

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

Held on February 28, 2024

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 28, 2024. Commissioner Doug Kunkel, Board President, attended by Zoom, and called the meeting to order at 2:00 p.m. Commission Suzi O’Byrne, Board Secretary, attended by Zoom. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, and Rosemary Larson, legal counsel, and Bill Reynolds, District Engineer, attended in person.

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 – ADDITIONS OR DELETIONS

Mr. Russell informed the Commissioners of the need to add two items to the agenda: Item 6A “Decant Facility Project” and Item 6B “Fire Panel Upgrade”.

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

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of February 14, 2024

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

APPROVAL OF VOUCHERS

Commissioner O’Byrne made a motion to approve the following Vouchers. Commissioner Kunkel seconded the motion, which passed unanimously:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5330 to 5352 in the amount of \$73,111.05.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5353 to 5355 in the amount of \$24,617.65.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5356 to 5375 in the amount of \$119,871.20.

Water/Sewer Maintenance Fund – Payroll in the amount of \$20,750.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$35,474.55.

CITIZENS’ COMMENTS AND CONCERNS

No citizens were present.

DECANT FACILITY PROJECT

Mr. Reynolds informed the Commissioners that the District received six bids in response to the Invitation for Bids for the Decant Facility Project. PACE recommends the award of the Project to Pellco Construction, the low bidder on the Project at \$909,542.71. PACE reviewed the Pellco bid, and it is in order. There was one minor error, which did not change the bid’s total amount. Pellco confirmed its total bid amount, and is available to begin the Project quickly. Commissioner Kunkel commented that he was pleased to see that there were so many bids.

After discussion, Commissioner O’Byrne made a motion to approve the award of the Decant Facility Project to Pellco Construction in the amount of \$909,542.71, including sales tax. Commissioner Kunkel seconded the motion, which passed unanimously.

FIRE PANEL UPGRADE

Mr. Martin reported that the Fire Panel Project is in the permitting stage. The contractor determined that the design drawings do not address updating the panel with wiring to enable a function that alerts the District when a damper is tripped. Staff believes that this is an important upgrade, as it would allow the District to know when the heating or cooling is shut off in a particular building zone. Having the dampers monitored electronically will be a big improvement. Mr. Russell agreed that the upgrade is necessary, and provided as an example that it was just discovered that a damper was shut during a 2019 incident. No action is necessary now, but Staff will bring a change order request to a future meeting for the Commissioners' consideration.

ATTORNEY'S COMMENTS

Ms. Larson had no additional comments.

ENGINEER'S COMMENTS

Mr. Reynolds reported that PACE and Staff held a pre-construction meeting with the contractor on the Sewer Rehabilitation Project. The contractor will begin work next week.

MANAGERS' COMMENTS

Ms. Crookston informed the Commissioners that the Auditor has completed gathering information and will conclude the review soon.

Ms. Crookston reported that she met with the Carpet Project contractor. They have ordered the carpet, which will take up to eight weeks to arrive. Installation may occur in April.

Ms. Crookston also reported that Paulette Revoir will be retiring by July 1. She would like to advertise the position, with the aim of having a new person employed by May, so that Ms. Revoir can train the new employee before she leaves. Commissioner Kunkel agreed that it would be very beneficial to have a month or two overlap, so that Ms. Revoir can participate in the training.

Ms. Crookston commented that Ms. Revoir is on 32 hour/week schedule, but she would like to hire a full-time employee for the position, which was the case before Ms. Revoir. The Commissioners' consensus was that this was a good idea, as the work is there.

Mr. Martin informed the Commissioners that the District has hired a new employee for the Water/Sewer Technician position. The new employee will start on March 4.

Mr. Russell reported that the 2006 Colorado truck sold at auction, for \$8950 plus payment of all fees.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Kunkel had no additional comments.

OTHER DISTRICT BUSINESS

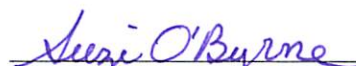
None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 2:30 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Suzi O'Byrne, Commissioner



Commissioner