

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

Held on September 28, 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 28, 2022. Commissioner Doug Kunkel, Board Vice-President, attended in-person and called the meeting to order at 5:01 p.m. Commissioner Pamela Martin, Board Secretary, attended in person. Commissioner Suzi O’Byrne, Board President, was absent. 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 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.

Commissioner Kunkel made a motion to excuse Commissioner Martin’s absence from the September 14, 2022 Board meeting. Commissioner Martin seconded the motion, which passed unanimously.

Commissioner Kunkel made a motion to excuse Commissioner O’Byrne’s absence from the September 28, 2022 Board meeting. Commissioner Martin seconded the motion, which passed unanimously.

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 Board Meeting of September 14, 2022

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

APPROVAL OF VOUCHERS

The following Vouchers were approved:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4023 to 4024 in the amount of \$247,602.92.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4025 to 4035 in the amount of \$14,805.11.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4036 to 4050 in the amount of \$84,164.75.

Water/Sewer Maintenance Fund – Payroll in the amount of \$23,150.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$24,759.11.

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

SPU CONTRACT NEGOTIATIONS EXTENSION

Mr. Russell reported that this item follows on the discussion at the last meeting regarding the need to extend the current SPU contract for one year. The new SPU contract will not be finalized this year, so a contract extension document is being circulated. A letter agreement that extends the current contract for one year is in the agenda materials, for the Commissioners' consideration. Staff recommends that the Board approve the one year extension, to provide the parties additional time to negotiate the new SPU contract.

After discussion, Commissioner Kunkel made a motion to approve the letter agreement extending the SPU contract term for one year, and authorize Board President to execute the letter on behalf of the District. Commissioner Martin seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

Ms. Larson had no additional comments.

ENGINEER'S COMMENTS

Mr. Martin reported that he and PACE engineers met with the Pleasant Cove contractor on site. Mr. Martin also informed the Commissioners that the District is still waiting for the City of Newcastle's final approval of the 580 Tank Project. However, both tanks are in operation now.

MANAGERS' COMMENTS

Ms. Crookston informed the Commissioners that the agenda packet contains an email from the Risk Management Pool, with the good news that the District's rate will be approximately \$13,000 less than expected, due to the low number of claims this year. Ms. Crookston and Mr. Martin responded to Commissioner Kunkel's question regarding the Consolidated Supply voucher.

Mr. Martin reported that after the Gary Harper Company, the Pleasant Cove Lift Station Project contractor, bid on the Project, the District determined that it is necessary to raise the grade of the wet well, install a riser and lid, and perform other related additional work. The estimated cost for the additional work is \$20,710.65. Staff will bring a change order for this additional work to a future meeting for the Commissioners' consideration.

Mr. Martin provided a photograph of the May Creek Assemblage "tie-in," to illustrate the matter discussed at the last Board meeting. The District is waiting for the developer to provide detailed cost information. However, the work on the tie-in is complete.

Mr. Martin reported that the District's engineer provided draft responses to the members of the public who asked whether the Windtree development will be installing sewer lines in SE 91st Street. This matter was discussed at the last Board meeting. The draft responses are in the agenda materials for the Commissioners' review. Mr. Martin, Mr. Russell and the Commissioners discussed the draft responses.

Mr. Martin informed the Commissioners that staff need to order meters to have on stock, to plan for upcoming development and maintenance needs. The cost of the meters has increased. A quote from Ferguson Waterworks is in the agenda materials, which states a cost of \$37,839.43 for the meters. Because it could take eight to twelve weeks for delivery of the meters, staff recommends that the meters be ordered now. The Commissioners discussed the need to maintain a supply of meters, and the consensus was that it is in the District's best interest to order the meters now.

In response to a question from Commissioner Martin, Mr. Martin and Ms. Crookston described the AMI pilot program which has just begun.

Mr. Martin also reported that the District received a letter from a customer, complimenting the District's team. In particular, the customer thanked Josh Deraitus, the staff member who was on-call, for his quick response to the customer's call.

Mr. Russell had no additional comments.

COMMISSIONERS' COMMENTS

Commissioner Martin apologized for missing the last Board meeting.

Commissioner Kunkel thanked Josh Deraitus and the office staff for responding so quickly and resolving the customer's issue.

OTHER DISTRICT BUSINESS

None.

ADDITIONAL CITIZENS' COMMENTS

There were no citizens present.

EXECUTIVE SESSION – RCW 42.30.110(1)(f) – To Evaluate Complaints or Charges

Brought Against a Public Employee.

Mr. Russell requested an executive session under RCW 42.30.110(1)(f) to evaluate complaints or charges against a District employee, and advised that the executive session would be for 10 minutes.

Commissioner Kunkel convened the executive session at 5:45 p.m., with the Commissioners, Mr. Russell, Mr. Martin, Ms. Crookston, and Ms. Larson attending. At 5:55, Mr. Russell announced that the executive session was extended for 5 minutes. At 6:00 p.m., Mr. Russell announced that the executive session was extended for another 5 minutes. At 6:05 p.m., the executive session concluded and the open meeting reconvened. No action was taken.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 6:07 p.m.

BOARD OF COMMISSIONERS



Suzi O'Byrne, Commissioner



Douglas Kunkel, Commissioner

Pam Martin, Commissioner