

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

Held on August 14, 2024

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 August 14, 2024. Commissioner Peter Zevenbergen, Board Vice President, attended in person, and called the meeting to order at 2:01 p.m. Commissioner Suzi O’Byrne, Board Secretary, attended in person. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended in person. Rosemary Larson, legal counsel, and Bill Reynolds and Mitchell Boyd, District engineers, also 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 – ADDITIONS OR DELETIONS

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

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of July 24, 2024

WSRMP (Insurance Pool) Amended Interlocal Agreement - Approval

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

APPROVAL OF VOUCHERS

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

CIP Reserve Fund – Accounts Payable - Voucher No. 5812 in the amount of \$84,441.66.

Maintenance Fund – Accounts Payable - Voucher Nos. 5813 to 5826 in the amount of \$63,012.12.

CIP Reserve Fund – Accounts Payable - Voucher No. 5827 in the amount of \$18,078.56.

CIP Reserve Fund – Accounts Payable - Voucher No. 5828 in the amount of \$277,839.55.

Maintenance Fund – Accounts Payable – Voucher Nos. 5829 to 5841 in the amount of \$416,896.65.

CIP Reserve Fund – Accounts Payable - Voucher Nos. 5842 to 5843 in the amount of \$57,410.24.

Maintenance Fund – Accounts Payable – Voucher Nos. 5844 to 5870 in the amount of \$105,306.20.

Maintenance Fund – Payroll in the amount of \$92,903.13.

Maintenance Fund – EFT in the amount of \$12,075.27.

Maintenance Fund – EFT in the amount of \$88,592.68.

CITIZENS’ COMMENTS AND CONCERNS

No citizens were present.

T-MOBILE GROUND LEASE RENEWAL

Mr. Russell reported that T-Mobile has an existing ground lease with the District, which authorizes T-Mobile to use a portion of the District’s 580 Tank Site property for facilities related to T-Mobile’s telecommunications antennae located on a Seattle City Light transmission tower. The current lease will expire on June 30, 2025. T-Mobile contacted the District, requested that

the parties begin negotiating a new lease, and proposed renewing the current lease on the same terms. Mr. Russell recommended that the District consider entering into another lease with T-Mobile.

After discussion, the consensus of the Commissioners was that District staff should move forward with pursuing a new lease with T-Mobile.

PARKING LOT SEALCOAT

Mr. Martin informed the Commissioners that the District's office building parking lot needs maintenance work, including sealcoating. District staff obtained three bids for this work. Staff recommend awarding the contract to Tilco Vanguard, the low bidder, in the amount \$29,154.96 plus sales tax, and also request a ten percent contingency. Commissioner Zevenbergen commented that he noticed that one bid was higher than the others, and asked if that bid covered the same scope of work. Mr. Martin replied that the higher bid included a lump sum for patch repairs, which the District determined were not necessary at this time.

After discussion, Commissioner Zevenbergen made a motion to award the Parking Lot Maintenance Project contract to Tilco Vanguard in the amount of \$29,154.96, plus a ten percent contingency for a total of \$32,070.00, plus sales tax, and to authorize the General Manager to execute the contract on behalf of the District. Commissioner O'Byrne seconded the motion, which passed unanimously.

COMMISSIONER POSITION NO. 3 APPLICATIONS

Ms. Larson informed the Commissioners that the District received three applications for appointment to the vacant Commissioner position, including applications from both nominees. Ms. Larson commented on the timeline for the appointment process. The Commissioners discussed holding a special meeting for the purpose of interviewing the three candidates and

reviewing the candidates' qualifications. The Commissioners' consensus was to call a special meeting for Tuesday, August 20, 2024 at 8:30 a.m. for this purpose. Mr. Russell stated that he will contact the three applicants.

ATTORNEY'S COMMENTS

Ms. Larson had no additional comments.

ENGINEER'S COMMENTS

Mr. Reynolds introduced Mitchell Boyd to the Commissioners. Mr. Boyd discussed his background with PACE.

Mr. Reynolds reported that the Windtree Watermain Replacement Project would be advertised for bid on August 16, with a bid opening on September 5. Mr. Reynolds discussed the status of the Decant Facility Project. The quantity of fill material being removed from the site is higher than anticipated, but rock removal is lower, which should result in a net savings to the District of approximately \$16,000.

MANAGERS' COMMENTS

Ms. Crookston reported that the meeting materials include a letter from King County informing the District that the County sewer rates will be increasing by 5.5 percent.

Ms. Crookston stated that she has provided copies of the King County daily cash balance reports and an income statement, for the Commissioners' information. The Commissioners, Ms. Crookston and Mr. Russell discussed the purpose of the District's various funds.

Mr. Martin informed the Commissioners that the City's sidewalk project, which includes overlays that impact District manholes and valves, is proceeding. The City includes the required work related to District facilities in the project, and the District reimburses the City for that work. When the City informs the District of the final amounts, Mr. Martin will inform the Board.

Mr. Martin also reported that the fire monitoring equipment has been installed and is awaiting inspection. The SCADA Upgrades Project will be brought to a future meeting.

Mr. Russell informed the Commissioners that the September 25 regular meeting conflicts with the WASWD Conference. The Commissioners discussed cancelling the September 25 meeting. The consensus was to wait until the September 11 regular meeting to make that decision.

Mr. Russell reported that the District received a letter from the City of Newcastle, denying the District's request to install an AMI antenna at the 580 Tank Site, on the grounds that the antenna was not a permitted use.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Zevenbergen thanked staff for providing him with a keyboard.

OTHER DISTRICT BUSINESS

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 3:25 p.m.

BOARD OF COMMISSIONERS



Suzi O'Byrne, Commissioner



Peter A. Zevenbergen, Commissioner

Commissioner