

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

Held on August 12, 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 August 12, 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 Jamie Crookston, 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 Martin made a motion to approve the agenda. Commissioner O-Byrne seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of July 22, 2020

Resolution 1896 – HRA/VEBA

DEA Approval – Sockey Short Plat – Sewer Only

DEA Approval – Weaver Short Plat – Water/Sewer

DEA Final Acceptance – Aldea Lot 10 – Water/Sewer

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.

AVALON LOT 6 – DEVELOPER REQUEST

Commissioner Kunkel recused himself from this Agenda Item due to a business relationship regarding Avalon Lot 6. He did not participate in any discussion or vote on the topic. Commissioner Martin assumed the Chair of the meeting for the Agenda Item.

Mr. Russell reported that the Developer has requested that the Board grant final acceptance to the Avalon Lot 6 water and sewer systems project, conditioned on the Developer’s completion of all terms and conditions of the Developer Extension Agreement for the Project. As of the time of this meeting, the Developer has completed all but one of the requirements. The only remaining item is the payment of all close-out costs and the Developer has indicated the payment will be provided to the District by the end of the week. The request is consistent with the District’s grant of conditional final acceptance to phased projects.

Commissioners Martin and O’Byrne discussed the request with staff. After discussion, Commissioner O’Byrne made a motion to grant conditional final acceptance to the Avalon Lot 6

water and sewer extension, conditioned on the Developer's completion of all terms and conditions of the Developer Extension Agreement for the Project. Commissioner Martin seconded the motion, which passed 2 - 0.

Commissioner Kunkel returned to the meeting, and resumed the Chair of the meeting.

OPERATIONS CENTER UPGRADES PROJECT

Mr. Russell and Mr. Martin provided information to the Board regarding the potential upgrades needed to the Operations Center, and the Page & Beard proposal for the design of the improvements. Item One in the proposal has already been completed, as it was within the Manager's spending authority.

Regarding Item Three in the proposal, the HVAC System Upgrades, staff recommends Option 3, which includes Options 1 and 2. If Option 3 is not selected, Staff recommends Option 2 at a minimum. Option 3 is \$26,650 more than Option 2, and Option 3 has a total cost of \$130,650.

Regarding Item Four in the proposal, the Roof Replacement, staff recommends proceeding with this work in coordination with the HVAC upgrades. The Roof Replacement is estimated to cost \$200,000.

Regarding Item Five in the proposal, the Power Door Upgrade for ADA Compliance, staff recommends that this work also be included as part of the project. The power door upgrades are estimated to cost \$8,000.

Regarding Item Two in the proposal, the Window Improvements, the Commissioners and staff discussed the two options presented in the Page & Beard proposal, and the need for cost information regarding improvements to additional windows. The Board's consensus was that it would be prudent to obtain the additional cost information before making a decision on Item Two.

After discussion, Commissioner O'Byrne made a motion to approve (1) Item Three of the Page & Beard proposal, HVAC System Improvements, Option 3 (which includes Options 1 and 2), for a cost of \$130,650; (2) Item Four of the Page & Beard proposal, Roof Replacement, for a cost of \$200,000; and (3) Item Five of the Page & Beard proposal, ADA Power Door Improvements, for a cost of \$8,000; which results in a total approved cost of \$338,650. Commissioner Martin seconded the motion, which passed unanimously.

Staff will bring additional cost information regarding Item 2, the Window Improvements, to the next Board meeting.

T-MOBILE LEASE

Mr. Russell informed the Board that T-Mobile has merged with Sprint, and the resulting company is New T-Mobile. A consultant for New T-Mobile has inquired as to whether the District is interested in re-negotiating the T-Mobile lease with the District. The consultant submitted a written offer to enter into a new lease, which would extend the term of the current lease, but at a reduced annual rent. Further, the consultant's offer letter states that the offer expires in 15 days, which has already passed due to the Board's meeting dates. The payment due under the current lease has not been made yet.

After discussion, the Board's consensus was to decline the offer to renegotiate the lease for the reduced rental amounts, and to remind New T-Mobile that the annual rent payment is now due and owing to the District under the current lease.

ATTORNEY'S COMMENTS

There were no Attorney's comments.

ENGINEER'S COMMENTS

There were no Engineer's comments.

APPROVAL OF VOUCHERS

Commissioner Martin requested information on the CWA payment noted in the Vouchers. Mr. Russell indicated that the payment was to the labor union.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 1974 to 2015 in the amount of \$193,580.14.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$88,799.59.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$76,066.71.

MANGER'S COMMENTS

Ms. Crookston, Finance Manager, had no additional comments.

Mr. Martin, Operations Manager, reported that the Asphalt Coating/Paving Project is scheduled for the weekend of September 12, to minimize disruptions to the District's operations.

Mr. Martin also welcomed Ms. Crookston to the District's management team.

Mr. Russell, General Manager, commended Ms. Crookston for the great job that she is doing. She is a great addition to the team.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne welcomed Ms. Crookston and looks forward to working with her and seeing her at the Board meetings.

Commissioner Martin welcomed Ms. Crookston to the management staff.

Commissioner Kunkel also welcomed Ms. Crookston. He looks forward to a time when the District can resume in-person meetings.

Ms. Crookston thanked the District and the Commissioners for the opportunity to serve as Finance Manager, and for the training provided to reach this point in her career.

OTHER BUSINESS


There was no other business.

ADJOURNMENT

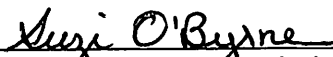
As there was no further business or persons to be heard, the meeting concluded at 5:45 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Pam Martin, Commissioner



Suzi O'Byrne, Commissioner