

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

**Held on July 14 2021**

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held by remote means and in-person at the District Office, 6801 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on July 14, 2021, pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended. Commissioner Pam Martin, Board President, attended in-person, and called the meeting to order at 5:03 p.m. Commissioner Suzi O’Byrne, Board Vice-President, attended in-person and Commissioner Doug Kunkel, Board Secretary, attended via telephone conference call. District staff Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended in-person. Rosemary Larson, legal counsel, attended in-person 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.

**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 Board Meeting of June 23, 2021

May Creek Grove DEA – Final Acceptance

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

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

There were no citizens in attendance.

### **ATTORNEY'S COMMENTS**

Ms. Larson reported on the status of the Proclamations relating to public meetings and ratepayer assistance.

### **ENGINEER'S COMMENTS**

Mr. Reynolds presented the 580 Reservoir Project Change Order No. 2, which contains three items: (1) the addition of metal brackets for future antennas for the AMI system; (2) removal of an existing interior rail; and (3) extension of the security guard on the ladder at the 2.5 million gallon tank. The total amount of Change Order No. 2 is \$12,166.91, including tax. The Engineer recommends approval of Change Order No. 2. In response to questions from the Commissioners, Mr. Reynolds noted that the contractor's mark-ups are in the amounts stated in the WSDOT standard specifications.

Commissioner O'Byrne made a motion to approve Change Order No. 2 in the total amount of \$12,166.91. Commissioner Kunkel seconded the motion, which passed unanimously.

Mr. Reynolds reported that the 580 Reservoir Project is proceeding; the subcontractor is working on the tank's interior. The 440/1060 Tank Maintenance Project is also underway. The Engineers are working with the contractor on the AMI antenna project.

### **APPROVAL OF VOUCHERS**

Commissioner Kunkel made a motion to approve the following Vouchers, which was seconded by Commissioner O'Byrne and passed unanimously:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2805 to 2816 in the amount of \$115,029.12.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2817 to 2839 in the amount of \$7,963.99.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2842 to 2845 in the amount of \$464,949.26.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2840 to 2841 and 2846 to 2860 in the amount of \$278,144.63.

Water/Sewer Maintenance Fund – Payroll in the amount of \$62,188.38.

Water/Sewer Maintenance Fund – EFT in the amount of \$67,741.91.

### **MANAGER’S COMMENTS**

Mr. Martin reported that the District received the permit from the City of Newcastle for the Carport Project. Due to the length of time it took to obtain the permit, the contractor is incurring increased costs for steel, and is requesting a change order in the total amount of \$2900.00, including tax. Mr. Martin recommends approval of the change order.

Commissioner O’Byrne made a motion to approve Change Order No. 1 for the Carport Project, in the total amount of \$2900.00. Commissioner Kunkel seconded the motion, which passed unanimously. Commissioner Martin moved to authorize the Operations Manager to execute Change Order No. 1. Commissioner O’Byrne seconded the motion, which passed unanimously.

Ms. Crookston had no comments.

### **COMMISSIONERS’ COMMENTS**

Commissioner O'Byrne reported that SPU intends to continue with virtual meetings through the end of the year. She attended the WASWD Emergency Management Committee meeting with Eastside Fire and Rescue.

Commissioner Kunkel commented that he looks forward to seeing everyone in-person at the next Board meeting.

Commissioner Martin commented that she is very glad that in-person meetings are now available.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

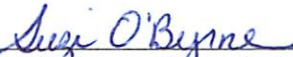
As there was no further business or persons to be heard, the meeting concluded at 5:35 p.m.

**BOARD OF COMMISSIONERS**



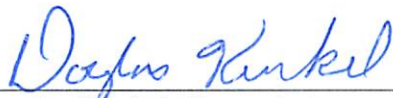
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Pam Martin, Commissioner



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Suzi O'Byrne, Commissioner



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Douglas Kunkel, Commissioner