

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

Held on August 26, 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 26, 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, and Bill Reynolds and Paul Weller, District Engineers, 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.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Approval of Minutes – Special Board Meeting of August 12, 2020

Approval of Minutes – Regular Board Meeting of August 12, 2020

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.

PUBLIC HEARING – WATER SYSTEM PLAN EXTENSION

Commissioner Kunkel opened the public hearing on the District’s Water System Plan Extension Request at 5:08 p.m. Commissioner Kunkel explained that the purpose of the hearing is for the Board of Commissioners to hear all comments that the public may have on the proposed four year extension of the District’s Water System Plan (WSP). Commissioner Kunkel introduced the Commissioners, and staff and Mr. Weller, who have been working on the WSP Extension Request.

Mr. Weller provided the Engineer’s Report, describing the reason for the WSP Extension and the process the District has followed for the Extension Request. The actual water demand in the District has been less than that estimated in the current WSP. The Department of Health has indicated that there are no issues with the District’s WSP Extension Request. As part of the process for obtaining DOH approval of the WSP Extension Request, the Board of Commissioners must hold a hearing to obtain any public input on the Request.

Mr. Martin thanked Mr. Weller for his work on the WSP Extension Request, and commented that the four year extension will bring the District’s current six-year WSP in line with

the new 10-year approval period for Water System Plans. He recommended that the Board adopt the Resolution approving the WSP Extension Request.

Commissioner Kunkel requested that Mr. Russell call the members of the public who had contacted the District to sign up to speak at the hearing. Mr. Russell reported that no one had done so. Commissioner Kunkel then asked if there were any persons in attendance who wished to speak. The one citizen in attendance stated that he did not wish to speak on the matter. Commissioner Kunkel then closed the portion of the hearing for public comment.

The Commissioners then discussed the proposed four year extension of the District's WSP. After discussion, Commissioner Martin made a motion to adopt Resolution No. 1897, approving the District's Water System Plan Extension Request, which extends the District's Water System Plan for four years. Commissioner O'Byrne seconded the motion, which passed unanimously.

Commissioner Kunkel then closed the public hearing.

OPERATIONS CENTER UPGRADES PROJECT

Mr. Russell provided information regarding the update to the Page & Beard proposal for the design of the improvements for the Operations Center Upgrades project. At the August 12, 2020 Board meeting, the Commissioners requested cost information for additional windows as part of Item Two of the proposal. That cost information was added as Option Two for Item Two of the Page & Beard proposal included in the agenda materials. Page & Beard recommend that Option Two be included, to ensure that the HVAC system works properly.

Commissioners Kunkel and O'Byrne spoke in favor of Option Two of Item Two. Commissioner O'Byrne made a motion to approve the revised cost estimate for Item Two of the Page & Beard proposal, Window Improvements, Option One (\$21,000) and Option Two (\$1,800/unit). Commissioner Martin seconded the motion, which passed unanimously.

HAZARD MITIGATION PLAN

Mr. Russell informed the Board that the District's Hazard Mitigation Plan is part of the King County Hazard Mitigation Plan. The District's HMP was prepared in-house.

After discussion, Commissioner Martin made a motion to adopt Resolution No. 1898, approving the 2020-2025 King County Regional Hazard Mitigation Plan and the District's Annex to the Plan. Commissioner O'Byrne seconded the motion, which passed unanimously.

CWA NOTICE TO BARGAIN

Mr. Russell informed the Board that the labor union has requested to initiate the collective bargaining process, as the current collective bargaining contract expires at the end of the year. Historically, the District bargaining team has included one Commissioner and one Manager. Commissioner O'Byrne offered to serve as the Commissioner on team. Commissioners Kunkel and Martin spoke in favor of Commissioner O'Byrne serving on the team. The Board consensus was for Commissioner O'Byrne to act as the Commissioner representative on the bargaining team.

AUDITING OFFICERS APPOINTMENT

Mr. Russell informed the Board that because the District has a new Finance Manager, the District must update the signature authority and Auditing Officers appointments.

After discussion, Commissioner O'Byrne made a motion to adopt Resolution No. 1899, appointing a District Auditing Officer and an Alternate District Auditing Officer. Commissioner Martin seconded the motion, which passed unanimously.

Commissioner O'Byrne made a motion to adopt Resolution No. 1900, authorizing the District Auditing Officer to approve and submit vouchers and disbursements to King County prior

to Board of Commissioner approval. Commissioner Martin seconded the motion, which passed unanimously.

ATTORNEY’S COMMENTS

There were no Attorney’s comments.

ENGINEER’S COMMENTS

Mr. Reynolds provided information on the 580 Reservoir Improvements Project. It was determined that additional geotechnical work is necessary before the District advertises the Project for bids. Shannon and Wilson obtained the soil samples and will complete a report on the soils. The Project should be ready to advertise for bids in mid-September.

Mr. Reynolds reported that on the I-405 Water Main Crossing Project, the District had the pre-construction meeting with WSDOT, its contractors and the District’s contractors. Work should begin on the Project in mid-September.

The District also has a number of developer extensions that are at the review meeting and City permitting stage.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2016 to 2041 in the amount of \$269,421.98.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$22,600.00.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$23,671.94.

MANAGER’S COMMENTS

Ms. Crookston, Finance Manager, stated that she has had a smooth transition. All three Commissioners stated that they are glad to have her on board.

Mr. Martin, Operations Manager, provided information on the replacement of a standard truck box on a service fleet truck with a service/utility box. The cost estimate is \$13,610.30. After discussion, Commissioner O'Byrne made a motion to approve the purchase of the Allied Body Works truck utility box/body for a cost of \$13,610.30. Commissioner Martin seconded the motion, which passed unanimously.

Mr. Martin also provided an update on the Carport Improvements Project, which the Board previously authorized. PACE will be assisting the contractor with the City of Newcastle's permitting process.

Mr. Russell, General Manager, informed the Board that the District is in the final year of the adopted three year rate schedule. However, COVID, the Governor's Proclamations, and related factors, have caused some uncertainty regarding the District's revenue forecasts. Therefore, Mr. Russell recommends that the Board obtain rate information on a one-year basis, rather than the usual three year schedule.

After discussion, Commissioner Martin made a motion that the District seek a proposal from FCS Group for a single-year rate study. Commissioner O'Byrne seconded the motion, which passed unanimously.

Mr. Russell reported that WASWD will hold a virtual conference this Fall. Mr. Russell and one other staff member, at a minimum, will be attending.

COMMISSIONERS' COMMENTS

Commissioner Martin reported that she will attend the SPU virtual meeting on September 3, 2020.

Commissioner O'Byrne reported that she has attended several meetings, including the Small Districts meeting. She appreciates the information on how these districts are responding to

the various challenges they have faced. She is extremely proud of the District's response to the issues raised by COVID.

Commissioner Kunkel had no outside meetings to report.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:51 p.m.

BOARD OF COMMISSIONERS



Douglas Kunkel, Commissioner



Pam Martin, Commissioner

Suzi O'Byrne, Commissioner