

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

**Held on August 9, 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 August 9, 2023. Commissioner Doug Kunkel, Board President, attended by Zoom, and called the meeting to order at 2:01 p.m. Commissioner Pamela Martin, Board Vice President, attended by telephone, and Commissioner Suzi O’Byrne, Board Secretary, attended in-person. District staff Robert Russell, General Manager, 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 Martin made a motion to approve the agenda. Commissioner O’Byrne seconded the motion, which passed unanimously.

**CONSENT AGENDA**

Approval of Minutes -- Regular Meeting of July 26, 2023

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

**APPROVAL OF VOUCHERS**

Commissioner Martin made a motion to approve the following Vouchers. Commissioner O’Byrne seconded the motion, which passed unanimously:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4804 to 4815 in the amount of \$20,854.72.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4817 to 4835 in the amount of \$37,597.54.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4836 to 4858 in the amount of \$268,820.18.

Water/Sewer Maintenance Fund – Payroll in the amount of \$77,722.80.

Water/Sewer Maintenance Fund – EFT in the amount of \$8,529.77.

**CITIZENS’ COMMENTS AND CONCERNS**

There were no citizens in attendance.

**PLEASANT COVE CHANGE ORDER NO. 8**

Mr. Martin informed the Commissioners that this item relates to the Pleasant Cove Lift Station Project Change Orders approved at the last meeting. Regarding the wet well Change Order, the cost of installing the “stilling well” needs to be addressed. The electrician has performed this work. Mr. Martin believes that the proposed price of \$1,444.65 is fair. Commissioner Kunkel expressed surprise that the work took four hours based on his experience with stilling wells, but agreed that the District needed the stilling well to be installed so the pressure transducer would receive a more consistent pressure reading. Mr. Reynolds confirmed that the work was necessary, and commented that time may have included travel and the work was performed in a somewhat difficult environment.

After discussion, Commissioner Martin made a motion to approve Pleasant Cove Lift Station Project Change Order No. 8 in the amount of \$1,444.65. Commissioner O'Byrne seconded the motion, which passed unanimously.

### **MANHOLE RING PROJECT**

Mr. Martin reported that District manholes in twenty-one locations need complete casting replacement and related maintenance. The District solicited bids for the work from three contractors, and received a bid from Iron Creek Construction, which is in the agenda materials. Staff request that the Board approve the award of the Project to this contractor. Staff also request that the Board approve the purchase of equipment and materials in the amount of \$9,688.82 plus tax for the Project. The District will surplus the removed manhole parts. Commissioner Kunkel asked whether the industry is generally not responding to requests for bids. Mr. Reynolds stated that this Project involves very specific work, which may have contributed to the receipt of only one bid. Mr. Martin noted that this is a small project, for a relatively low dollar amount.

After discussion, Commissioner Martin made a motion to award the Manhole Ring Project to Iron Creek Construction LLC in the amount of \$38,850.00, and to authorize the purchase of equipment and materials for the Manhole Ring Project in the amount of \$9,688.80, including sales tax. Commissioner O'Byrne seconded the motion, which passed unanimously.

### **ATTORNEY'S COMMENTS**

Ms. Larson had no comments.

### **ENGINEER'S COMMENTS**

Mr. Reynolds provided an update on the status of the Vactor Decant Facility Project. The City has approved the City permit for the Project. When King County issues its permit, the District will advertise the Project for bids.

**MANAGERS' COMMENTS**

Ms. Crookston reported that Invoice Cloud provided proposed contract documents to the District, which she has forwarded to the District's attorney for review.

Mr. Martin reported that the Pleasant Cove Lift Station Project is nearing completion, and the Lift Station is now "on-line" and functioning.

Mr. Russell informed the Commissioners that recently, there have been several incidents of theft or attempted theft in the District's parking lot. In the first incident, a generator and other property was taken. In the second incident, District employees saw a suspicious, different vehicle in the parking lot and attempted to surround the vehicle, but the driver was able to exit the lot. Mr. Russell showed video taken of that incident. A police report has been filed.

**COMMISSIONERS' COMMENTS**

Commissioner O'Byrne had no additional comments.

Commissioner Martin 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 2:32 p.m.

**BOARD OF COMMISSIONERS**

*Douglas Kunkel*

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Douglas Kunkel, Commissioner

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Pam Martin, Commissioner

*Suzi O'Byrne*  
Suzi O'Byrne, Commissioner