

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

Held on May 22, 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 May 22, 2024. Commissioner Doug Kunkel, Board President, attended by Zoom, and called the meeting to order at 2:00 p.m. Commissioner Suzi O’Byrne, Board Secretary, attended by Zoom and Commissioner Peter Zevenbergen, Board Vice President, attended in person. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, and Bill Reynolds, District Engineer, and Rosemary Larson, legal counsel, 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

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 May 8, 2024

Commissioner Zevenbergen made a motion to approve the consent agenda. Commissioner O’Byrne 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 Nos. 5590 to 5599 in the amount of \$59,958.77.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5600 to 5611 in the amount of \$279,098.12.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5612 to 5629 in the amount of \$90,569.08.

Water/Sewer Maintenance Fund – Corrected 05/14/2024 Payroll in the amount of \$85,704.11.

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

Water/Sewer Maintenance Fund – EFT in the amount of \$81,688.71.

CITIZENS’ COMMENTS AND CONCERNS

No citizens were present.

CAPITAL IMPROVEMENT PROGRAM/PLAN WORKSHOP

Mr. Russell presented the District’s draft 2024 – 2034 Capital Improvement Plan (the “CIP”) and the related power point presentation in the meeting agenda packet. Mr. Russell explained that the CIP includes the uncompleted projects from the current Capital Improvement Plan. District staff and PACE also reviewed the District’s capital facilities needs through 2034 and beyond, and added projects that are anticipated to be necessary to serve the District’s customers. The CIP includes a list of all of these capital projects and their estimated costs.

Mr. Russell described each capital project in the CIP, as presented in the power point, and the estimated cost and potential timeframe for each project. He provided the Commissioners with the opportunity to ask questions about each project. The CIP water system projects include the following:

- 700 Reservoir Improvements Project
- 1060 Reservoir Improvements Project
- Cast Iron Water Mains Project
- Windtree Water Mains Project
- Advanced Metering Infrastructure
- SCADA Upgrades
- 475/320 PRV Station Relocation Project
- 475/580 Pump and SCADA Upgrades
- Hazelwood Pump Station Upgrades
- 440 Reservoir Site Improvements Project
- 440 Reservoir Onsite Generator Project

The CIP sewer system projects include the following:

- Donegal AC Sewer Mains Replacement Project
- Asbestos Concrete Sewer Mains Project
- May Valley Sewer Lift Station Project
- Olympus Sewer Lift Station Project

The CIP combined system projects include the following:

- Operations Center Updates
- Vactor Truck Acquisition
- Meter Reading Vehicle Acquisition

The Commissioners, District staff and Mr. Reynolds discussed each project. Mr. Russell confirmed that the CIP is necessary for preparation of the Comprehensive Plan updates and for the GFC and LFC studies that are being prepared this year. Ms. Larson noted that even though a project is included in the CIP, the project still must be approved by the Commissioners before it is constructed, and before contracts are entered into for the work.

After discussion, Commissioner Zevenbergen made a motion to approve the 2024 – 2034 Capital Improvement Plan as presented by District staff. Commissioner O’Byrne seconded the motion, which passed unanimously.

Ms. Larson commented that a Resolution formally approving and adopting the CIP will be on the next meeting agenda.

SCADA PROPOSAL

Mr. Russell informed the Commissioners that the SCADA System Upgrade Proposal is in the agenda materials. The District’s existing SCADA System uses copper line, which is becoming obsolete and has decreasing reliability. The Proposal would upgrade the District’s SCADA System to a modern cellular telecommunications system, ensure high reliability, and prioritize communications media. The Proposal is for a total cost of \$389,799.45. Mr. Russell noted that there will be an additional cost later for electrical work. Commissioner Zevenbergen commented that this Project appears to be a necessity. In response to a question from Commissioner O’Byrne, Mr. Russell stated that when the potential project was reviewed previously, Comcast was not available as a service provider. Mr. Martin commented that this Proposal does not tie the District to any particular service provider, so that can be reviewed later.

After discussion, Commissioner Zevenbergen made a motion to approve the S & B, Inc./Siemens Proposal for the SCADA System Upgrade Project, in an amount not to exceed \$400,000, and to authorize the General Manager to execute on behalf of the District a contract for this work. Commissioner O’Byrne seconded the motion, which passed unanimously.

ATTORNEY’S COMMENTS

Ms. Larson had no additional comments.

ENGINEER'S COMMENTS

Mr. Reynolds had no additional comments.

MANAGERS' COMMENTS

Ms. Crookston reported that a customer provided a very favorable written comment regarding staff's transition to the new billing system. The District has received several positive emails from customers on this transition.

Ms. Crookston informed the Commissioners that the Employee Recognition Lunch will be held on June 20, 2024. Ms. Crookston also reported that staff have interviewed a few candidates for the upcoming vacant position and hope to fill that position soon.

Mr. Martin reported that as part of the Newcastle Crosswalk and Roundabout Project, the bid tabulation for the District's items was approximately \$40,000. When the District receives the invoice for this work from the City, staff will inform the Commissioners.

Mr. Martin also informed the Commissioners that on the Sewer Rehabilitation Project, staff determined that there is an area of pipe that they would like to have lined. This matter will be brought to the Board for consideration when the contractor provides a potential change order for the work.

Mr. Russell reported that he attended the Retrospective Rating meeting, and the service provider indicated that there will be an assessment this year due to one participant having a large claim. The assessment amount should be determined in June.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Zevenbergen informed the other Commissioners that he cannot attend the June 26, 2024 Board meeting, and requested an excused absence. Commissioner Kunkel made a

motion to excuse Commissioner Zevenbergen's absence from the June 26, 2024 meeting. Commissioner O'Byrne seconded the motion, which passed unanimously.

Commissioner Kunkel informed the other Commissioners that he cannot attend the July 10, 2024 Board meeting, and requested an excused absence. Commissioner Zevenbergen made a motion to excuse Commissioner Zevenbergen's absence from the July 10, 2024 meeting. Commissioner O'Byrne seconded the motion, which passed unanimously.

Commissioner Kunkel commented that it is great to see the kudos to staff from customers. He is glad that when customers call the District, they speak to a real person.

OTHER DISTRICT BUSINESS


None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 4:47 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Suzi O'Byrne, Commissioner



Peter A. Zevenbergen, Commissioner