commissioner Kunkel, Mr. Martin stated that if the antenna was removed from the Project, very little design modification would be necessary.

Mr. Reynolds commented that inclusion of the AMI antenna in this Project is similar to another recent project, where the District installed the footing for antennas as part of that project. However, the only City regulation for these types of antennas is the telecommunications wireless facility code. The Decant Facility Project has been designed to meet this code and avoid any CUP or other public hearing requirements, but the District is not able to get a commitment from the City

on hearing requirements, until the District applies for permits for the Project. Thus, staff would like the ability to remove the antenna from the Project, so the construction of the Decant Facility is not held up if a hearing on the antenna is required. After discussion, the consensus of the Commissioners was that based on this uncertainty, the District should have the ability to remove the antenna from the Project, depending on the City's permitting and procedural requirements.

CCUD BUILDING UPGRADES

Mr. Martin informed the Commissioners that staff have been working with Page and Beard on the Building Upgrade Project, which will include HVAC and Roof upgrades, as well as minor interior space reconfiguration. Mr. Martin described the building improvements that will be included in the Project, such as additional storage and reconfiguring work spaces. Staff would like to have Page and Beard draft the Project bid and contract documents, so that this Project can be bid in the next few months. After discussion, the consensus of the Commissioners was that staff should proceed with having Page and Beard draft the bid documents and advertise the Project.

ATTORNEY'S COMMENTS

Ms. Larson reported on the status of the West Water administrative appeal, and on the proposed legislation that would require restoration of water service in extreme weather events.

ENGINEER'S COMMENTS

Mr. Reynolds informed the Commissioners that he was obtaining staff input on the 90 percent plans for the Sewer Main Rehabilitation Project. Once the plans are complete, the District will apply for permits for the Project from the City. Regarding the Water Main Replacement Project in the Windtree area, he will be providing documents to staff for their review. In response to a question by Commissioner Kunkel, Mr. Martin stated that this Project should not impact the recent street overlays in that area.

MANAGERS' COMMENTS

Ms. Crookston informed the Commissioners that there is a fire protection equipment quote in the agenda materials. During the recent Fire Protection System inspection, it was determined that one card in the fire detection system panel is malfunctioning, and must be replaced. Mr. Martin noted that Johnson Controls is the District's current fire suppression maintenance service provider, and there is also another potential contractor. The Commissioners, staff and Ms. Larson discussed the potential equipment, costs and timing. Mr. Martin stated that staff will bring this item back to the Commissioners when staff has more information.

Mr. Martin reported that the District has hired a new employee to fill the vacant Technician position, who will start work on March 1.

Ms. Crookston noted that there is a communication from a customer in the agenda packet, complimenting staff on their safe driving in the Windtree neighborhood.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne stated that she is proud of staff for their considerate driving habits, which reflects well on the District.

Commissioner Martin congratulated staff on their safe driving. She is glad that she could attend the meeting today remotely.

Commissioner Kunkel also gave kudos to staff. The ratepayer stated that every time she sees a District vehicle, it is being driven in a safe manner. He appreciates that District staff are driving respectfully.

OTHER DISTRICT BUSINESS

None.

ADDITIONAL CITIZENS' COMMENTS

There were no citizens present.

ADJOURNMENT

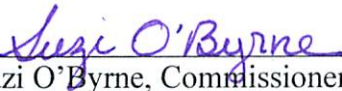
As there was no further business or persons to be heard, the meeting concluded at 2:34 p.m.

BOARD OF COMMISSIONERS



Douglas Kunkel, Commissioner

Pam Martin, Commissioner



Suzi O'Byrne, Commissioner