

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

Held on July 12, 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 – 132nd Place SE, Newcastle, Washington, on July 12, 2023. Commissioner Doug Kunkel, Board President, attended by Zoom, and called the meeting to order at 2:02 p.m. Commissioner Pamela Martin, Board Vice-President, attended by Zoom. Commissioner Suzi O’Byrne, Board Secretary, attended in person. District staff Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, and Rosemary Larson, legal counsel, attended in person. Bill Reynolds, District Engineer, attended by Zoom.

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 Martin seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of June 28, 2023

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

APPROVAL OF VOUCHERS

The Commissioners noted that the following Vouchers will be approved when signed:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4750 to 4763 in the amount of \$12,653.06.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4764 to 4783 in the amount of \$312,729.26.

Water/Sewer Maintenance Fund – Payroll in the amount of \$79,158.53.

Water/Sewer Maintenance Fund – EFT in the amount of \$74,193.07.

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

HEALTH CARE AUTHORITY INTERLOCAL AGREEMENT

Ms. Crookston reported that the Health Care Authority is requiring an updated Interlocal Agreement, in part to include the HCA's current website for persons to review HCA information. The ILA must be approved by Resolution, which is in the agenda materials. In response to a question from Commissioner Kunkel, Ms. Crookston stated that new passwords will be required. The HCA will provide email notification, and Ms. Crookston will also inform the Commissioners at the appropriate time.

Commissioner O'Byrne made a motion to approve Resolution No. 1924 approving an Interlocal Agreement with the Washington State Health Care Authority, and to authorize the Finance Manager to execute the Interlocal Agreement on behalf of the District. Commissioner Martin seconded the motion, which passed unanimously.

EMPLOYEE MANUAL UPDATE

Ms. Crookston informed the Commissioners that this item follows up on the discussion at the previous meeting regarding inclusion of Paid Family and Medical Leave Act provisions in the District's Employee Manual, in part to make District accrued leave benefits supplemental to the

PFMLA benefits. The updated Employee Manual is in the meeting materials, with the new language shown in track changes.

After discussion, Commissioner O'Byrne made a motion to approve Resolution No. 1925, approving an updated Employee Manual. Commissioner Martin seconded the motion, which passed unanimously.

OPERATIONS CENTER UPGRADES PROJECT

Mr. Martin reported that the District received one bid in response to the advertisement for bids on the Operations Center Roof and HVAC Improvements Project, in the amount of \$571,411.00. While the bid is higher than the Architect's estimate, District staff recommend awarding the contract to this bidder.

In response to Commissioner Kunkel's questions, Mr. Martin confirmed that the District received only one bid, that the Project was advertised per State law, and staff even extended the time for submission of bids by approximately ten days to see if more bids were received. In response to Commissioner Martin's question, Mr. Martin stated that the District could reject this bid and readvertise the Project, but delaying the Project might result in the District not completing the Project this year due to the weather construction window for the exterior roofing work. In addition, bid pricing rarely is lower after the passage of time.

Commissioner O'Byrne commented that this Project has been discussed for years. Ms. Crookston confirmed that the building's HVAC has needed upgrades for years. Mr. Martin commented that the HVAC system is 23 years old; HVAC repairs are costly and the system needs to be replaced. Commissioner O'Byrne agreed that the Project is necessary and prices are not likely to go down. Mr. Martin recommended performing the Project now. All three Commissioners spoke in favor of the need for the Project and moving forward with it now.

Commissioner O'Byrne made a motion to award the contract for the Operations Center Roof and HVAC Project to Klinge and Associates, Inc. in the amount of \$571,411.00, plus applicable Washington State sales tax. Commissioner Martin seconded the motion, which passed unanimously.

INVOICE CLOUD

Ms. Crookston informed the Commissioners that after research, District staff have identified Invoice Cloud as a credit card processor/service provider that meets the District's needs better than the current credit card service provider. Invoice Cloud is slightly more expensive than the current provider, but the current provider is likely to raise its prices when that contract is up for renewal in 2024. Ms. Crookston provided information regarding the benefits to the District and the District's customers from Invoice Cloud's services. Ms. Crookston indicated that no decisions need to be made at this time, but the term of the current service provider's contract ends in May 2024, and it will renew automatically unless the District provides notice of non-renewal six months before the end of the current term.

After discussion, the Commissioners' consensus was that District staff should continue to investigate Invoice Cloud as a new credit card service provider for the District.

ATTORNEY'S COMMENTS

Ms. Larson had no comments.

ENGINEER'S COMMENTS

Mr. Reynolds provided a brief update on the status of several District Projects.

MANAGERS' COMMENTS

Ms. Crookston had no additional comments.

Mr. Martin reported that the District's truck is back in service after having work on its transmission. The older truck has been scheduled for being sold as surplus, and will be removed by the State for sale. Staff have ordered a new truck as authorized at the last meeting.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Martin had no additional comments.

Commissioner Kunkel commented that he was on the committee regarding PFAS chemicals. He has heard recent news reports regarding contaminated water in other jurisdictions, and he is glad that the District's water supply begins as precipitation, that is captured and stored in remote and protected reservoirs as that type of water supply is less likely to be compromised. He suggested that this could be a good newsletter article, explaining why the District's water supply is not susceptible to PFAS contamination.

Commissioner Martin agreed that this would be a valuable newsletter topic.

OTHER DISTRICT BUSINESS

None.

ADJOURNMENT

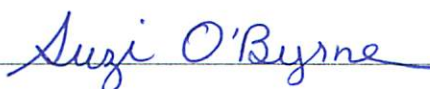
As there was no further business or persons to be heard, the meeting concluded at 2:38 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Pam Martin, Commissioner



Suzi O'Byrne

Suzi O'Byrne, Commissioner