

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

**Held on October 13, 2021**

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held by remote means and in-person at the District Office, 6801 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on October 13, 2021, pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended. Commissioner Pam Martin, Board President, attended in-person, and called the meeting to order at 5:10 p.m. Commissioner Suzi O’Byrne, Board Vice-President, and Commissioner Doug Kunkel, Board Secretary, also attended in-person. 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 by telephone conference.

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

**CONSENT AGENDA**

Approval of Minutes – Regular Board Meeting of September 22, 2021

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

## **CITIZENS' COMMENTS AND CONCERNS**

There were no citizens in attendance.

## **CROSS CONNECTION CONTROL PROGRAM UPDATE**

Mr. Martin reported that this item follows up on the discussion at the September 22, 2021 Board meeting, in which District staff reported on a proposed to change the timing of cross connection control device inspections, so that all inspections are performed in the Spring. Resolution No. 1908, which will implement this change, is in the agenda materials. Commissioners and staff discussed the proposed change. The Commissioners discussed with District staff plans for working with customers to transition to the proposed inspection schedule in a way that reduces financial impacts to customers to the extent possible.

Commissioner Kunkel made a motion to approve Resolution No. 1908, amending the District's cross connection control program relating to the timing of annual inspections. Commissioner O'Byrne seconded the motion, which passed unanimously.

## **SURPLUS EQUIPMENT**

Mr. Russell informed the Commissioners that District staff have determined that certain items of District property are either beyond their useful life or otherwise no longer necessary for the District's operations. Staff requests that the Board declare the property to be surplus and authorize staff to either sell the property or otherwise dispose of the property at the least cost to the District. The surplus property either has no value, or an estimated value of less than \$2500. Resolution No. 1909 is in the agenda materials, and Exhibit A to the Resolution lists the surplus property.

After discussion, Commissioner Kunkel made a motion to approve Resolution No. 1909, declaring certain District property surplus, and the District's intent to sell the property at private

or public sale or dispose of the property at the least cost to the District. Commissioner O'Byrne seconded the motion, which passed unanimously.

### **FCS GROUP PROPOSAL**

Mr. Russell reported that pursuant to direction from the Board at the September 22, 2021 meeting, staff obtained a proposal from FCS Group for a rate study, to determine whether impacts from Covid-19 or other issues warrant an adjustment to rates charged by the District. The FCSG proposal is in the meeting materials. Staff recommends approving the proposal, in the amount of not to exceed \$5250. The Commissioners and staff discussed the need for this rate study based on the financial impacts caused by responses to Covid-19, supply chain disruptions, and record inflation.

Commissioner Kunkel made a motion to approve the FCS Group rate study proposal, in the amount of not to exceed \$5250. Commissioner O'Byrne seconded the motion, which passed unanimously.

### **580 RESERVOIR CATHODIC PROTECTION**

Mr. Martin reported that the cathodic protection systems, which protect against rust and other corrosion, in both 580 Reservoir tanks need to be replaced. Staff recommend replacing the systems now, before the tanks are filled. A proposal by Corrpro for materials, installation and testing of cathodic protection systems for both tanks is in the meeting packet and is in the amount of \$17,930 for the larger tank and \$17,394 for the smaller tank.

After discussion, Commissioner O'Byrne made a motion to approve the Corrpro cathodic protection systems proposal, in the amount of \$17,930 for the larger tank and \$17,394 for the smaller tank. Commissioner Kunkel seconded the motion, which passed unanimously.

### **ATTORNEY'S COMMENTS**

There were no attorney's comments.

**ENGINEER'S COMMENTS**

Mr. Reynolds reported that the interior surface coating on the 580 Reservoir Project is taking longer than expected, but work on the first tank should be complete in early November, at which time the work on the second tank will proceed. The City has issued the permit for site paving and should be issuing the permit for the foundation shortly. Obtaining these permits did not delay the contractor's work.

**APPROVAL OF VOUCHERS**

The Commissioners approved the following Vouchers:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3053 to 3057 in the amount of \$274,265.97.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3058 to 3085 in the amount of \$74,078.09.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3086 to 3111 in the amount of \$270,587.42.

Water/Sewer Maintenance Fund – Payroll in the amount of \$61,927.75.

Water/Sewer Maintenance Fund – EFT in the amount of \$29,390.26.

Water/Sewer Maintenance Fund – EFT in the amount of \$28,254.09.

**MANAGER'S COMMENTS**

Ms. Crookston informed the Commissioners that State Auditor has begun the District's audit, which should take five weeks. She reported that District staff have been proactive in contacting customers with past due accounts to inform them that the Governor's prohibition on service termination and late charges has expired. Most customers either paid the overdue amounts

or signed the District's payment plan agreement. If the few remaining customers do not make payment arrangements, the District will commence its ordinary collection process.

Mr. Martin presented photographs of corrosion that was found on the interior elements of the 580 Reservoir. Mr. Reynolds described the potential solution to correct the issue, which is not a structural deficiency at this time. Mr. Martin and Mr. Reynolds responded to questions from Commissioners Kunkel and O'Byrne regarding the corrosion and the solution. Mr. Martin will obtain cost information from the 580 Reservoir Project contractor and bring a proposed change order for the work to a future meeting for the Board's consideration.

Mr. Russell reported that he attended the Sno-King meeting on October 11. The Group discussed lobbyist issues. The Commissioners and Mr. Russell discussed the matter.

Mr. Russell also reported that District staff Daniel Gravelle, Calvin Megiveron and John Brittenham completed the work to update the Board dais structure for ADA compliance and other issues. He commended all three staff on their quick and excellent work on the project. All three Commissioners agreed that the alterations are a great improvement, and thanked District staff for their work.

Mr. Martin informed the Commissioners that the two trucks previously purchased have arrived at the dealer and are being outfitted with the District's specifications.

### **COMMISSIONERS' COMMENTS**

Commissioner O'Byrne had no additional comments.

Commissioner Kunkel had no additional comments.

Commissioner Martin thanked management staff for all they are doing during Covid-19 to keep informed regarding the Governor's proclamations and to implement them.

**OTHER BUSINESS**

None.

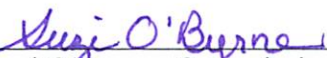
**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 6:05 p.m.

**BOARD OF COMMISSIONERS**



Pam Martin, Commissioner



Suzi O'Byrne, Commissioner



Douglas Kunkel, Commissioner