

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

**Held on June 14, 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 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on June 14, 2023. Commissioner Doug Kunkel, Board President, attended by Zoom, and called the meeting to order at 2:04 p.m. Commissioner Suzi O’Byrne, Board Secretary, attended in person. Commissioner Pamela Martin, Board Vice-President, was absent. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, 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**

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

**CONSENT AGENDA**

Approval of Minutes -- Regular Meeting of May 24, 2023

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

**APPROVAL OF VOUCHERS**

Commissioner Kunkel noted that the following Vouchers will be approved when signed:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4663 to 4672 in the amount of \$83,358.33.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4673 to 4685 in the amount of \$10,106.51.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 4686 in the amount of \$49,711.55.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4687 to 4709 in the amount of \$359,538.09.

Water/Sewer Maintenance Fund – Payroll in the amount of \$84,917.03.

Water/Sewer Maintenance Fund – EFT in the amount of \$14,158.96.

Water/Sewer Maintenance Fund – EFT in the amount of \$82,798.47.

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

There were no citizens in attendance.

#### **DISTRICT VEHICLES**

Mr. Russell stated that this item continues the discussion at the last Board meeting regarding District vehicles. Staff recommend that the 2006 Chevrolet Colorado (121,000 miles) be declared surplus and replaced, due to the vehicle's age and need for costly repairs. Staff also recommend that the 2016 Chevrolet Colorado (48,000 miles) be repaired. Regarding a replacement vehicle, staff researched options and recommend that the District purchase a 2023 Ford F-150 truck.

Commissioner Kunkel commented that he is in favor of selling the 2006 Chevrolet Colorado due to its age, the cost of repairs, and the vehicle's mileage. After discussion, Commissioner O'Byrne made a motion to approve Resolution No. 1923, declaring the 2006

Chevrolet Colorado to be surplus and stating the District's intent to sell the 2006 Chevrolet Colorado at public or private sale. Commissioner Kunkel seconded the motion, which passed unanimously.

Mr. Russell stated that staff obtained several quotes for the repairs on the 2016 Chevrolet Colorado, and he believes that the Good Chevrolet quote is the best option, based on the warranty they will provide and that their technicians are Chevrolet trained. The cost of the repair work is within the General Manager's contracting authority. The Commissioners' consensus was that Good Chevrolet could be used for the repairs.

Mr. Russell reported that staff obtained price information from the State Department of Enterprise Services to purchase a 2023 Ford F-150 using the DES contract, which indicates a cost of \$49,172.20, including tax, for the vehicle. However, this quote did not include certain safety equipment and other features that the District routinely installs on its vehicles. After discussion, Commissioner O'Byrne made a motion to authorize District staff to purchase the Ford F-150 vehicle using the Department of Enterprise Services contract, for a purchase price of \$49,172.20, plus up to an additional \$5,000.00 for safety equipment and other features routinely installed on District vehicles. Commissioner Kunkel seconded the motion, which passed unanimously.

### LANDSCAPING CONTRACT

Mr. Martin reported that the Homestead Design landscaping contract is up for renewal. District staff are very satisfied with the services provided by Homestead Design. The contractor has asked for a price increase in the amount of \$100/month, which staff believes is reasonable. Commissioner O'Byrne agreed that this is a reasonable rate increase. Commissioner Kunkel also agreed, and stated that the contractor has been doing a great job.

Commissioner O'Byrne made a motion to approve the Homestead Design and Maintenance agreement, with a rate increase of \$100/month, and to authorize the General Manager to execute the agreement on behalf of the District. Commissioner Kunkel seconded the motion, which passed unanimously.

### **IT CONTRACT**

Mr. Russell reported that the KDH information technology services agreement is also up for renewal. District staff are pleased with the services provided by KDH, particularly as relates to cybersecurity. KDH provided their form agreement, but District staff prefer to use the District's form of agreement, which is included in the agenda materials. The Scope of Work has been revised to include provisions from the KDH proposal that are beneficial to the District. KDH proposed a rate increase to \$200/hour, which staff determined is reasonable and included in the agreement. Commissioner Kunkel commented that he is in favor of renewing the KDH contract, as staff is satisfied with their services. In response to Commissioner Kunkel's question, Mr. Russell stated that the KDH contract would include licenses for some, but not all, of the District's software subscriptions, as some small programs are licensed separately.

After discussion, Commissioner O'Byrne made a motion to approve the KDH agreement, in the form included in the agenda materials, and to authorize the General Manager to execute the agreement on behalf of the District. Commissioner Kunkel seconded the motion, which passed unanimously.

### **ATTORNEY'S COMMENTS**

Ms. Larson had no comments.

### **ENGINEER'S COMMENTS**

The Engineer was not present.

## **MANAGERS' COMMENTS**

Ms. Crookston reported that she is in the process of reviewing the District's fees and charges, to ensure that the District is covering its costs. A copy of the updated charges is in the agenda packet, for the Commissioners' review. She will bring a resolution to an upcoming meeting.

Ms. Crookston informed the Commissioners that she will not be at the next meeting.

Mr. Martin thanked Ms. Crookston for her work on the updates to the District's fees and charges.

Mr. Martin reported that the District solicited bids from three contractors for the repairs to the Olympus drywell, wetwell and related facilities. Two contractors submitted bids for the project. Staff recommends awarding the project to Veca, as the other contractor excluded certain work from its proposal.

After discussion, Commissioner O'Byrne made a motion to award the Olympus Repair Project to Veca, for the amount of \$23,901, plus sales tax. Commissioner Kunkel seconded the motion, which passed unanimously.

Mr. Martin reported on the status of various District projects. The 580 Reservoir Decant Facility Project is still waiting for City permits. District staff have requested that PACE prepare the design documents for the Windtree Area Project, and the design drawings for the Donegal Sewer Project are near completion.

Mr. Russell reported that he attended the RETRO meeting on June 1. The District will receive a refund this year. He also attended the recent Sno-King meeting.

Mr. Martin reported that District staff have been investigating options for the replacement of the District's car wash equipment. The agenda packet contains pricing information from one

supplier. Mr. Martin, Mr. Russell and the Commissioners discussed various alternatives for the equipment replacement. The consensus was that District staff will bring information regarding additional options to a future meeting.

**COMMISSIONERS' COMMENTS**

Commissioner O'Byrne had no additional comments.

Commissioner Kunkel thanked Ms. Crookston for her work on the updated fees and charges.

**OTHER DISTRICT BUSINESS**

None.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 2:56 p.m.

**BOARD OF COMMISSIONERS**

*Douglas Kunkel*

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Douglas Kunkel, Commissioner

*Suzi O'Byrne*

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Suzi O'Byrne, Commissioner