

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

Held on October 14, 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 – 132nd Place SE, Newcastle, Washington, on October 14, 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 23, 2020

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 BONDING

Mr. Reynolds informed the Board that for the I-405 Widening Project, WSDOT is requiring that the District or the District's contractor provide a bond. Laser Underground & Earthworks, Inc. (Laser), the District's contractor, informed the District that it is able to provide a bond, and has provided a cost of \$3000 for a two-year bond in the amount of \$100,000, which is a reasonable cost. At the last meeting, the Board approved the contractor's request for a change order for additional work on this Project. The cost of this bond could be added to and included in the change order.

After discussion, Commissioner O'Byrne made a motion to include the \$3000 bond cost in the Laser Change Order No. 1 approved by the Board of Commissioners on September 23, 2020, for a total approved change order amount of \$95,375.00, making the total approved contract amount not to exceed \$252,250.00 (plus sales tax, for a total of \$277,475.00), and to authorize the General Manager to execute the change order as revised by this motion. Commissioner Martin seconded the motion, which passed unanimously.

Mr. Reynolds commented that this is the last item needed for issuance of the WSDOT permit for the Project.

580 RESERVOIR AND SITE IMPROVEMENTS BID SOLICITATION

Mr. Reynolds reported that the bidding documents for the 580 Reservoir and Site Improvements Project are ready to be issued for solicitation of bids. Given the complexity of the

Project, a bid solicitation window of three weeks is appropriate. After discussion, the consensus was that the bids could be opened on November 12, 2020, and the District Engineer and staff could be ready to present the information to the Board on November 18, 2020. Further discussion occurred regarding the need to adjust the Board's meeting dates for November, due to holidays and the timing of this Project.

Commissioner Martin made a motion to cancel the regular Board of Commissioners meetings on November 11 and November 25, 2020, and schedule a Special Meeting of the Board of Commissioners on November 18, 2020, at 5:00 p.m. Commissioner O'Byrne seconded the motion, which passed unanimously.

440 AND 1060 RESERVOIR MAINTENANCE

Mr. Reynolds reported that this Project involves maintenance and touch-up painting. However, the work is not regularly scheduled maintenance, so the Project is being solicited using the small works contract process.

After discussion, Commissioner O'Byrne made a motion to approve the solicitation of bids for the 440 and 1060 Reservoir Maintenance Project using the small works roster process. Commissioner Martin seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

There were no Attorney comments.

ENGINEER'S COMMENTS

Mr. Reynolds reported that the District's engineers are working on a few projects which are in the design or permitting stage, and there are also a number of active developer extension projects.

APPROVAL OF VOUCHERS

Commissioner Kunkel asked a question regarding the Stipe Rite payment, which staff answered.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2150 to 2162 in the amount of \$34,373.15.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2163 to 2202 in the amount of \$528,381.35.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$64,484.79.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$65,172.83.

MANGER'S COMMENTS

There were no Finance Manager comments.

Mr. Martin reported that the crane and pipe trucks which the District planned to purchase are no longer available as 2020 models and will not be available until the 2021 line.

Mr. Russell reported that the District received Department of Health's letter approving the four-year WSP Extension. The District's Plan is now approved until April 2024.

Mr. Russell attended the WASWD Manager's meeting. Also, the first collective bargaining meeting will occur on October 22, 2020.

COMMISSIONERS' COMMENTS

Commissioner Martin had no additional comments.

Commissioner O'Byrne also had no additional comments.

Commissioner Kunkel thanked staff for their work on the WSP Extension approved by DOH, which is now effective for four more years.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:46 p.m.

BOARD OF COMMISSIONERS



Douglas Kunkel, Commissioner

Pam Martin, Commissioner



Suzi O'Byrne, Commissioner