

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

**Held on June 9, 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 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on June 9, 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 – REVISION**

Mr. Russell requested that the 580 Reservoir Project Change Order matter be moved to Item 5 on the Agenda.

Commissioner Kunkel made a motion to approve the agenda, as revised. Commissioner O'Byrne seconded the motion, which passed unanimously.

### **CONSENT AGENDA**

Approval of Minutes – Regular Board Meeting of May 26, 2021

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

### **CITIZENS' COMMENTS AND CONCERNS**

There were no citizens in attendance.

### **580 RESERVOIR PROJECT CHANGE ORDER**

Mr. Reynolds informed the Commissioners that the contractor on the 580 Reservoir Project has requested Change Order No. 1, which includes six items. The proposed Change Order and related documentation are in the agenda packet. Mr. Reynolds presented information regarding each proposed Project modification, and his recommendation that the District approve the Change Order. Mr. Russell stated that District staff support Change Order No. 1.

After discussion, Commissioner Kunkel made a motion to approve Change Order No. 1 in the total amount of \$47,586.00, including sales tax. Commissioner O'Byrne seconded the motion, which passed unanimously.

Mr. Reynolds left the meeting.

### **AKTIVOV UPDATES**

Mr. Russell stated that this Item follows up on the discussion at the previous Board meeting regarding the Aktivov proposal. Aktivov's response to the issues raised by the District is in the agenda packet. Ms. Crookston provided additional information regarding staff's discussion with Aktivov. Aktivov stated that it was not receiving any reimbursement from any source for Covid-

related discounts offered to customers, and that it would adjust the invoice date. District operations staff speak highly of the large video module and the buildings, facilities and treatment plant module, which were discussed at the prior meeting.

After further discussion, Commissioner Kunkel made a motion to approve the Activov invoice for the large video module and the buildings, facilities treatment plant module, with maintenance through the end of 2021, in the amount of \$16,515. Commissioner O’Byrne seconded the motion, which passed unanimously.

**HOMESTEAD DESIGN AND MAINTENANCE AGREEMENT**

Mr. Martin informed the Commissioners that the District’s landscape maintenance service provider’s annual contract will expire. This agreement will extend the current agreement through May 31, 2022. The service provider has not proposed any increase in rates.

All the Commissioners spoke in favor of renewing the Homestead Design and Maintenance agreement. Commissioner Kunkel made a motion to approve the Homestead Design and Maintenance Agreement in an annual amount not to exceed \$66,000, plus tax. Commissioner O’Byrne seconded the motion, which passed unanimously.

**ATTORNEY’S COMMENTS**

Ms. Larson had no additional comments.

**ENGINEER’S COMMENTS**

There was no additional Engineer’s report.

**APPROVAL OF VOUCHERS**

Commissioner O’Byrne made a motion to approve the following Vouchers, which was seconded by Commissioner Kunkel and passed unanimously:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2744 to 2760 in the amount of \$47,815.63.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2761 to 2779 in the amount of \$393,224.74.

Water/Sewer Maintenance Fund – Payroll in the amount of \$63,933.07.

Water/Sewer Maintenance Fund – EFT in the amount of \$67,633.68.

### **MANAGER'S COMMENTS**

Ms. Crookston had no additional comments.

Mr. Martin provided an update on the Carport Project. The City of Newcastle issued the permit for the Project. The contractor will proceed with work in early August.

Mr. Russell informed the Commissioners that the WASWD Fall Conference will be held September 15 to 17. Commissioners Martin and O'Byrne expressed interest in attending.

Mr. Russell also informed the Commissioners that a customer has commented that he was very pleased with service provided by staff member Jeff Schell, who responded to the customer's service call. All the Commissioners thanked Mr. Schell for his good work, which reflects favorably on the District.

### **COMMISSIONERS' COMMENTS**

Commissioner O'Byrne had no additional comments.

Commissioner Kunkel had no additional comments.

Commissioner Martin commented that the Governor's Emergency Proclamations may be ending on June 30. Mr. Russell stated that District staff are working on plans to re-open the District's facilities to the public and to resume regular open meeting procedures.

### **OTHER BUSINESS**

None.

**EXECUTIVE SESSION – RCW 42.30.110(1)(g) – Review performance of public employees**

Mr. Russell requested an executive session under RCW 42.30.110(1)(g) to review the performance of District employees, and advised that the executive session would be for 25 minutes.

Commissioner Martin convened the executive session at 5:35 p.m., with the Commissioners, Mr. Russell, Mr. Martin, Ms. Crookston and Ms. Larson attending. At 5:44 p.m., Mr. Martin and Ms. Crookston left the executive session. At 5:52 p.m., the executive session concluded.

At 6:00 p.m., the open public meeting was reconvened. Mr. Russell stated that Ms. Crookston's six month salary review period is concluding. Based on Ms. Crookston's excellent job performance, staff recommend that she receive a five percent increase in salary. Commissioner Kunkel made a motion, that based on staff's recommendation and Ms. Crookston's job performance, the Board of Commissioners approve a five percent increase in salary for Ms. Crookston. Commissioner O'Byrne seconded the motion, which passed unanimously.

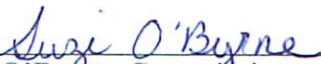
**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 6:03 p.m.

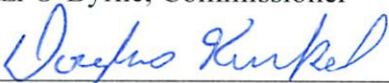
**BOARD OF COMMISSIONERS**



\_\_\_\_\_  
Pam Martin, Commissioner



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Suzi O'Byrne, Commissioner



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Douglas Kunkel, Commissioner