

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

Held on April 10, 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 April 10, 2024. Commissioner Doug Kunkel, Board President, attended by Zoom and called the meeting to order at 2:04 p.m. Commissioners Suzi O’Byrne and Peter Zevenbergen attended in person. District staff Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended in person. Christopher Pirnke, legal counsel, 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 – ADDITIONS OR DELETIONS

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

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of March 27, 2024

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

APPROVAL OF VOUCHERS

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

Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 5471 to 5482 in the amount of \$16,670.53

Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 5483 to 5519 in the amount of \$358,474.48

Water/Sewer Maintenance Fund – Payroll in the amount of \$82,354.87

Water/Sewer Maintenance Fund – EFT in the amount of \$37,063.18.

CITIZENS' COMMENTS AND CONCERNS

No citizens were present.

ATTORNEY'S COMMENTS

Mr. Pirnke had no additional comments.

ENGINEER'S COMMENTS

Mr. Martin, on behalf of Mr. Reynolds, reported that staff was planning to do an on-site inspection with the contractor for the Decant Facility Project on April 15. They intend to meet at the District Office, and then drive over to the site and develop a plan for the next steps on the Project. Mr. Martin also reported that the plans for the Windtree Water Main Project are 95% complete, and he anticipates that the Project will go out for bid in the next six weeks.

Commissioner Kunkel inquired about the anticipated cost of the Project. Mr. Martin reported that the engineer's estimate was around \$800k. Commissioner Kunkel also asked whether it was anticipated that there would be an issue with disposal of solids from the decant facility due to their potential chemical characteristics. Mr. Martin reported that most of the decant solids will be disposable at any local landfill facility, but that some will need to go to the King County landfill, pursuant to the Permit obtained for the Project.

MANAGERS' COMMENTS

Ms. Crookston presented a change order for the Carpet Replacement Project being done by the Legacy Group. Ms. Crookston reported that moisture testing was done on the concrete below the anticipated carpet locations. Moisture readings indicated a high moisture content. This necessitates additional work that needs to be performed to seal the concrete and create separation with the new carpet. Commissioner Zevenbergen asked if this request covered the entire cost of the project. Ms. Crookston informed him that this was just for the Change Order portion. Mr. Martin asked the Commissioners if they would be willing to extend the approved amount to \$20,000 in order to avoid the need for a future request for any additional unanticipated items. Commissioner O'Byrne voiced her support for the request. Commissioner Kunkel also asked if there were any mold issues. Ms. Crookston indicated that the change order was implemented to prevent potential mold issues. She noted that while the first floor did exhibit signs of moisture, there was no evidence of mold. Finally, Ms. Crookston reported that the carpet was scheduled to be delivered on April 29, and installed from the 29th to May 3rd. The work will be done after hours to avoid disruption for staff and customers. Commissioner Zevenbergen made a motion to approve the change order, with an additional allowance, for a maximum of \$20,000.00. Commissioner O'Byrne seconded the motion, which passed unanimously.

Ms. Crookston then reported that the new credit card processing system would go live next week, and that the old system will sunset on May 7. She told the commissioners that, among other things, the District's customers will get an email message about the change. Commissioner O'Byrne asked about the anticipated customer experience, and issues with late fees resulting from the change. Ms. Crookston reported that the current policy is that customers are entitled to a waiver of a late fee, once every three years. Beyond that, an exception needs to be granted. Here, Ms. Crookston informed District staff that if a late fee was incurred because of an autopay not being

transferred, an exception would be granted. Commissioners Zevenbergen and Kunkel inquired about the staff. Ms. Crookston stated that staff have been continually kept in the loop, and they are prepared for the anticipated increase in customer inquiries.

Mr. Martin reported that the Board needs to discuss officer elections. Commissioners Kunkel and O'Byrne were voted into the positions of President and Secretary in January, but the position of Vice-President remained vacant. Commissioner Kunkel made a motion to appoint Commissioner Zevenbergen as Vice-President. Commissioner O'Byrne seconded the motion. The Motion carried, with Commissioner Zevenbergen abstaining.

Mr. Martin referred the Board to the AVSS Invoice included with the Agenda packet. Mr. Martin explained that when the District was wrapping up the prior HVAC work, it was discovered that several of the HVAC fire dampers were not being monitored. In fact, some were stuck in closed positions. The District will engage AVSS to investigate the fire alarm system in relation to the duct detectors and recommend the next steps. The included invoice refers to that work, including the labor and installation for the modifications. Mr. Martin explained that this was a much lower bid than obtained from Johnson controls, and that the District still had a permit on file with the Bellevue Fire Department for the work. Ms. Crookston reported that additional modules may be needed, in the amount of approximately \$500. Commissioner Zevenbergen made a motion to approve the invoice, with an additional allowance up to a maximum of \$3,000.00. Commissioner O'Byrne seconded the motion, which passed unanimously.

Mr. Martin reported on the anticipated SE May Creek Park Project being conducted by the City of Newcastle. The project involves sidewalk improvements on the north shoulder. There will be District hydrants and service connections that may need to be adjusted. The work will be a bid item as part of the City's bid package. The City is also putting in bike lanes and a sidewalk project

on 112th Ave. S.E. As part of the 112th work, there will be a manhole and water valve can adjustments in connection with the overlay work. The City's Project is going out to bid on April 16, at which time Mr. Martin will be able to provide the Board with the anticipated cost for the District.

Mr. Martin reported that the current 2023 Sewer Rehab Project commenced on April 2nd. Thus far, the contractor has lined 1900 feet of approximately 3800 feet. So, the contractor is over halfway complete. There is still manhole work and valve cans that will need to be done. However, the contractor had a mishap with getting pumps turned back on. As a result, a customer's house was flooded by sewage approximately two inches deep. The contractor's insurance was promptly involved, and the District has opened a claim ticket with the District's insurance. Commissioner Kunkel inquired about the damage. Mr. Martin opined that it was hard to tell at this point, but the District is trying to help out as much as it can. Commissioner Zevenbergen commented that he is glad that the District is working with the home owner. Commissioner Kunkel asked if the homeowner had to move out due to the leak, but Mr. Martin was unsure.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne commented that she will be attending the WASWD Conference. Last week she attended a City of Tukwila presentation on emergency management. She also attended SnoKing on Monday. Finally, she reported that she is currently part of the search committee that is looking for a new WASWD Director. It has been interesting and fun to consider all the qualifications needed, especially in light of what is needed across the state.

Commissioners Zevenbergen had no comments.

Commissioner Kunkel asked staff about the Fee Changes agenda item that had been removed. Ms. Crookston reported that staff were still in discussions regarding the long side vs

short side fees. Cedar River does a deposit instead. The item will be brought back to the board at a later meeting. Attorney Larson still needs to review some of the wording.

OTHER DISTRICT BUSINESS


None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 2:52 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Suzi O'Byrne, Commissioner



Peter A. Zevenbergen, Commissioner