

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

Held on October 11, 2023

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 27, 2023. Commissioner Doug Kunkel, Board President, and Commissioner Pamela Martin, Board Vice President, attended by Zoom, 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, attended in person. Christopher Pirnke, legal counsel, 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

Commissioner O’Byrne made a motion to approve the agenda, as amended. Commissioner Martin seconded the motion, which passed unanimously. The Board then conducted a roll call, with the results reflected above.

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of September 27, 2023

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

APPROVAL OF VOUCHERS

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

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4977 to 4990 in the amount of \$19,556.89.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4991 to 5011 in the amount of \$558,303.98.

Water/Sewer Maintenance Fund – Payroll in the amount of \$74,617.25.

Water/Sewer Maintenance Fund – EFT in the amount of \$72,860.21.

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

FCS GROUP –FISCAL HEALTH REVIEW

Mr. Russell reported that, based on FCS Group's comments, Mr. Russell concluded that it would be more cost effective to perform the GFC/LFC review in connection with the Comprehensive Plan update next year. Accordingly, FCS Group provided a proposal for just the annual fiscal health review. The revised amount is \$7,530.

After discussion, Commissioner O'Byrne made a motion to approve the revised agreement with FCS Group in the amount of \$7,530. Commissioner Martin seconded the motion, which passed unanimously.

SPU CONTRACT NEGOTIATIONS EXTENSION

Mr. Russell reported that contract negotiations with Seattle Public Utilities were ongoing, and it remained unlikely that negotiations would be completed this year. Mr. Russell received an extension letter from SPU to continue negotiations, and recommended that it be signed.

After discussion, Commissioner O’Byrne made a motion to approve the execution of the extension. Commissioner Martin seconded the motion, which passed unanimously.

JANITORIAL SERVICES

Ms. Crookston presented on her efforts to identify a new company to handle janitorial services. She only received one proposal despite reaching out to four candidates. The proposed received called for a cost of \$855 per month, twice per week. The company would also provide a night manager that would swing by periodically to make sure the janitorial staff were doing a good job. Ms. Crookston also reported that the janitorial company would perform an annual window and carpet cleaning.

After discussion, Commissioner O’Byrne made a motion to authorize the District Manager to move forward with contracting with the janitorial company, pending approval from legal with an authorized form. Commissioner Martin seconded the motion, which passed unanimously.

ATTORNEY’S COMMENTS

Mr. Pirnke, substituting in for Ms. Larson, provided an update on the ongoing SPU negotiations, and the apparent timeline moving forward.

ENGINEER’S COMMENTS

Mr. Martin reported that “green” items on the report were completed or almost wrapped up. He also expressed that the service line inventory for EPA was coming up next year.

MANAGERS’ COMMENTS

Ms. Crookston reported that she had received carpet samples for the carpet replacement project, which is in its beginning stages. Once a sample is determined, Ms. Crookston will research bids and quote. It was determined that it would be more efficient to replace all of the carpet at once, rather than piecemeal. It was also determined that some of the carpet will be eliminated and

replaced with finished concrete. Finally, Ms. Crookston reported that she would be out of town for a conference for the next board meeting.

Mr. Martin reported on the maintenance and repair project for the operations building. He noted that there were potentially six change orders, five of which had confirmed numbers, totaling \$7,980. The change orders were a result of things the District added to the project (lockset on door, new shelf on coat rack area, reworking circuitry in the electrical, repairing the silicone coating in certain areas, and sheetrock repair (separate change order)).

After discussion, Commissioner O'Byrne made a motion to approve the execution of change orders 1-5. Commissioner Martin seconded the motion, which passed unanimously.

Mr. Martin also reported on upcoming scheduled bid openings in November and December.

Mr. Russell reported that Commissioner's O'Byrne, along with several staff, attended a site visit at the Tolt Treatment Plant. Mr. Russell also reported that both Mr. Martin and Ms. Crookston would be absent for the next boarding meeting, and suggested possibly cancelling the meeting if the agenda was light enough.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne commented that she appreciated the opportunity to go on the site visit and see the work that was being done.

OTHER DISTRICT BUSINESS

None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded.

BOARD OF COMMISSIONERS

Douglas Kunkel

Douglas Kunkel, Commissioner

Pam Martin, Commissioner

Suzi O'Byrne

Suzi O'Byrne, Commissioner