

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

Held on September 14, 2022

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 14, 2022. Commissioner Doug Kunkel, Board Vice-President, attended in-person and called the meeting to order at 5:03 p.m. Commissioner Suzi O’Byrne, Board President, attended remotely. Commissioner Pamela Martin, Board Secretary, was absent. **EXCUSED?** District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, and Rosemary Larson, legal counsel, attended in-person. Bill Reynolds, District Engineer, attended remotely.

The District provided the public with the ability to attend the meeting by Zoom or conference call, provided notice of the call-in and remote access information to the public, and provided a speaker in the meeting room which allowed all persons attending to hear each other at the same time.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of August 24, 2022

Final Acceptance – Christelle Ridge DEA (sewer only)

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

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

MEETING AGENDA FORMAT

Mr. Russell reviewed the current format for the Board meeting agendas, The Commissioners and Mr. Russell discussed options for re-ordering the agenda items, including the timing of the Approval of Vouchers.

After discussion, the consensus was that the agenda item for Approval of Vouchers should follow immediately after the Consent Agenda and before the other Agenda Items, so that the Approval of Vouchers does not fall in the middle of the various Comment Agenda Items.

ATTORNEY'S COMMENTS

Ms. Larson informed the Commissioners that the Governor has stated that the State Declaration of Emergency regarding the Covid-19 Pandemic will terminate on October 31, 2022.

ENGINEER'S COMMENTS

Mr. Reynolds reported that he provided the Engineer's Project Status Report for the Commissioners' review. Regarding the 580 Reservoir Project, the tanks are back in service and the work on site is complete. The Engineer and staff will schedule the City's final inspection so the Project can be closed out.

APPROVAL OF VOUCHERS

The following Vouchers were approved:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3976 to 3986 in the amount of \$3,464.55.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3987 to 3994 in the amount of \$7,532.89.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3995 to 4001 in the amount of \$6,162.21.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4002 to 4022 in the amount of \$443,905.88.

Water/Sewer Maintenance Fund – Payroll in the amount of \$72,394.30.

Water/Sewer Maintenance Fund – EFT in the amount of \$73,048.03.

MANAGERS' COMMENTS

Ms. Crookston informed the Commissioners that the District received the signed Settlement and Installment Payment Agreement from First Choice Communications. The Agreement is consistent with the Board's discussion of this matter at the previous meeting. The total amount to be paid by First Choice does include interest.

After discussion, Commissioner O'Byrne made a motion to approve the Settlement and Installment Payment Agreement with First Choice Communications, and to authorize the General Manager to execute the Agreement on behalf of the District. Commissioner Kunkel seconded the motion, which passed unanimously.

Ms. Crookston reported that a customer had an obvious water leak in his irrigation system, due to defective sprinklers. The customer does not have a receipt for the repair costs, because the repairs were covered by his vendor's warranty. Staff believes that this situation meets the intent of the District's leak credit policy, and that the customer should be entitled to a leak credit in accordance with that policy, assuming that he provides evidence of the warranty work. The Commissioners agreed with this analysis, and the consensus was that staff should proceed in this manner.

Mr. Martin reported that as part of the May Creek Assemblage DEA Project, the engineer had designed a “tie-in” in a certain location and this was incorporated into the Project Agreement. However, during a recent site visit, staff determined that a different tie-in solution would be more effective due to the fact that there are several lines of different sizes that must be accommodated. Accordingly, the Project engineer prepared revised drawings at staff’s request, which place the tie-in at a slightly different location and will provide a better, more uniform system for the District. Because this change was at the District’s request and will benefit the District’s utility system, the developer has requested that the District contribute to the additional costs to implement the new solution. Mr. Russell agreed that the revised drawings present an improvement that benefits the District. The Commissioners, staff and Mr. Reynolds discussed the possibility of providing payment in the form of a credit against connection charges owed for the Project. After discussion, the Commissioners’ consensus was that the District could consider payment for some portion of the additional costs, but that more information is necessary. In particular, staff will obtain and provide documentation of a breakdown of the developer’s additional costs.

Mr. Martin provided information regarding the Windtree development and the nearby Weaver Plat near 91st Street and 122nd Avenue. That developer had a developer extension agreement which expired. The developer may apply for a new agreement. Neighboring property owners have inquired as to why sewer is not being extended in 91st Street to serve their properties. Mr. Martin indicated that preliminary plans had shown the sewer extension in 91st Street, but those plans were never finalized. Currently, the developer can now connect to a manhole in a different location, and it is not necessary to install the sewer line in 91st Street in order to serve the developer’s property. The developer provided a cost estimate to install that sewer line, which

indicates that the cost would be over \$300,000. The Commissioners and staff discussed the issues involved with requiring the developer to install the extended sewer line in 91st Street.

Mr. Martin reported that the engineers have revised the Engineer's Cost Estimate for the Donegal Sewer Improvements Project, including adding certain items, increasing the paving costs, and increasing the contingency fund. The Engineer's Cost Estimate now totals \$1,024,687.12 for the entire Project. Staff would like the Engineer to proceed with preparing the Project bid documents and advertise the Project for bids. Mr. Reynolds stated that PACE could have the Project advertised for bid at the first of the year, so work could begin in early Spring. The Commissioners' consensus was that the Engineer and staff should proceed with the necessary work on the bid documents, so the Project can be put out to bid.

Mr. Martin also presented photographs of a road project in the City of Newcastle, which used Styrofoam blocks to fill trenches.

Mr. Russell reported that he attended the Operating Committee meeting, which included a tour of a fish hatchery using diverted Cedar River water.

Mr. Russell also reported that Newcastle Days was held last weekend. He commended staff who made presentations on water conservation techniques. They provided excellent public outreach.

Mr. Russell informed the Commissioners that on September 12, the District hosted the Operating Board purveyor's meeting. It is not likely that a new Agreement will be completed this year, so an extension letter will be presented to the interested parties.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne thanked staff member Mike Jordan for his work on the hydrant checks near her residence. She complimented Mr. Jordan's ability to explain the process. She appreciated Mr. Jordan's and other staff's enthusiasm, expertise, and pride in their work.

Commissioner Kunkel reported that he attended Newcastle Days, along with District staff. He thanked staff for their work at the event. Staff provided the public with a good explanation of how to prevent leaks.

Mr. Martin thanked Commissioner Kunkel for the time that he spent attending both days of the Newcastle Days event.

OTHER BUSINESS

None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 6:16 p.m.

BOARD OF COMMISSIONERS

Suzi O'Byrne, Commissioner



Douglas Kunkel, Commissioner



Pam Martin, Commissioner