

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

Held on February 23, 2022

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held by remote means and in-person at the District Office, 6801 – 132nd Place SE, Newcastle, Washington, on February 23, 2022, pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended. Commissioner Doug Kunkel, Board Vice-President, chaired the meeting and called the meeting to order at 5:00 p.m. Commissioner Suzi O’Byrne, Board President, attended by telephone conference call, and Commissioner Pam Martin, Board Secretary, attended in-person. 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 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 Martin 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 February 9, 2022

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 citizens in attendance.

FCS GROUP PROPOSAL

Ms. Crookston informed the Commissioners that FCS Group's proposal for preparation of a fire protection cost analysis is in the meeting packet. The proposed budget for Tasks One through Four totals \$7,530. Optional Task One (Presentation) has a budget amount of \$2,470, and Optional Task Two (Documentation) has a budget amount of \$4,810. The Commissioners, staff and Ms. Larson discussed whether Tasks One through Four included any form of written report. The Commissioners' consensus was that it is important for work on the fire protection cost analysis to commence in a timely manner, but information is needed regarding whether Tasks One through Four will include any written report.

After discussion, Commissioner O'Byrne made a motion to approve the FCS Group Scope of Work for the Fire Protection Cost Analysis, Tasks One through Four, in the amount of \$7,530, on the condition that this includes some form of written documentation. Commissioner Martin seconded the motion, which passed unanimously. Ms. Crookston will follow up with FCS Group regarding the written documentation issue.

ATTORNEY'S COMMENTS

Ms. Larson reported on the status of ESHB 1329, which would amend the State Open Public Meetings Act regarding remote meeting attendance and related issues.

ENGINEER'S COMMENTS

Mr. Reynolds informed the Commissioners that the Engineering Project Status Report is in the meeting materials. Regarding the 580 Tank Site Project, the contractor is still waiting for the end of the concrete truck driver strike; however, the Project schedule has not been impacted

yet. The Pleasant Cove Lift Station Project will be re-bid later this Spring. PACE is working on the preliminary design for the Vactor Decant Facility Project, including preparation of base maps. Regarding the AMI Antenna Pole Project, PACE is preparing the footing design for an amendment to the 580 Tank Project building permit. Regarding the Canopy Developer Extension, PACE will work with Ms. Larson to prepare an amendment to the Developer Extension Agreement to allow on-site work to commence while the developer obtains the required off-site easements.

APPROVAL OF VOUCHERS

The Commissioners approved the following Vouchers:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3445 to 3464 in the amount of \$24,279.50.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3465 to 3484 in the amount of \$25,319.96.

Water/Sewer Maintenance Fund – Payroll in the amount of \$22,650.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$21,847.12.

MANAGERS' COMMENTS

Ms. Crookston reported that the WASWD Spring Conference will be held at Skamania Lodge on April 6 to April 8. She asked the Commissioners to let her know if they wish to attend, and she will reserve rooms. All Commissioners expressed interest in attending.

Mr. Martin informed the Commissioners that staff have started interviewing candidates for the new meter reader position, with the aim to have the new employee begin on April 4.

Mr. Martin also reported that he and other staff attended a meeting regarding the WSDOT Project relating to the relocation of a District sewer line, which will be funded by the State.

COMMISSIONERS' COMMENTS

Commissioner Martin commented that she missed seeing Commissioner O'Byrne in person today.

Commissioner O'Byrne thanked Commissioner Kunkel for chairing the meeting.

Commissioner Kunkel commented that he looks forward to attending the WASWD Conference in April.


OTHER BUSINESS

None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:40 p.m.

BOARD OF COMMISSIONERS



Suzi O'Byrne, Commissioner



Douglas Kunkel, Commissioner



Pam Martin, Commissioner