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

Held on July 9, 2025

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 July 9, 2025. Commissioner Peter Zevenbergen, Board President, attended in person and called the meeting to order at 2:02 p.m. Commissioner Kim Lane, Board Secretary, attended in person. Commissioner Suzi O'Byrne attended by Zoom. Robert Russell, General Manager, Patrick Martin, Operations Manager, Jamie Crookston, Finance Manager, and Rosemary Larson, legal counsel, attended in person. Bill Reynolds, District Engineer, 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 – ADDITIONS OR DELETIONS

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

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of June 25, 2025

Commissioner Lane 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 Zevenbergen seconded the motion, which passed unanimously:

Maintenance Fund 0010 – AP - Voucher Nos. 6739 to 6753 in the amount of $339,954.64.
CIP Reserve Fund 3030 – AP - Voucher No. 6754 in the amount of $20,514.00.
Maintenance Fund 0010 – AP - Voucher Nos. 6755 to 6785 in the amount of $24,980.19.
Maintenance Fund 0010 – Payroll in the amount of $94,760.63.
Maintenance Fund 0010 – EFT in the amount of $32,121.92.

PUBLIC COMMENTS AND CONCERNS

No citizens were present.

COMPREHENSIVE PLAN UPDATE

Mr. Russell commented that he provided the draft Comprehensive Plan Update to the Commissioners for review and comment. He requested the Board's approval to provide the document to other agencies with jurisdiction to review the Plan Update. After the other agencies' review, the Plan Update will be brought back to the Commissioners for final approval by resolution. Mr. Russell stated that staff have reviewed the draft Plan Update and it meets regulatory requirements. Mr. Martin commented that staff are working with PACE to finalize the document.

Commissioner Lane commented that he has a few comments, which are primarily internal issues. Ms. Larson noted that the District must hold a hearing on the Plan Update. Mr. Reynolds confirmed that the Board's first approval will be of the "draft" document for DOH's and other agencies' review, then the final document will come back to the Board for final approval.

After discussion, Commissioner Lane made a motion to approve the Comprehensive Plan Update for purposes of forwarding the document to all agencies with jurisdiction to review and/or approve the document. Commissioner Zevenbergen seconded the motion, which passed unanimously.

DISTRICT HOLIDAYS

Mr. Russell informed the Commissioners that this item relates to the Juneteenth holiday, which was made a federal and State holiday in 2021. Many Washington counties, cities and districts have added Juneteenth as an official holiday. On the recent June 19 all federal, State and many local governmental offices were closed, including the Post Office and other services. The Union representing the District's operations employees has requested in the past that the District add Juneteenth to the District's official holidays. If the Commissioners approve this, a short amendment to the Union Contract would be negotiated. Ms. Larson commented that a small amendment would also need to be made to the District's Employee Manual.

Commissioner O'Byrne and Commissioner Zevenbergen each spoke in favor of recognizing Juneteenth as an official District holiday.

After discussion, Commissioner Zevenbergen made a motion to approve Juneteenth (June 19) as an official District holiday, including the closure of the District's offices on Juneteenth. Commissioner O'Byrne seconded the motion, which passed unanimously.

Mr. Russell stated that the implementing amendments to the Union Contract and the Employee Manual will be brought to the Board at the next meeting.

ATTORNEY'S COMMENTS

Ms. Larson had no additional comments.

ENGINEER'S COMMENTS

Mr. Reynolds stated that the Engineer's Project Status Report is in the agenda materials. Two projects are near completion; PACE is working on getting the final documentation to the State, which must occur before the retainage is released. PACE is also working on the design for two Lift Station Projects and will confirm City requirements for those Projects. The District is moving forward with the 700 Zone Tank Rehabilitation Project. In response to Commissioner Lane's question, Mr. Reynolds stated that they are in the process of determining whether the retaining wall will be a separate project or part of the Tank Rehabilitation Project. The intent is to keep the Tank in service during the wall installation to the extent possible, but safety may require that the Tank be off-line for a short period of time.

MANAGERS' COMMENTS

Mr. Martin reported that City staff approached him regarding whether the District is interested in participating in a City project to install a permanent generator at the District's old operations center, which the District sold to the City some years ago. The property is encumbered by a number of utility easements, among other site constraints. Mr. Martin told City staff that the City could not locate a permanent generator in a District easement. The City asked if the District would be interested in a joint project for an upsized/upgraded generator, that could serve both the City's building on the site and the District's lift station which is on adjacent property. Mr. Martin stated that the District's electrical engineer did preliminary work to determine the District's generator capacity needs at that site; a copy of the report is in the agenda materials. Mr. Martin commented that today, he is just asking if the Commissioners are interested in investigating the feasibility of a joint generator project with the City.

The Commissioners and staff discussed the pros and cons of a joint generator project. Commissioner Zevenbergen raised the issue of how to allocate ownership of the generator and maintenance responsibilities. Mr. Martin commented that a permanent generator would be ideal, but the District does have a mobile generator which is used at multiple sites. Mr. Russell noted that the District only owns a small land area on which the lift station is located, and a generator would likely not fit within that small footprint. Commissioner Zevenbergen commented that he would be more open to participating in a project to install a pad large enough to accommodate a District generator in the future, with an easement for the District's use of the pad. Mr. Martin commented that the City is having a hard time figuring out where its own generator will go. It could cost $100,000 just for a generator to meet the District's needs. Commissioner O'Byrne commented that looking to the future, there may be more outages due to weather and there could be an earthquake; future benefits to the District could outweigh current complications associated with a joint generator project with the City.

Mr. Russell stated that the City needs to determine where it will place the pad, to see if that location is convenient for the District's use. Mr. Martin will continue to discuss the matter with the City and obtain additional information to bring to the Board.

Ms. Crookston had no additional comments.

Mr. Russell reported that the Landscape Maintenance Services RFP has been advertised. The submittal date for the RFPs is July 16. He will bring a recommendation to the Board at the July 23 meeting.

Mr. Russell also informed the Commissioners that staff are discussing possible revisions to the District's Developer Extension Manual. Currently, the DE Manual and related documents have a one-year term. Several DE Agreements have expired recently, and developers must "start over" with a new DEA. He would like to engage PACE to review the DE Manual for updates, such as making the term three years with an option for a one-year renewal and any other revisions necessary due to changes in law.

After discussion, the Commissioners' consensus was to obtain a proposal from PACE for this work.

Mr. Russell thanked the Board for the approval of the Juneteenth holiday.

Mr. Russell informed the Commissioners that he will attend the SPU Operating Committee meeting tomorrow.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Lane asked if any action by the Board was necessary, given the King County letter informing the District of the County's sewer rate increases. Mr. Russell stated that the District's rate structure provides that the District will pass the King County charges through to the customer, so no additional Board action is necessary at this time.

Commissioner Zevenbergen had no additional comments.

ADDITIONAL PUBLIC COMMENTS

No citizens were present.

OTHER DISTRICT BUSINESS

None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 2:49 p.m.

BOARD OF COMMISSIONERS

Peter A. Zevenbergen, Commissioner

Suzi O'Byrne

Suzi O'Byrne, Commissioner

Kim Lane, Commissioner

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