

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

Held on September 11, 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 September 11, 2024. Commissioner Peter Zevenbergen, Board Vice President, attended in person, and called the meeting to order at 2:00 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, and Charlotte Archer, legal counsel, also attended in person. Bill Reynolds and Mitchell Boyd, PACE Engineers, 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 – ADDITIONS OR DELETIONS

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

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of August 28, 2024

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

APPROVAL OF VOUCHERS

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

Maintenance Fund 0010 – Accounts Payable - Voucher Nos. 5904 to 5916 in the amount of \$6,502.94.

Maintenance Fund 0010 – Accounts Payable – Voucher Nos. 5917 to 5939 in the amount of \$326,588.64.

CIP Reserve Fund 3030 – Accounts Payable - Voucher No. 5940 in the amount of \$32,070.45

Maintenance Fund 0010 – Payroll in the amount of \$86,910.30.

Maintenance Fund – EFT in the amount of \$79,337.80.

CITIZENS' COMMENTS AND CONCERNS

No citizens were present.

WINDTREE WATER MAIN IMPROVEMENTS PROJECT

Mr. Reynolds briefed the issue on the bid opening for this project, and noted the low bid was slightly lower than the Engineer's estimate. Mr. Reynolds detailed the Engineer's review of the bid submittals and review of the bidder's references. Based on this review and the submitted bids, the Engineer recommends award to HCON, Inc. for the bid amount. The Commissioners had no questions on this item.

Commissioner Zevenbergen made a motion to approve HCON as the low bidder. Commissioner O'Byrne seconded the motion, which passed unanimously.

Commissioner Zevenbergen asked when the project would break ground. Mr. Reynolds responded that the timeline is typically a few months following contract award and execution and

noted that the contractor flagged there may be back-log issues with some items for this project. Mr. Reynolds estimated November for ground-breaking.

COMMISSIONER POSITION NO. 3

Mr. Russell notified the Commissioners that a candidate had withdrawn due to personal reasons.

Mr. Russell briefed the Commissioners on his conversation with Tom Goff, Director of Local and Regional Affairs for King County, who provided Mr. Russell with the timeline for King County to appoint a new Commissioner (90 days), and that King County encouraged the District to make the appointment without having to tender this matter to King County.

Commissioners discussed whether an executive session during today's meeting was warranted on this topic. By consensus, the Commissioners determined no executive session was necessary.

ATTORNEY'S COMMENTS

Ms. Archer had no additional comments.

ENGINEER'S COMMENTS

Mr. Reynolds advised the Board to review the Current Project Status report and supporting materials provided after publication of the packet.

MANAGER'S COMMENTS

FINANCE: Ms. Crookston reported that the King County Investment Pool has given the District its rebate for the year (based on unused collected admin fees). The District will receive a rebate in the amount of \$1,800, which is similar to last year's refund.

OPERATIONS: Mr. Martin advised the Board that the selected contractor for the side sewer repair award project, SRP Excavating LLC, awarded at the last meeting, has withdrawn his

bid. Mr. Martin recommends that, rather than objecting to withdrawal, the City award the contract to the second lowest bidder, Holmes Construction, which is approximately \$3,000 more than the lower bidder. Ms. Archer advised that, procedurally, the Board should award the contract by motion.

Commissioner Zevenbergen made a motion to award to Holmes Construction in the amount of \$14,400.00 plus tax. Commissioner O’Byrne seconded the motion, which passed unanimously

Mr. Martin reported on a City of Newcastle overlay project, which will impact District facilities/manholes. The original estimate for the cost of the overlay project (managed by the City) was low because the City had miscounted the number of manhole covers (by a factor of 2) that must be replaced as a component of the project. The City will be billing the District the higher rate, pursuant to the City’s authority to require the District to pay for this work as a component of the City’s project.

GENERAL MANAGER: Mr. Russell asked the Board to determine whether the Board reschedule or cancel the September 25, 2024, meeting due to the WASWD conference.

Commissioner Zevenbergen made a motion to cancel the September 25, 2024, meeting. Commissioner O’Byrne seconded the motion, which passed unanimously.

Mr. Russell reported on a tour of the new Cedar Water treatment plant.

OTHER DISTRICT BUSINESS

None.

EXECUTIVE SESSION

The Board did not hold an executive session.

COMMISSIONERS’ COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Zevenbergen had no additional comments.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 2:22 p.m.

BOARD OF COMMISSIONERS



Suzi O'Byrne, Commissioner



Peter A. Zevenbergen, Commissioner