

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

Held on October 27, 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 – 132nd Place SE, Newcastle, Washington, on October 27, 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 5:01 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 October 13, 2021

Approval of DEA – Water/Sewer – Hill Plat

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.

580 RESERVOIR RAFTER CONNECTIONS

Mr. Reynolds presented the Engineer's email and other information in the agenda packet. As discussed at prior meetings, corrosion was discovered in the roof elements of the 580 Reservoir. PACE and other consultants reviewed the situation and the structural engineer determined that the corrosion has not compromised the reservoir's structural integrity. Further, structural modifications would take significant time, negatively impacting the current Project schedule. Therefore, structural modifications are not recommended at this time; instead, repairs are recommended. The structural engineer reports that the proposed repairs should last for at least 10 to 15 years, and recommended that inspections occur at years one, five and ten.

Mr. Reynolds reported that PACE received cost information from the contractor for the repairs to address the corrosion, which would be Change Order No. 3 to the Project contract in the amount of \$56,259.90, including sales tax. Mr. Reynolds presented the proposed Change Order to the Commissioners and staff. The Change Order would add 15 Working Days to the Project, to accommodate the extra work. Staff and Mr. Reynolds answered the Commissioners' questions regarding the repair work and the terms used in the Change Order. Mr. Russell and Mr. Martin spoke in favor of performing the repairs, rather than making the more costly and time-consuming structural modifications at this time.

After discussion, Commissioner Kunkel made a motion to approve Change Order No. 3 in the amount of \$56,259.90, including sales tax. Commissioner O’Byrne seconded the motion, which passed unanimously.

ATTORNEY’S COMMENTS

There were no attorney’s comments.

ENGINEER’S COMMENTS

Mr. Reynolds reported that the City of Newcastle is requesting additional work for the drainage permit, which includes additional paving, placing removable bollards around the tank, and installing an enhanced stormwater outfall and an additional catch basin. PACE has asked the contractor for cost information. A proposed change order for this work will be brought to the next Board meeting.

APPROVAL OF VOUCHERS

The Commissioners approved the following Vouchers:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3112 to 3130 in the amount of \$20,846.95.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3131 to 3139 in the amount of \$92,947.64.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 3141 to 3143 in the amount of \$5,192.57.

Water/Sewer Maintenance Fund – Payroll in the amount of \$23,250.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$59,857.65.

MANAGER'S COMMENTS

Ms. Crookston reported that District has only six remaining past due accounts due to Covid. Other districts have commented that the District is doing well in this regard. As of next month, the District will resume charging the normal penalty on late payments again.

Ms. Crookston also informed the Commissioners that the State Auditor's work is in progress. The Auditor's exit conference will occur at the December 8 Board meeting.

Mr. Martin discussed two projects that District staff propose for 2022: the Decant Station at the 580 Reservoir site and the May Valley Sewer Lift Station Upgrades. Staff will pursue design work contract proposals for consideration, with the goal of bidding and completing the projects in 2022. Mr. Martin also commented that the District may re-bid the Pleasant Cove Project. The Commissioners spoke in favor of the District's proactive approach to maintaining the District's facilities.

Mr. Russell reported that two form letters regarding the recent update to the Cross Connection Control Program, changing the timing for backflow prevention device testing, are in the meeting materials. He invited the Commissioners to provide comments on the letters before they are sent to the contractors and customers.

Ms. Crookston commented that FCS Group has begun work on the rate study.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne commented that the meeting room upgrades are very comfortable, and complimented staff on the work. The Commissioners discussed the changes to the seating configuration.

Commissioner Kunkel commented that when a customer recently called the District with a question, it resulted in the District identifying an error on the website regarding the rate for water consumption, which was quickly corrected.

Commissioner Martin had no additional comments.

OTHER BUSINESS

None.

EXECUTIVE SESSION – RCW 42.30.110(1)(g) – Review the Performance of a Public Employee

Mr. Russell requested an executive session under RCW 42.30.110(1)(g) to review the performance of a District employee, and advised the executive session would be for 15 minutes.

Commissioner Martin convened the executive session at 6:10 p.m., with the Commissioners, Mr. Russell, and Ms. Larson attending.

At 6:25 p.m., the executive session concluded, and the open public meeting was reconvened. No action was taken.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 6:29 p.m.

BOARD OF COMMISSIONERS



Pam Martin, Commissioner

Suzi O'Byrne, Commissioner



Douglas Kunkel, Commissioner