

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

Held on July 26, 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 26, 2023. Commissioner Doug Kunkel, Board President, attended by Zoom, and called the meeting to order at 2:02 p.m. Commissioner Suzi O’Byrne, Board Secretary, also attended by Zoom. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, and Bill Reynolds, District Engineer 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 July 12, 2023

Hill Property aka Timber Creek (water and sewer) DEA – Final Acceptance

Commissioner O’Byrne made a motion to approve the consent agenda. Commissioner Kunkel 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. 4784 to 4795 in the amount of \$18,948.52.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 4796 in the amount of \$48,382.79.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4797 to 4803 in the amount of \$20,854.72.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 4816 in the amount of \$90,274.59.

Water/Sewer Maintenance Fund – Payroll in the amount of \$21,650.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$19,941.26.

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

PLEASANT COVE CHANGE ORDERS

Mr. Martin informed the Board that this item addresses seven necessary change orders for the Pleasant Cove Lift Station Project which is underway. Several of the change orders were discussed at prior meetings. Some of the change orders relate to supply chain issues, such as the electrical component cost increases. One change order addresses extra costs resulting from the discovery of a leak in the wet well, which had to be repaired before the coating could be applied. The agenda packet contains supporting documentation for each change order. Mr. Martin stated that District staff believes that the seven change orders are legitimate and of benefit to the District, and recommended that the Board approve them.

Commissioner Kunkel commented that upgrading the corrosion resistance of the specified stainless steel under one of the change orders is a good idea for highly corrosive environments like in the wet well portion of the project.

After discussion, Commissioner O'Byrne made a motion to approve for the Pleasant Cove Lift Station Project: (1) Change Order No.1 in the amount of \$22,802.43, including sales tax, and adding 2 working days to the Completion Date; (2) Change Order No.2 in the amount of \$5,804.17, including sales tax; (3) Change Order No.3 in the amount of \$6,200.22, including sales tax; (4) Change Order No. 4 in the amount of \$4,422.50, including sales tax; (5) Change Order No. 5 in the amount of \$7,259.19, including sales tax, and adding 2 working days to the Completion Date; (6) Change Order No. 6 in the amount of \$2,341.39, including sales tax; and (7) Change Order No. 7 in the amount of \$3,882.59, including sales tax; all of which bring the total Contract Amount to \$472,424.70, including sales tax, and the total working days to 49 days. Commissioner Kunkel seconded the motion, which passed unanimously.

SERVICE LINE INVENTORY -- LEAD & COPPER RULE REVISION – PACE PROPOSAL

Mr. Reynolds informed the Commissioners that the PACE Proposal in the agenda packet addresses work necessary for the service line inventory required for the District's compliance with the Environmental Protection Agency's new lead and copper rules. The proposed work will assemble the required information. Every attempt will be made to use publicly available information, such as permit files, and GIS data bases. The new rules require the inventory to be submitted by October 24, 2024. Mr. Reynolds discussed possible methods for conducting the inventory, and whether field reconnaissance will be necessary. Mr. Martin commented that if any lead or copper exists, it will likely be located in the customer's private service lines. In response

to questions by Commissioner Kunkel. Mr. Reynolds indicated that even lead solder is likely only in customer service lines, not in the District's facilities, and that the inventory work could be built into the District's maintenance schedule, but the data must be taken from different areas of the District's systems.

After discussion, Commissioner O'Byrne made a motion to approve the PACE Proposal for the service line inventory work. Commissioner Kunkel seconded the motion, which passed unanimously.

HEAT EVENT POLICY

Mr. Russell informed the Commissioners that this Item follows on prior discussions regarding the new legislation that prohibits water service termination during extreme heat events. Resolution No. 1926, a copy of which is in the agenda packet, states the District's policy and procedures regarding the prohibition on termination of water service, and restoration of service, during extreme heat events. Ms. Larson confirmed that the Resolution is consistent with the new legislation. Commissioner Kunkel commented that the Resolution appropriately requires that property owners request restoration of water service during heat events. Ms. Crookston stated that the District is required to, and will, publicize that customers may make this request.

After discussion, Commissioner O'Byrne made a motion to approve Resolution No. 1926, establishing policies and procedures for extreme heat events. Commissioner Kunkel seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

Ms. Larson had no comments.

ENGINEER'S COMMENTS

Mr. Reynolds provided a brief update on the status of the Vactor Decant Facility Project.

MANAGERS' COMMENTS

Ms. Crookston reported that she and another Finance Department employee will be attending the True Bill Conference. When the airfare was booked for the travel to and from the conference, the airline charged a \$55 fee to obtain adjacent seats. Ms. Crookston requested direction from the Commissioners as to whether this fee is a reimbursable expense under the travel policy. Commissioner Kunkel stated that this was a reasonable request. Employees should be able to sit together during travel on District business; the District benefits from their ability to discuss District business and conference topics during the travel time. Commissioner O'Byrne agreed. The consensus of the Commissioners was that this fee is a valid reimbursable expense under the travel policy.

Mr. Martin reported that the agenda packet contains information regarding a sewer developer extension for a residential development. One option for the property owner requires installation of an approximately 400-foot side sewer line but would not extend the sewer line across the property's full frontage. Another option requires installation of approximately 600 feet of sewer main to comply with the District's "to and through" policy. However, the residence would be the only property served by the main, as the other properties in the area are either not likely to develop with structures (the Golf Course) or are located such that they will connect to other sewer mains. Mr. Martin noted that most side sewer lines in the District are no more than 100 feet long, but if the property owner is allowed to use the first option, it will be the owner's responsibility to engineer the side sewer. Mr. Martin stated that staff are not asking for a Board decision on whether to allow the first option today; staff is just asking whether the Commissioners were open to staff discussing the first option with the property owner.

Mr. Reynolds commented that if the District allows the first option, the terms and conditions of the arrangement should be documented in an agreement with the property owner. For instance, the owner should be required to bring the sewer line into compliance with the District's to and through policy. among other things, if the property is further developed or subdivided.

The Commissioners, District staff, and Mr. Reynolds discussed possible conditions to include in any agreement, if the District determined to allow the first option. The consensus of the Commissioners was that staff could discuss the first option with the property owner, and if the owner remains interested in the first option, an appropriate agreement that protects the District's interests could be brought to a subsequent meeting for the Board's consideration.

Mr. Russell had no additional comments.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Kunkel had no additional comments.

OTHER DISTRICT BUSINESS

None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 2:36 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel

Douglas Kunkel, Commissioner

Pam Martin, Commissioner

Suzi O'Byrne
Suzi O'Byrne, Commissioner