

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

**Held on January 27, 2021**

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 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on January 27, 2021. Pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended, the meeting was not conducted in-person. Commissioner Pam Martin, Board President, attended via telephone conference call, and called the meeting to order at 5:00 p.m. Commissioner Suzi O’Byrne, Board Vice-President, and Commissioner Doug Kunkel, 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 – ADDITIONS OR DELETIONS**

Mr. Russell informed the Board that Item 5.A, titled “2021 Employee Manual,” is added to the Agenda.

Commissioner Kunkel made a motion to approve the agenda as amended. Commissioner O’Byrne seconded the motion, which passed unanimously.

## **CONSENT AGENDA**

Approval of Minutes – Regular Board Meeting of January 13, 2021

Resolution No. 1902 – Collective Bargaining Agreement

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

## **CITIZENS’ COMMENTS AND CONCERNS**

There were no citizens in attendance.

## **PURCHASING AUTHORITY**

Mr. Russell reported that this item relates to the authority granted by the Board to District management positions to execute contracts and make purchases with limited cost to the District, without first obtaining the Board’s approval for each contract or purchase. The District’s current Resolution, which has not been updated since 2012, pre-authorizes contracts and purchases in an amount up to \$15,000. Currently, districts with a similar size to the District often have pre-authorized management to enter into contracts and make purchases in an amount up to \$20,000. Therefore, to further the efficient operation of the District, staff requests that the Board increase management’s contracting and purchasing authority to up to \$20,000.

After discussion, Commissioner Kunkel made a motion to approve Resolution No. 1903, relating to the District’s policy for preauthorized public works projects and purchases of materials, supplies and equipment by District management staff. Commissioner O’Byrne seconded the motion, which passed unanimously.

## **2021 EMPLOYEE MANUAL**

Mr. Russell informed the Board that the District’s Employee Manual has been revised to be in parity with the recently approved Collective Bargaining Agreement. In response to a question

regarding the Domestic Partnership provision in the Manual, Mr. Russell state that the provision was reviewed by legal counsel, who confirmed that the provision is consistent with State law.

After discussion, Commissioner Kunkel made a motion to approve Resolution No. 1904, approving an updated Employee Manual, effective January 28, 2021. Commissioner O'Byrne seconded the motion, which passed unanimously.

### **ATTORNEY'S COMMENTS**

Ms. Larson reported on two pending House Bills which would amend the Open Public Meetings Act.

### **ENGINEER'S COMMENTS**

There were no Engineer's comments.

### **APPROVAL OF VOUCHERS**

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2424 to 2435 in the amount of \$19,274.94.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2436 to 2448 in the amount of \$94,840.57.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2449 to 2452 in the amount of \$5,476.57.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$19,000.00.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$31,960.38.

### **MANAGER'S COMMENTS**

Ms. Crookston reported that a part-time office assistant has been hired, and will start on February 8, 2021. Ms. Crookston also reported that the vendor that the District currently uses to

process customer credit card payments has not been user friendly. Staff is investigating options for this service.

Mr. Martin reported that the I-405 Crossing Project is nearly complete. The line is back in service. Mr. Martin also informed the Board that the trucks approved for purchase at the last Board meeting were ordered.

Mr. Russell commented that he will work with the Commissioners to obtain their signatures on documents.

### **COMMISSIONERS' COMMENTS**

Commissioner O'Byrne reported that she attended an on-line MRSC seminar on the Open Public Meetings Act and Public Records Act, which was very informative.

Commissioner Kunkel commented that he looks forward to a time when the District can conduct in-person meetings again.

Commissioner Martin concurred in Commissioner Kunkel's comment.

### **OTHER BUSINESS**

None.

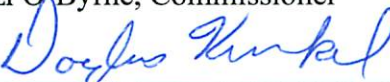
### **ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 5:31 p.m.

### **BOARD OF COMMISSIONERS**

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Pam Martin, Commissioner

  
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Suzi O'Byrne, Commissioner

  
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Douglas Kunkel, Commissioner