

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

Held on November 18, 2020

A special 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 November 18, 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, attended 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, 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 October 28, 2020

Design Approval – Newcastle Crest DEA – Water/Sewer

Design Approval – Sockeye DEA – Sewer Only

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

CITIZENS’ COMMENTS

There were no citizens’ comments.

580 RESERVOIR IMPROVEMENT PROJECT BIDS

Mr. Russell reported that the bids were opened for the 580 Reservoir Improvement Project. The meeting agenda packet contains the bid tabulations prepared by the District’s Engineer. The low bidder is T. Bailey, Inc., with a bid of \$1,902,340.00 plus additive bid items of \$44,000.00, which amounts include sales tax. The Engineer recommends that the District award the Project contract to T. Bailey, Inc. as the lowest responsible bidder.

After discussion, Commissioner O’Byrne made a motion to approve the award of the contract for the 580 Reservoir Improvement Project to T. Bailey, Inc., in an amount not to exceed \$1,946,340.00, which includes the additive items and sales tax. Commissioner Martin seconded the motion, which passed unanimously.

FCSG REVENUE OUTLOOK

Mr. Russell presented information to the Board regarding the FSCG report on 2020 revenues and revenue projections for 2021. The report confirms that the District does not need to increase service rates for 2021, except for any increases in pass-through rates. After discussion, the Board consensus was agreement with the FSCG report, and that the District should monitor revenues during 2021.

Commissioner O’Byrne made a motion not to increase service rates for the year 2021, except for pass-through rates. Commissioner Martin seconded the motion, which passed unanimously.

2021 WSRMP (INSURANCE) ALLOCATION

Mr. Russell reported that the District received a letter from the Washington State Risk Management Pool, a copy of which is in the agenda packet. There will be an increase in the rate charged to the District for 2021, referred to as the District’s allocation. The District also received correspondence from the WSRMP Executive Director, explaining the reasons for the increase.

After discussion by the Board, Commissioner O’Byrne made a motion to approve the District’s 2021 WSRMP allocation, as stated in the WSRMP letter dated October 27, 2020. Commissioner Martin seconded the motion, which passed unanimously.

ATTORNEY’S COMMENTS

Ms. Larson reported on the Governor’s recent Covid-19 Proclamations.

ENGINEER’S COMMENTS

There were no Engineer’s comments.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2237 to 2245 in the amount of \$54,167.78.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2246 to 2279 in the amount of \$471,659.34.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2280 to 2293 in the amount of \$18,019.08.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$61,790.85.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$64.57.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$64,052.88.

MANAGER’S COMMENTS

Ms. Crookston reported that job transitions are going smoothly. District staff were considering requesting to hire one new position after the holidays, but staff recently learned that one employee will be out for six weeks starting in December. Therefore, staff is requesting approval to work with the District’s HR consultant to explore hiring one new part-time office staff person, starting in December.

After discussion, Commissioner O’Byrne made a motion to authorize staff to work with the District’s HR consultant to find a qualified person to fill a part-time office staff position. Commissioner Martin seconded the motion, which passed unanimously.

Mr. Martin reported on the status of vehicle acquisitions.

Mr. Russell reported that he is working with the consultant on the District’s newsletter. One topic will be that there will be no rate increase for 2021. Mr. Russell requested that the Commissioners provide any other suggested topics for the newsletter. Discussion followed on proposed topics, including winterizing tips for customers, and the 580 Reservoir Improvement Project.

Mr. Russell also noted that at a recent Newcastle City Council meeting, the Council requested that City staff research the possibility of imposing a franchise fee. However, the City has not contacted the District regarding any franchise fee.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne reported that earlier that day, she attended the remote WASWD Board workshop. She commented that she appreciates the District's professional and caring atmosphere.

Commissioner Kunkel commented that he looks forward to a time when the District can have in-person meetings. However, he appreciates how staff is working in a careful manner. The District is weathering the pandemic well, which shows good management.

Commissioner Martin noted that SPU is beginning contract negotiations and asked if any other Commissioner would like to attend these meetings. Commissioner O'Byrne offered to fill this role, and thanked Commissioner Martin for the opportunity.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:50 p.m.

BOARD OF COMMISSIONERS



Douglas Kunkel, Commissioner

Pam Martin, Commissioner



Suzi O'Byrne, Commissioner