

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

**Held on April 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 132<sup>nd</sup> Place SE, Newcastle, Washington, on April 9, 2025. Commissioner Peter Zevenbergen, Board President, attended in person, and called the meeting to order at 2:01 p.m. Commissioner Suzi O'Byrne, Board Vice President, attended by Zoom, and Commissioner Kim Lane, Board Secretary, attended in person. Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager. 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 Zevenbergen seconded the motion, which passed unanimously.

**CONSENT AGENDA**

Approval of Minutes -- Regular Meeting of March 26, 2025

Commissioner Lane made a motion to approve the consent agenda. Commissioner Zevenbergen seconded the motion, which passed unanimously.

**APPROVAL OF VOUCHERS**

Commissioner Lane made a motion to approve the following Vouchers. Commissioner Zevenbergen seconded the motion, which passed unanimously:

Maintenance Fund 0010 – AP - Voucher Nos. 6494 to 6502 in the amount of \$10,689.03.  
CIP Reserve Fund 3030 – AP - Voucher No. 6503 in the amount of \$219,517.29.  
Maintenance Fund 0010 – AP - Voucher Nos. 6504 to 6532 in the amount of \$378,797.62.  
Maintenance Fund 0010 – Payroll in the amount of \$86,425.33.  
Maintenance Fund 0010 – EFT in the amount of \$17,935.19.

### **PUBLIC COMMENTS AND CONCERNS**

No citizens were present.

### **AGAPOV SEWER**

Mr. Russell informed the Commissioners that the Apagovs intend to construct a new residence on their property and applied for a Sewer Availability Certificate for the residence. There is no sewer line across the property's street frontage, but the District has a sewer easement across other private property which terminates at the Apagov property. Staff proposes that the Apagovs enter into a developer extension agreement with the District, in which the Apagovs would install a sewer line to serve their property in the District's easement and transfer ownership of the line to the District. Mr. Martin stated that the property will need a grinder pump, which also requires an agreement. The District's engineers would review the sewer line's design, to ensure it meets District standards. Ms. Larson commented that the development extension agreement would have to be approved by the Board.

The Commissioners and staff discussed the proposal. Commissioner Zevenbergen commented that connecting properties to the sewer system benefits the District and the environment. After discussion, the Commissioners' consensus was that staff should proceed as proposed.

### **ATTORNEY'S COMMENTS**

Ms. Larson had no additional comments.

### **ENGINEER'S COMMENTS**

The Engineer presented the Project Status Report included in the agenda materials.

### **MANAGERS' COMMENTS**

Mr. Martin presented photographs of a private side sewer that was damaged by a Century Link line. He reported that while this line is exposed and being repaired, the District could install a liner in a District sewer line that is in close proximity, at a good price. He has obtained a bid in the amount of \$16,869 plus sales tax. However, the pricing is contingent on doing the work now. Mr. Martin stated that the liner will extend the sewer line's life by up to fifty years. Mr. Martin has requested a bid from a second contractor, but he would like authority to enter into a contract for the work with the first contractor, if the second contractor does not respond or submits a higher bid. The Commissioners requested that the District Engineer provide information as to whether the first bidder's price is reasonable. Mr. Reynolds responded that he could review the per foot price. Ms. Larson commented that the amount of the first bid was within the General Manager's contracting authority of \$20,000.

After discussion, the Commissioners' consensus was to proceed with the first bid, if the second bid is higher and if the District's Engineer's information indicates that the first bid is reasonable.

Ms. Crookston informed the Commissioners that it has been years since staff toured the Cedar River Watershed. She is proposing an Employee Recognition Lunch for the SPU Watershed Tour on July 15, to consist of a morning tour and boxed lunches at the Watershed. However, the District office would have to be closed for most of the day to allow all staff to attend.

The Commissioners and staff discussed the benefits of the event. After discussion, Commissioner Zevenbergen made a motion to close the District office building on July 15, 2025 so that staff can attend the Cedar River Watershed Tour and Employee Recognition Event. Commissioner Lane seconded the motion, which passed unanimously.

Ms. Crookston reported that the Decant Facility Event will be held on May 8, 2025 at 11:00 a.m.

Ms. Crookston informed the Commissioners that the Parterra development has requested that a penalty in the amount of \$2,927.72 be removed from their multi-family bill. Staff have authority to remove one penalty every three years from a customer's bill "for extenuating circumstances, such as when utility service billings are lost in the mail or otherwise not delivered to the District customer," but Parterra had a penalty removed in 2024 so Board approval is required for this waiver. Ms. Crookston reported that Parterra states that it has a new management team, and the prior manager did not timely pay the bill or provide the bill to the new team. The new management team has improved its procedures to prevent future late payments. Ms. Crookston commented that when a new owner buys a property, they receive a new three-year period, and this is a similar situation. In response to Commissioner Zevenbergen's question, Ms. Crookston stated that Parterra is now current on their bill. Commissioner Lane asked if granting this request would set a precedence. Ms. Larson replied that it would set a precedence for other customers who have this same set of circumstances, but it would not require the District to waive a penalty if Parterra makes a third request in the three year period, and the District could so inform Parterra.

After discussion, Commissioner Lane made a motion to approve Parterra's request that the District waive the penalty in the amount of \$2,927.72, on the condition that the District not grant Parterra a third penalty waiver in the three year period and based on Parterra's representation that it has implemented procedures to prevent late payments in the future. Commissioner Zevenbergen seconded the motion, which passed unanimously,

Mr. Russell reported that the Work Shop meeting will not be held on the same day as the Decant Facility Event. He suggests holding the Work Shop on a regular meeting date. The Commissioners discussed availability in the morning on upcoming regular meeting dates. All

Commissioners are available on May 14. Mr. Russell stated that the Work Shop will be held on May 14, most likely at 10:00 a.m., but he will confirm the timing.

Mr. Russell commented that WASWD requested that all districts submit letters to their legislators opposing the use of the Public Works Trust Fund to fund the salmon habitat restoration projects. The District has sent a letter as requested.

Mr. Russell also mentioned that he rarely uses his full \$20,000 purchasing and contracting authority.

#### **COMMISSIONERS' COMMENTS**

Commissioner O'Byrne had no additional comments.

Commissioner Lane had no additional comments.

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 2:52 p.m.

#### **BOARD OF COMMISSIONERS**

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Peter A. Zevenbergen, Commissioner

  
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Suzi O'Byrne, Commissioner

  
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**Kim Lane, Commissioner**