

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

Held on May 24, 2023

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 10, 2023. Commissioner Doug Kunkel, Board President, attended by Zoom and chaired the meeting and called the meeting to order at 2:03 p.m. Commissioner Pamela Martin, Board Vice-President, attended by Zoom. Commissioner Suzi O’Byrne, Board Secretary, attended in person. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended in person. Jackson Marchant, 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

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

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of May 10, 2023

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

APPROVAL OF RESOLUTION NO. 1922 – CREDIT CARD LIMITS

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

APPROVAL OF VOUCHERS

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

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4362 to 4651 in the amount of \$ 42,486.63.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4652 to 4662 in the amount of \$ 30,922.89.

Water/Sewer Maintenance Fund – Payroll in the amount of \$ 21,650.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$23,542.34.

Water/Sewer Maintenance Fund – EFT in the amount of \$0.

CITIZENS’ COMMENTS AND CONCERNS

There were no citizens in attendance.

ATTORNEY’S COMMENTS

Mr. Marchant had no comments.

ENGINEER’S COMMENTS

No comments.

MANAGERS’ COMMENTS

Ms. Crookston informed the Commissioners that the negotiations for King County Franchise were about to exhaust the funds, and that \$2,500 should be sufficient to complete the process. Commissioner Kunkel summarized the issues being negotiated, noting that the District’s

situation is different from other districts. Ms. Crookston noted that approval of additional funds should be reflected in minutes for auditor, but that no motion was necessary. Commissioners approved \$2,500. Ms. Crookston noted that financials were being finalized today and tomorrow and would be submitted to SAO this week. Mr. Russell noted District's CPA advised that the District is in a strong position.

Mr. Martin advised that there would be additional costs to complete work at the 440 Reservoir in the amount of \$5,000, due to some components in the device which were not accounted for in the proposal and additional labor costs. Mr. Martin also reported that the permit for the operations center for reroof and HVAC improvements was approved and fees paid, and that he plans to work on bid documents to get project completed by the end of summer. Commissioner Martin inquired if it normally takes this long to get a permit. Mr. Martin replied that takes longer for building permits. Mr. Martin noted he would go forward with the project with the Board's approval, and the Board generally agreed. Mr. Martin spoke briefly on work to Olympus Sewer Station. He advised that there is a damaged conduit within the wet well structure and leaking in dry well area, and he has reached out to subcontractors regarding pricing to take care of some of the work. Mr. Martin reported that an electrical subcontractor suggested rewiring some old internal conduits inside wet well, and putting in stainless steel. Mr. Martin further noted that there is currently polycoated rigid steel in the wet well, but stainless steel is best thing to hold up to that environment. Mr. Martin advised that next meeting he would seek approval of \$30,000 for conduit work in station plus additional work to repair leaks in fan system/air exchanges in dry well (awaiting estimates for work). Commissioner Kunkel noted that it was not surprising that the conduit was seeing effects of highly corrosive environment in wet well. Mr. Martin noted that the

current equipment is around 23 years old, and that motors and seals wear out, and that this work is needed for lighting safety and for conduit for low voltage products within that structure.

Mr. Russell commented that with summer approaching Newcastle has reached out for sponsorship for Newcastle Days, have done silver sponsorship at \$1,000. Commissioner Martin noted that attorney had okayed that previously, serves mission of supporting conservation. Commissioner Kunkel noted his comfort level was at \$1,000. Commissioner O'Byrne moved to approve silver level sponsorship and Commissioner Martin seconded the motion. The motion passed unanimously.

Mr. Russell reported that the 2016 Chevy Colorado in the District's fleet has transmission leak and solicited the Board's opinion regarding whether to repair the truck for \$6,000-\$8,000 or whether to replace it. The truck is an on-call vehicle. Board and staff discussed options, including continued use of 2006 Chevy Colorado which is planned to be surplus out, and surplus out the 2016 Chevy Colorado instead. Commissioner Kunkel asked about options for replacement of the 2016 truck. Mr. Russell advised he would shop for quotes for replacement trucks which are larger and more practical for service purposes. Commissioner Kunkel and Mr. Russell agreed that it was important to get 4WD vehicle given possible snowy conditions. Commissioner Kunkel suggested if the 2016 Colorado has too many technical problems it may be preferable to cut losses. Mr. Russell noted that it seems like this transmission issue is a common one but the truck is one year past warranty. Commissioner Martin asked for staff to bring back options for replacement or repair to discuss at board level. Commissioner Kunkel agreed with Commissioner Martin.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne commented about how she appreciated the opportunity to tour District facilities with Mr. Russell and Mr. Martin and how it was helpful to understand how they work.

Commissioner Martin: No comments.

Commissioner Kunkel: Reiterating what O'Byrne said re: tours of system, important to have memories of being at reservoir/pump station, good to be there and see it is helpful when discussing in meetings.

OTHER DISTRICT BUSINESS

None.

EXECUTIVE SESSION


No executive session.

ADJOURNMENT


Motion to adjourn by Commissioner O'Bryne, Martin seconded. Passed unanimously. Meeting adjourned at 2:34 PM

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Pam Martin, Commissioner



Suzi O'Byrne, Commissioner