

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

Held on March 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 March 23, 2022, pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended. Commissioner Suzi O’Byrne, Board President, attended in-person and called the meeting to order at 5:00 p.m. Commissioner Doug Kunkel, Board Vice-President, attended in-person, and Commissioner Pam Martin, Board Secretary, attended by telephone conference call. District staff Robert Russell, General Manager, 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 – CORRECTION

Mr. Russell informed the Commissioners that Item No. 7 on the agenda should be “580 Reservoir Improvements – Change Order #5.”

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

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of March 9, 2022

Commissioner Kunkel 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.

SURPLUS EQUIPMENT

Mr. Russell informed the Commissioners that the items of property listed in Exhibit A to the draft Resolution No. 1912 are no longer necessary for the District's purposes, have no value or have a value that is less than \$2500, and should be disposed of at the least cost to the District.

After discussion, Commissioner Kunkel made a motion to approve Resolution No. 1912, declaring certain District property surplus, and declaring the District's intent to sell the property at public or private sale or dispose of the property at the least cost to the District. Commissioner Martin seconded the motion, which passed unanimously

580 RESERVOIR IMPROVEMENTS – CHANGE ORDER NO. 5

Mr. Reynolds stated that this agenda item follows up on the discussion at the March 9, 2022 meeting regarding damage to items at the 580 Reservoir Site, caused by a tree falling onto the Site. The contractor, T. Bailey, has submitted Change Order No. 5, requesting payment for four items, one of which is for the cost of damage resulting from the tree fall. The Change Order includes: (1) installation of a degree bend to adjust alignment at the 2.5 MG overflow structure; (2) work to re-route certain conduit; (3) installation of a Project Sign required by the City as a condition of the building permit; and (4) tree fall damage, consisting of labor, materials and equipment to remove debris and repair the gauge board and hand rail. The Change Order also add 104 calendar days to the contract, to account for additional time needed for the contractor to obtain concrete, due to the ongoing strike. The total amount of the Change Order is \$15,909.55, including

sales tax. Notably, the Change Order does not include any amounts for damage to the subcontractor's equipment.

After discussion, Commissioner Kunkel made a motion to approve Change Order No. 5, in the amount of \$15,909.55, including sales tax. Commissioner O'Byrne seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

Ms. Larson had no additional comments.

ENGINEER'S COMMENTS

Mr. Reynolds informed the Commissioners that he will be out of the office for several weeks, but another engineer will be available during his absence.

APPROVAL OF VOUCHERS

The Commissioners approved the following Vouchers:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3524 to 3545 in the amount of \$53,452.41.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3546 to 3559 in the amount of \$12,520.64.

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

Water/Sewer Maintenance Fund – EFT in the amount of \$15,094.13.

MANAGERS' COMMENTS

Ms. Crookston provided information regarding employee HRA/VEBA accounts. Currently, if at the end of a calendar year, an employee has sick leave hours that would be lost, the District will make a payment into the employee's HRA/VEBA account in the amount of 50% of the dollar value of the sick leave hours that would be lost. Regarding vacation benefits, if on an

employee's anniversary of first employment, the employee has accrued, unused vacation in excess of 200 hours, the employee receives a "cash-out" of the excess hours on a dollar-for-dollar basis. It is possible for the Commissioners to authorize, as an alternative to making a payment to an employee for the excess vacation hours, that the employee may elect that the District make a payment into the employee's HRA/VEBA account in the amount of the full dollar value of the vacation hours in excess of 200.

The Commissioners and staff discussed the merits of this proposal. The Commissioners' consensus was that staff should prepare the appropriate documentation to implement this policy, for consideration at a future meeting.

Mr. Martin presented information regarding the equipment used to maintain water circulation in the District's reservoirs. Staff are researching a new product, which is more expensive than the equipment currently used, but may better serve the District. The Commissioners and staff discussed the differences between the two products.

Mr. Martin also informed the Commissioners that staff are investigating on-site generators for certain District facility sites.

Mr. Russell reported that he attended a meeting of the SPU group today, to receive information on the proposed amendments to the SPU contract. The next SPU group meeting is in two weeks.

COMMISSIONERS' COMMENTS

Commissioner Martin had no additional comments.

Commissioner Kunkel had no additional comments.

Commissioner O'Byrne had no additional comments.

OTHER BUSINESS

None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:30 p.m.

BOARD OF COMMISSIONERS



Suzi O'Byrne, Commissioner

Douglas Kunkel, Commissioner

Pam Martin, Commissioner