

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

Held on August 23, 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 August 23, 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. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, 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 Martin made a motion to approve the agenda. Commissioner Kunkel seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes – Regular Meeting of August 9, 2023

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

APPROVAL OF VOUCHERS

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

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4859 to 4875 in the amount of \$258,194.53.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4876 to 4887 in the amount of \$8,896.73.

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

Water/Sewer Maintenance Fund – EFT in the amount of \$75,672.30.

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

FIRE ALARM UPGRADE

Mr. Martin informed the Commissioners that this item follows up on a prior discussion regarding the District's fire suppression system, which controls smoke and fire alarms throughout the office building, among other things. The annual inspection revealed certain faulty elements in the twenty-three year old system, which must be corrected to have an operational system. The fire department requires that when any elements of the system are replaced, the entire system must be brought up to current code requirements. District staff obtained a bid for replacement, but ultimately determined to have the original contractor repair the existing system, and the existing system is now functioning properly. However, due to the system's age, it will need to be replaced. District staff will follow the ordinary procurement procedures. When bids are obtained, this matter will be brought to a future Board of Commissioners' meeting for consideration and approval.

ATTORNEY'S COMMENTS

Ms. Larson had no comments.

ENGINEER'S COMMENTS

Mr. Reynolds was not present.

MANAGERS' COMMENTS

Ms. Crookston reported that she has worked with the District's attorney to finalize the Invoice Cloud contract. The contractor agreed to the District's revisions, which included shortening the contract term to three years, and adding a proviso to allow District customers to continue to have the option to pay utility bills using the Home Street Bank ACH system. Ms. Crookston believes that Invoice Cloud will provide a user-friendly payment process for District customers. Commissioner Kunkel thanked Ms. Crookston for her work on this contract. Mr. Russell complimented Ms. Crookston for her work on the Invoice Cloud contract, including the negotiation of favorable terms for the District.

After discussion, Commissioner Martin made a motion to approve the Invoice Cloud agreement and authorize the Finance Manager to execute the agreement on behalf of the District. Commissioner Kunkel seconded the motion, which passed unanimously.

Mr. Martin reported that the Pleasant Cove Lift Station Project contractor completed the punch-list items today. The Project should be closed out by the end of the month.

Mr. Martin also reported that the preconstruction meeting for the HVAC/Roofing Improvements Project will be held on August 24.

Mr. Martin informed the Commissioners that a member of the Newcastle Arts Commission has requested that the District allow the Arts Commission to have an artist paint District fire hydrants. Information from the Arts Commissioner is in the agenda materials, which includes pictures of example fire hydrant art that was authorized in Renton. The Commissioners, District staff, and Ms. Larson discussed issues with allowing the District's fire hydrants to be used as art, including but not limited to (1) who will pay for the paint, (2) whether the District would have approval authority and responsibility for the fire hydrant art design; (3) who would be

responsible for the maintenance and repair of the fire hydrant art; (4) whether the fire hydrants would have to be taken out of service while being painted, or whether that could be done in the field (District staff told the Arts Commissioner that hydrants could not be taken out of service); and (5) potential costs and liability that the District could incur as a result of the fire hydrant art.

COMMISSIONERS' COMMENTS

Commissioner Martin commented that she appreciates the consistently good work provided by District staff and Commissioners.

Commissioner Kunkel agreed that staff is doing a great job. He is glad that the existing fire alarm system could be repaired, to avoid having to replace the system as an emergency project.

OTHER DISTRICT BUSINESS

None.

EXECUTIVE SESSION - RCW 42.30.110(1)(g) - To review the performance of a public employee

Mr. Russell requested an executive session under RCW 42.30.110(1)(g) to review the performance of a public employee, and announced that the executive session would be for ten minutes. Commissioner Kunkel convened the executive session at 2:43 p.m., with the Commissioners, Mr. Russell, Mr. Martin, Ms. Crookston, and Ms. Larson attending.

At 2:53 p.m., the executive session was concluded and the open public meeting reconvened.

After discussion, Commissioner Martin made a motion to authorize an increase in compensation for District staff member Jeremy Graham, at the end of his six-month probationary period, to bring him to the 30 month step increase pay scale, based on his excellent job

performance during his probationary period. Commissioner Kunkel seconded the motion, which passed unanimously.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 2:56 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel

Douglas Kunkel, Commissioner

Pam Martin, Commissioner

Suzi O'Byrne
