

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

Held on June 12, 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 June 12, 2024. Commissioner Doug Kunkel, Board President, attended by Zoom, and called the meeting to order at 2:01 p.m. Commissioner Peter Zevenbergen, Board Vice President, attended in person. Commissioner Suzi O’Byrne, Board Secretary, joined the meeting by Zoom at 2:06 p.m. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, and Bill Reynolds and Andreas Olshausen, District Engineers, 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 Zevenbergen made a motion to approve the agenda. Commissioner Kunkel seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of May 22, 2024

Approval of Resolution No. 1932 – Capital Improvement Plan

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

APPROVAL OF VOUCHERS

Commissioner Zevenbergen 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. 5630 to 5651 in the amount of \$64,378.79.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 5652 in the amount of \$309,257.49.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5653 to 5666 in the amount of \$17,561.96.

Water/Sewer CIP Reserve Fund – Accounts Payable – Voucher No. 5667 in the amount of \$60,837.16.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5668 to 5692 in the amount of \$378,147.05.

Water/Sewer Maintenance Fund – Payroll in the amount of \$87,038.74.

Water/Sewer Maintenance Fund – EFT in the amount of \$3,431.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$17,626.84.

CITIZENS' COMMENTS AND CONCERNS

No citizens were present.

440 FENCE PROPOSALS

Mr. Martin informed the Commissioners that the District received three proposals for installing slats and security fencing at the 440 Tank site. Staff recommend that Project be awarded to Fence Specialists, the low bidder at \$21,985.00 plus sales tax. Commissioner Kunkel commented that he liked the low bidder's five-year guaranty.

After discussion, Commissioner O'Byrne made a motion to approve the award of the 440 Tank Site Fence Project to Fence Specialists, in the amount of \$21,985.00 plus sales tax. Commissioner Zevenbergen seconded the motion, which passed unanimously.

DECANT FACILITY CHANGE ORDER

Mr. Reynolds presented information regarding Decant Facility Project Change Order No. 1, which was discussed at a prior meeting. After the award of the Project, the District determined that it is necessary to raise the level of a manhole by four feet, to place the cover at a better height and avoid water ponding. The contractor has presented Change Order No. 1 for this extra work. Change Order No. 1 also includes the City's increase in sales tax which occurred after Project award. The total amount of the Change Order, for both items, is \$8,591.98, including sales tax.

After discussion, Commissioner Zevenbergen made a motion to approve Decant Facility Project Change Order No. 1 in the amount of \$8,591.98, including sales tax, and adding three calendar days to the contract. Commissioner O'Byrne seconded the motion, which passed unanimously.

Mr. Reynolds then discussed proposed Change Order No. 2. The District determined that adjusting the slope to the existing downstream manhole would decrease the risk of decant waste overflowing. The contractor presented Change Order No. 2 for this work, in the amount of \$17,256.22, including sales tax. Mr. Reynolds believes this amount is reasonable and within force account guidelines. In response to a question from Commissioner Kunkel, Mr. Reynolds stated that this change would more than double the facility's capacity.

After discussion, Commissioner Zevenbergen made a motion to approve Decant Facility Project Change Order No. 2, in the amount of \$17,256.22, including sales tax, and adding 21

calendar days to the contract. Commissioner Kunkel seconded the motion, which passed unanimously.

LANDSCAPE SERVICES – HOMESTEAD DESIGN

Mr. Martin informed the Commissioners that the current Homestead Design contract expires at the end of June. Staff recommend that Homestead Design provide the District's landscaping services for another year. Homestead Design agreed to perform the services at their current rates. In response to Commissioner Zevenbergen's question, Mr. Martin stated that the District uses a full bidding process for these services every three years. Commissioner Kunkel stated that Homestead Design does a great job on the landscaping. Commissioner Zevenbergen commented that renewing the contract for a year is cost effective, as there will be no rate increase.

After discussion, Commissioner Zevenbergen made a motion to approve the renewed Homestead Design Agreement and authorize the General Manager to execute the Agreement on behalf of the District. Commissioner Kunkel seconded the motion, which passed unanimously.

2023 SEWER REHABILITATION PROJECT CHANGE ORDER

Mr. Martin stated that this Item follows on the discussion at the prior meeting. This Change Order would add the cost to install an additional 500 lineal feet of lining to the sewer main, and certain manhole rehabilitation. District staff have determined that it is cost effective to perform this work now while the contractor is in the field. The contractor proposed a cost of \$59,524.61, including sales tax, and the addition of ten working days to the contract. The Change Order proposal would not include "top hats" which can be added later if necessary. If top hats are not added, then their cost would be deducted from the contract amount. Commissioner Kunkel spoke in favor of the Change Order, as it avoids mobilization costs.

