

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

**Held on May 11, 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 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on May 11, 2022, pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended. Commissioners Suzi O’Byrne, Board President, Doug Kunkel, Board Vice-President, and Pam Martin, Board Secretary, each attended in person. Board President O’Byrne called the meeting to order at 5:00 p.m. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended in-person. Katherine Weber, legal counsel attended by Zoom.

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 Kunkel made a motion to approve the agenda. Commissioner Martin seconded the motion, which passed unanimously.

**CONSENT AGENDA**

Approval of Minutes – Regular Board Meeting of April 27, 2022.

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

## **CITIZENS' COMMENTS AND CONCERNS**

There were no citizens in attendance.

## **VACTOR TRUCK**

Staff has recommended that the District's existing 1998 FLC112 vactor truck be replaced due to increasing repair costs and down time. After consideration of various options, Mr. Martin presented the Board with a proposal from Owen Equipment, for a Vactor 2100i PD model, with an estimated purchase price of \$612,539.17, pending the District's confirmation of final specifications. Mr. Martin explained that delivery of the replacement vactor truck is estimated to take approximately one year from the placement of the order. Following discussion, Commissioner Kunkel moved to authorize the General Manager to negotiate a final contract with Owen Equipment for the replacement vactor truck, with a purchase price not to exceed \$620,000.00. Commissioner Martin seconded the motion, which passed unanimously.

## **NEWCASTLE SPONSORSHIP**

Mr. Russell advised the Board that Newcastle Days 2022 has been scheduled for September 10, and he presented the Board with the Newcastle 2022 Sponsorship Package for various summer events. The District has been a prior sponsor, which is consistent with the public outreach mission of the District, and there was general consensus that the District continue its sponsorship. Mr. Russell explained the various sponsorship levels, and the benefits associated with each. It was generally noted that there have been changes to the benefits of each sponsorship level, and that the Silver level—which has historically been the District's contribution level-- does not include the sponsor's logo on the stage banner or Newcastle days t-shirt. The Commissioners discussed the importance of promoting the District's services and contributions to the community through the display of its logo at the event; however concerns were expressed about the costs associated with

the Gold level of sponsorship. It was agreed that Ms. Crookston would contact the City to inquire about a potential discount for municipal sponsors, and the issue was tabled for the next meeting.

### **HVAC SYSTEM**

Mr. Martin explained that the District's current HVAC system is nearing the end of its life-span and the District's objective is to move towards a more efficient system. Mr. Martin presented the Board with a Proposal for Professional Design Services from Page & Beard Architects, P.S. Mr. Martin explained that as a first step towards such replacement, it will be necessary to design an interface between the new and old systems and to account for challenges presented by the District's facilities, including certain flat roof conditions. Once the specifications have been designed, the replacement project will be put out for bid. The Page & Beard proposal includes design services to be performed by Page & Beard, in the estimated amount \$53,640.00, and associated mechanical services to be provided by Burman Design in the estimated amount of \$25,000.00. Following a discussion of the details of the proposal and the timing of the project, Commissioner Kunkel moved to approve the proposal and to authorize the General Manager to execute a contract with Page & Beard consistent with the same. Commissioner Martin second the motion, which passed unanimously.

### **APPROVAL OF VOUCHERS**

The Commissioners approved the following Vouchers:

Water/Sewer Maintenance Fund—Accounts Payable—Voucher No. 3657 to 3670 in the amount of \$116,455.73.

Water/Sewer Maintenance Fund—Accounts Payable—Voucher No. 3671 to 3698 in the amount of \$264,455.23.

Water/Sewer Maintenance Fund—Payroll in the amount of \$64,419.98.

Water/Sewer Maintenance Fund—EFT in the amount of \$7,019.29.

Water/Sewer Maintenance Fund—EFT in the amount of \$66,483.09.

**ATTORNEY’S COMMENTS**

Ms. Weber had no comments.

**ENGINEER’S COMMENTS**

Mr. Reynolds was not in attendance.

**MANAGERS’ COMMENTS**

Ms. Crookston informed the Board that she attended her first SPU Operating Board Meeting, held at the Cedar River Watershed Education Center, and found this meeting to be very informative.

Mr. Martin advised that the new crane truck purchased by the District is anticipated to be delivered tomorrow, following some mechanical issues and a wiper recall. Assuming that delivery occurs as expected, the District expects that it will be licensed, insured and in service on Monday, May 16, 2022. Mr. Martin reported that there is no scheduled delivery date yet for the new pipe truck that was purchased but expects that delivery is close. Mr. Martin further advised the Commissioners of a City of Newcastle sidewalk and stormwater project that will include some shared work with the District. The City will relocate a few of the District’s services, the District will provide an inspector for this work and the District will reimburse the City the actual cost of the work performed to its facilities. Mr. Martin will inform the Board of the total cost once a bid is accepted. He explained that it is more expedient, efficient and cost effective for the City to perform the work to the District facilities as part of its project, and for the District reimburse the City for this work, rather than for the District to perform the work itself.

Mr. Russell reported that he also attended the SPU Operating Board Meeting, and today attended the Emergency Preparedness Workshop through AWWA, which was very informative on many topics, including cybersecurity.

**COMMISSIONERS' COMMENTS**

Commissioner Kunkel remarked that he liked the new Meeting Owl System, for implementing and facilitating on-line meeting participation, installed in the Commissioner Meeting Room.

Commissioner Martin had no additional comments.

Commissioner O'Byrne stated that she also enjoyed attending the SPU Operating Board Meeting and celebrating the retirement of Ron Speers, General Manager of Soos Creek Water and Sewer District, and Matt Everett, General Manager of Highline Water District.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 6:08 p.m.

**BOARD OF COMMISSIONERS**

  
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Suzi O'Byrne, Commissioner

  
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Douglas Kunkel, Commissioner

  
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Pam Martin, Commissioner