

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

Held on June 24, 2020

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 – 132nd Place SE, Newcastle, Washington, on June 24, 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 5:00 p.m. Commissioner Pam Martin, Board Vice-President, 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, 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 Martin seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes – Special Board Meeting of June 10, 2020

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

CITIZENS’ COMMENTS

There were no citizens’ comments.

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 July 1, 2020. In addition, the Governor has ordered that effective on June 26, 2020, face coverings must be worn in public, unless social distancing requirements can be met, and with certain other exceptions.

Ms. Larson also reported on the Washington State Supreme Court’s recent decision in *Lakehaven Water and Sewer District v. City of Federal Way*.

ENGINEER’S COMMENTS

There were no Engineer’s comments.

FERGUSON INVOICE

Mr. Russell reported that Ferguson performed work to install receiver transmitters for the District, for a total invoice amount of \$26,637.12, and requested that the Board approve payment of the invoice.

Commissioner O’Byrne made a motion to approve the District’s payment of the Ferguson invoice in full. Commissioner Martin seconded the motion, which passed unanimously.

KOVAL REQUEST

Mr. Martin informed the Board that Mr. Koval intends to short plat his property on 132nd Avenue into two lots. The property is located near the District's boundary with the City of Renton. Mr. Koval has proposed to connect the new lot to the District's utility systems on 95th Way, using an approximately 450 foot long private service line in an easement across the adjacent property from his property to 95th Way. Mr. Martin indicated that if the Board generally supports this proposal, District staff will work with Mr. Koval to implement the proposal, including the preparation of a future connection agreement which would be brought to the Board for consideration. After discussion, the Board's consensus was to move ahead with the proposal.

FITHR – HR CONSULTANT AGREEMENT

Mr. Russell presented the FitHR consulting agreement. The current FitHR employee assigned to the District is retiring, and new personnel will be assigned. FitHR has requested a modest rate increase.

After discussion, Commissioner Martin made a motion to approve the FitHR Consulting Services Agreement, and authorize the General Manager to execute the same on behalf of the District. Commissioner O'Byrne seconded the motion, which passed unanimously.

HRA/VEBA

Ms. Paige indicated that this item is a continuation of the Board's prior discussion on this topic. Ms. Paige explained that currently, an employee's sick leave in excess of 960 hours remaining at year's end is lost. Staff requests that the Board consider amending the VEBA resolution to permit employees to transfer accrued, unused sick leave, in excess of 960 hours, to the employee's VEBA account at the rate of \$0.50 on the dollar at the end of each year.

Each Commissioner spoke in favor of the proposal. Commissioner O'Byrne made a motion to approve the transfer of an employee's accrued, unused sick leave, in excess of 960 hours, to the employee's VEBA account at the rate of \$0.50 on the dollar at the end of each year. Commissioner Martin seconded the motion, which passed unanimously.

Ms. Paige indicated that a Resolution will be brought to the Board, to implement this motion.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 1872 to 1902 in the amount of \$416,867.14.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$22,600.00.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$11,020.73.

GENERAL MANGER'S COMMENTS

Mr. Russell reported that the staff's alternating work schedules ended on June 15, 2020. However, start times are varied now to promote social distancing. The District is following the Safe Start Guidelines, and will be installing glass at the front counter before the start of Phase 3.

Ms. Paige requested that the Board approve a salary increase, from \$17.87 to \$20.00 per hour, for the District's part-time receptionist, who has been an exceptional employee.

Commissioner Martin made a motion to approve a salary increase for the part-time receptionist, from \$17.87 to \$20.00 per hour. Commissioner O'Byrne seconded the motion, which passed unanimously.

Mr. Martin provided information regarding the District's Pleasant Cove Sewer Lift Station Project. The District would like to make this Project a CFP project, and advertise it for bid.

Mr. Martin reported that the District will be purchasing two vehicles using the State bidding system, to replace the 2002 crane truck and the 2001 service truck. District staff will obtain pricing information and report this to the Board.

Mr. Martin provided an update on the Carport Improvements Project. The District is waiting for the City of Newcastle to complete its engineering review.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne commented that she appreciates that District staff have kept the District's operations running smoothly. She has also appreciated attending WASWD classes, which are very informative.

Commissioner Martin reported that she attended the WASWD Board of Directors meeting on June 22, 2020, via Zoom.

Commissioner Kunkel expressed appreciation for the updates received at District Board meetings.

OTHER BUSINESS

Ms. Paige commended District staff member Jamie Crookston, who recently complete an AA degree with a 4.0 GPA. The Commissioners all congratulated Ms. Crookston on her success.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:45 p.m.

BOARD OF COMMISSIONERS



Douglas Kunkel, Commissioner

Pam Martin, Commissioner



Suzi O'Byrne, Commissioner