

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

**Held on September 23, 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 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on September 23, 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, District engineer, 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 – Regular Board Meeting of September 9, 2020

DEA Approval – May Creek Park Vista – Water Only

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

**CITIZENS’ COMMENTS**

There were no citizens’ comments.

**I-405 WIDENING PROJECT**

Mr. Martin informed the Board that the meeting agenda packet contained a memorandum from the District’s engineer outlining the contractor’s request for a cost increase. The project was originally bid and awarded to Laser, the contractor, in December 2019. Due to the WSDOT permitting process and to delays caused by COVID-19, the contract has not been signed. After the District awarded the contract to Laser, WSDOT revised its plans for its I-405 widening project. The revised plans will require the District’s contractor to perform additional work. In addition, the cost of certain work items has increased since 2019, as described in the memo, and the contractor will need to incur COVID-related costs that were not anticipated in 2019. Re-bidding the project is not likely to result in a lower cost to the District. The engineer and staff support the contractor’s request for the change order.

After discussion, Commissioner Martin made a motion to approve the Laser change order in an amount not to exceed \$92,375.00, for a total contract amount of not to exceed \$249,250.00, and authorize the General Manager to execute the change order. Commissioner O’Byrne seconded the motion, which passed unanimously.

**ATTORNEY’S COMMENTS**

Ms. Larson commented that she will be working with staff on an update to the District’s Procurement Policies.

**ENGINEER'S COMMENTS**

There were no additional Engineer's comments.

**APPROVAL OF VOUCHERS**

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2099 to 2121 in the amount of \$66,555.85.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2122 to 2149 in the amount of \$53,004.42.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$20,600.00.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$21,898.74.

**MANGER'S COMMENTS**

There were no Finance Manager comments.

Mr. Martin informed the Commissioners that the Operations Center Parking Lot seal coating and striping project is complete.

Mr. Russell reported that he was informed that the District's Water System Plan Extension will be approved.

Mr. Russell reported that the District received a letter commending District staff on their work on preparation for a customer's sewer connection.

Mr. Russell also reported that he attended the WASWD virtual conference. The speakers were very good, and the format was effective even though it was not in-person.

**COMMISSIONERS' COMMENTS**

Commissioner Martin had no comments.

Commissioner O'Byrne reported that she also attended the WASWD conference. She appreciated that even though the conference was virtual, WASWD provided opportunities for the attendees to interact with each other. She informed the other Commissioners that she was elected to Position 13 on the Board. The other Commissioners, staff and consultants congratulated Commissioner O'Byrne on her election.

Mr. Russell also noted that Commissioner Martin was recognized for her years of service on the Board.

Commissioner Kunkel reported that he spoke to former Commissioner Anderson, who is doing well.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 5:30 p.m.

**BOARD OF COMMISSIONERS**

  
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Douglas Kunkel, Commissioner

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Pam Martin, Commissioner

  
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Suzi O'Byrne, Commissioner