

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

Held on May 12, 2021

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held by remote means and with certain staff only at the District Office, 6801 – 132nd Place SE, Newcastle, Washington, on May 12, 2021. Pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended, the meeting was not conducted in-person. Commissioner Pam Martin, Board President, attended via telephone conference call, and called the meeting to order at 5:00 p.m. Commissioner Suzi O’Byrne, Board Vice-President, and Commissioner Doug Kunkel, Board Secretary, also attended via telephone conference call. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended at the District’s office and were in compliance with CDC social distancing guidelines. Rosemary Larson, legal counsel, and Bill Reynolds, District Engineer, attended via 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 Kunkel 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 April 28, 2021

Moorman 6 – Water/Sewer DEA - Design Approval

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

CITIZENS’ COMMENTS AND CONCERNS

There were no citizens in attendance.

BID OPENING – PLEASANT COVE LIFT STATION

Mr. Reynolds reported that the bid for the Pleasant Cove Lift Station Project was opened at 4:00 p.m. today. The District received only one bid, which is higher than the Engineer’s estimate for this Project, and is more than the small works roster dollar limit. Mr. Russell stated that one possible option is to reject all bids, and re-bid the Project at a later date. The Engineer will review the information relating to this Project and the bid, and provide a recommendation to the Board at an upcoming meeting.

BID OPENING – 440 AND 1060 TANK CLEANING PROJECT

Mr. Reynolds reported that the bids for the Tank Cleaning Project were opened shortly after 4:00 p.m. today. The District received four bids. The low bid is under the Engineer’s estimate for this Project, and is less than the small works roster dollar limit. Thus, the Engineer recommends that the District proceed with this Project. The Engineer will review the bid documents, check references, and bring a recommendation on the award of the Project contract to the next Board of Commissioners’ meeting.

C. P. MCAULIFFE CONSULTING AGREEMENT

Mr. Russell commented that the C. P. McAuliffe letter of engagement, and the consulting services agreement, for the year-end December 31, 2020 financial services are in the meeting packet.

After discussion, Commissioner Kunkel made a motion to approve the C. P. McAuliffe letter of engagement, for the year-end December 31, 2020 financial services. Commissioner O'Byrne seconded the motion, which passed unanimously.

Commissioner O'Byrne made a motion to approve the C. P. McAuliffe consulting services agreement, in an amount not to exceed \$30,000, and to authorize the General Manager to execute the agreement. Commissioner Kunkel seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

Ms. Larson commented that she prepared the consulting services agreement, which the Board just approved.

ENGINEER'S COMMENTS

Mr. Reynolds reported that there is a lull in some of the District's Projects. The Engineer and District staff had a pre-construction meeting on the May Creek Assemblage DEA Project.

APPROVAL OF VOUCHERS

Commissioner Kunkel made a motion to approve the following Vouchers:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2667 to 2686 in the amount of \$52,042.62.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2687 to 2710 in the amount of \$272,135.79.

Water/Sewer Maintenance Fund – Payroll in the amount of \$64,952.29.

Water/Sewer Maintenance Fund – EFT in the amount of \$68,370.75.

Commissioner O’Byrne seconded the motion, which passed unanimously.

MANAGER’S COMMENTS

Ms. Crookston had no additional comments.

Mr. Martin reported that pricing for some items for the Carport Project have increased significantly while the District has been applying for the Project permit from the City of Newcastle. He will bring a change order to an upcoming meeting for the Commissioners’ consideration.

A District staff member has submitted his letter of resignation. Staff will be working to fill the position quickly.

Mr. Russell presented information regarding landscaping trees in front of the District Office building. The Board’s consensus was to use Eastern Redbud, and to consider using fewer, more established trees.

In response to a question from Commissioner Martin, Mr. Russell explained that currently, District staff are using staggered start times.

COMMISSIONERS’ COMMENTS

Commissioner O’Byrne had no additional comments.

Commissioner Kunkel had no additional comments.

Commissioner Martin had no additional comments.

OTHER BUSINESS

There was no additional business.

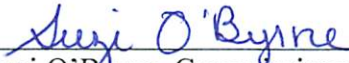
ADJOURNMENT

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

BOARD OF COMMISSIONERS



Pam Martin, Commissioner



Suzi O'Byrne, Commissioner

Douglas Kunkel, Commissioner