After discussion, Commissioner Zevenbergen made a motion to approve 2023 Sewer Rehabilitation Project Change Order No. 1, in the amount of \$59,524.61, including sales tax, and adding ten working days to the contract. Commissioner Kunkel seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

Ms. Larson commented that the agenda materials include a draft Purchasing and Contracting Policy Manual, for review and discussion. The Manual will make the District's purchasing and contracting procedures consistent with State law, including several new laws that take effect on July 1, 2024. Mr. Russell confirmed that the draft Manual is for the Commissioners' review; the Manual will be presented for discussion and possible adoption at the next meeting.

ENGINEER'S COMMENTS

Mr. Reynolds commented that the contractors on both District Projects that are underway are performing well. A few additional Projects will be ready to bid soon.

MANAGERS' COMMENTS

Ms. Crookston reported that the District made an offer of employment to a candidate, but that candidate declined. Staff hope to make an offer to another candidate tomorrow.

Mr. Martin reported that the new vector truck may be delivered in July. Mr. Martin also reported that District staff are getting bids to have the parking lot resealed and striped.

Mr. Martin informed the Commissioners that the Olympus Lift Station pump motor and control centers have had issues, which need to be corrected. The District's electrical engineer reviewed the situation and estimated that replacing the equipment will cost approximately \$15,000. Mr. Russell stated that the situation was close to an emergency, but the District was able to get the

second motor running. In response to a question from Ms. Larson, Mr. Russell confirmed that the General Manager's purchasing authority is \$20,000.

Mr. Russell reported that last week, he attended the Watershed tour and Board meeting, with Commissioner Zevenbergen.

COMMISSIONERS' COMMENTS

Commissioner Zevenbergen commented that the Watershed day was fantastic. It was good to see how much water is available. He reminded the other Commissioners that he has an excused absence for the next meeting. He reported that he has completed the Open Government Training. He thanked staff for their work on the draft Purchasing and Contracting Policy Manual.

Commissioner O'Byrne had no additional comments.

Commissioner Kunkel reminded the other Commissioners that he has an excused absence for the July 10, 2024 meeting. He is glad that Commissioner Zevenbergen could attend the Watershed tour.

OTHER DISTRICT BUSINESS

None.

EXECUTIVE SESSION – RCW 42.30.110(1)(g) To review the performance of a public employee

Mr. Reynolds, Mr. Olshausen, and Mr. Martin departed the meeting.

Commissioner Kunkel announced that there would be an executive session under RCW 42.30.110(1)(g) to review the performance of a public employee, which would be for ten minutes and conclude at 2:58 p.m. Commissioner Kunkel convened the executive session at 2:48 p.m., with the Commissioners, Mr. Russell, Ms. Crookston, and Ms. Larson attending.

At 2:58 p.m., the executive session was concluded and open session resumed. Commissioner Zevenbergen made a motion to change Sharon Krotzer's job title to Accounts Receivable Administrator. Commissioner Kunkel seconded the motion, which passed unanimously.

Ms. Crookston departed the meeting.

Commissioner Kunkel announced that there would be an executive session under RCW 42.30.110(1)(g) to review the performance of a public employee, which would be for ten minutes and conclude at 3:09 p.m. Commissioner Kunkel convened the executive session at 2:59 p.m., with the Commissioners, Mr. Russell, and Ms. Larson attending. At approximately 3:05 p.m., Commissioner O'Byrne departed the meeting.

At 3:09 p.m., Commissioner Kunkel announced that the executive session would be extended for five minutes, and conclude at 3:14 p.m. At 3:14 p.m, the executive session was concluded and open session resumed.

After discussion, Commissioner Zevenbergen made a motion to increase Jamie Crookston's salary by five percent (5%), based on job performance. Commissioner Kunkel seconded the motion, which passed unanimously.

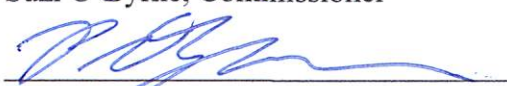
ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 3:18 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner


Suzi O'Byrne, Commissioner


Peter A. Zevenbergen, Commissioner