

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

Held on June 10, 2020

A special 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 June 10, 2020. Pursuant to the Washington State Governor's Proclamation No. 20-28, as extended, the meeting was not conducted in-person. Commissioner Douglas Kunkel, Board President, was in attendance via telephone conference call, and called the meeting to order at 3:00 p.m. Commissioner Pam Martin, Board Vice-President, joined the meeting at 3:05 p.m. via telephone conference call, and Commissioner Suzi O'Byrne, Board Secretary, also attended via telephone conference call. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Anne Paige, 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. However, no members of the public attended.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Approval of Minutes – Special Board Meeting of May 27, 2020

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

ATTORNEY’S COMMENTS

Ms. Larson informed the Board that the Governor’s most recent Proclamation relating to the Open Public Meetings Act extends the prohibition on in-person meetings until June 17, 2020, but does not limit the topics that may be discussed at Board meetings.

Ms. Larson also reported that the Governor’s most recent Proclamation relating to Ratepayer Assistance extends the prohibitions on disconnecting customers for nonpayment and charging late fees until July 28, 2020, and also contains a new requirement that utilities create a Customer Support Program and post the Program on the utility’s website by July 10, 2020.

ENGINEER’S COMMENTS

Mr. Reynolds reported that the District has been working on a number of Developer Extensions, several of which will start in the next month. Regarding the Crystelle Ridge extension, the District is waiting for the City of Newcastle to issue the notice to proceed for the project.

Mr. Reynolds indicated that WSDOT should issue the permit for the I-405 Water Main Project next week.

He also informed the Board that the engineering report for the Water System Plan Extension is almost complete.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 1833 in the amount of \$6,552.00.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1834 to 1852 in the amount of \$110,999.16.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1853 to 1870 in the amount of \$130,835.14.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 1871 in the amount of \$1,063.51.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$62,358.01.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$64,866.28.

C.P. MCAULIFFE LETTER OF ENGAGEMENT FOR AUDIT YEAR 2019

Mr. Russell stated that the District needed to enter into an agreement with McAuliffe for services to conduct the District's audit for 2019.

Commissioner O'Byrne made a motion to approve the C.P. McAuliffe professional services agreement and authorize the General Manager to execute the same on behalf of the District. Commissioner Martin seconded the motion, which passed unanimously.

WASWD RETROSPECTIVE RATING PROGRAM AGREEMENT

Mr. Russell stated that the District needed to enter into an agreement with the Washington State Association of Sewer and Water Districts for participation in the WASWD Retrospective Rating Plan.

Commissioner Martin made a motion to approve the WASWD Retrospective Rating Plan Agreement and authorize the General Manager to execute the same on behalf of the District. Commissioner O'Byrne seconded the motion, which passed unanimously.

HOMESTEAD DESIGN AND MAINTENANCE AGREEMENT

Mr. Russell reported that the current agreement expires at the end of June. Homestead has requested an increase in compensation from not to exceed \$60,000/year to not to exceed \$66,000/year. The contractor did not request an increase last year. All three Commissioners spoke in favor of this contract.

Commissioner O'Byrne made a motion to approve the Homestead Design and Maintenance Agreement, and authorize the General Manager to execute the same on behalf of the District. Commissioner Martin seconded the motion, which passed unanimously.

RATEPAYER ASSISTANCE PROCLAMATION

Mr. Russell reported that the District has posted information on the District's website as required by the Governor's Ratepayer Assistance Proclamation.

580 RESERVOIR UPGRADES PROJECT

Mr. Reynolds reported that the project documents have been submitted to District staff and counsel for review, and the Project is ready to be submitted for bids.

Commissioner Martin made a motion to approve submitting the Project for bids, pending final approval of the Project documents by legal counsel. Commissioner O'Byrne seconded the motion, which passed unanimously.

FINANCE MANAGER'S COMMENTS

Ms. Paige reported that the District expects to start the Year 2019 Audit at the beginning of July. She also indicated that at the next meeting, she will be requesting that the Board consider authorizing a salary increase for the District's receptionist, who has been an exceptional employee.

GENERAL MANAGER'S COMMENTS

Mr. Russell reported that the Board of Commissioners meetings will return to the regular meeting time of 5:00 p.m. The Board should be able to accept public comment at future meetings.

Mr. Russell also reported that the District expects to be able to have a “safe start” date of July 15, and is considering alternating start times for staff. The District has implemented social distancing policies and practices for staff and has worked with the Union to implement a successful and safe return to work.

COMMISSIONERS’ COMMENTS

Commissioner Martin reported that she was slightly late to the meeting due to her attendance at the WASWD Board of Directors remote meeting.

Commissioner O’Byrne thanked the District staff for keeping the District’s operations running smoothly and safely. She reported that she has attended several classes last week during the WASWD Conference, which were informative.

Commissioner Kunkel expressed appreciation for staff’s implementation of policies and procedures to keep everyone safe and looks forward to a time when the District can resume regular, in-person meetings at the District’s Board meeting room.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 3:36 p.m.

BOARD OF COMMISSIONERS



Douglas Kunkel, Commissioner

Pam Martin, Commissioner



Suzi O’Byrne, Commissioner