

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

Held on March 8, 2023

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 March 8, 2023. Commissioner Doug Kunkel, Board President, attended in person and called the meeting to order at 2:01 p.m. Commissioner Pamela Martin, Board Vice-President, attended by Zoom, and Commissioner Suzi O’Byrne, Board Secretary, 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.

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

Mr. Russell noted that Item 7.A “Non-Union Permanent Part-Time Administrative Assistant Position” should be added to the Agenda, and the Executive Session should be deleted.

Commissioner Martin made a motion to approve the agenda, with the addition of Item 7.A “Non-Union Permanent Part-Time Administrative Assistant Position” and the deletion of the Executive Session. Commissioner O’Byrne seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of February 22, 2023

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

APPROVAL OF VOUCHERS

The following Vouchers were approved:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4425 to 4451 in the amount of \$173,513.01.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4452 to 4465 in the amount of \$6,547.96.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4466 to 4473 in the amount of \$7,156.75.

Water/Sewer Maintenance Fund – Payroll in the amount of \$67,007.82.

Water/Sewer Maintenance Fund – EFT in the amount of \$23,406.46.

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

SERVICE CHARGE RELIEF

Mr. Russell informed the Commissioners that the District's current service charge relief income qualification levels were adopted in Resolution No. 1905, in 2021, and are codified in Section 5.56.030 of the District's code. The current qualifying income levels are \$37,000 for a single person, and \$43,000 for married persons or co-tenants. Recently, staff surveyed surrounding districts, and the average service charge relief qualifying income levels are \$46,824 for a single person and \$52,324 for households with two or more people. Excluding one district that does not have two levels, the averages are \$43,931 for a single person and \$50,806 for households with two or more people. Staff recommends that the District's qualifying income levels be increased to \$45,000 for a single person and \$52,000 for married persons or co-tenants. If the Commissioners

concur, the District's attorney will prepare a Resolution for consideration at the next meeting, which will include all of the District's service charge relief provisions.

In response to Commissioner Kunkel's question, Mr. Russell confirmed that the income levels have not been updated since 2021, and the proposed increase is close to the CPI increase since that time.

After discussion, the Commissioners' consensus was that the increased income levels should be approved, and a Resolution should be brought to the next meeting for consideration.

NON-UNION PERMANENT PART-TIME ADMINISTRATIVE ASSISTANT POSITION

Mr. Russell reported that the District currently has a temporary, part-time Administrative Assistant position; however, the employee has been in this position for two years and the part-time position is working well. Mr. Russell recommends that this position be formally established as a permanent part-time position, so all employees in administrative assistant or similar positions will be on the same hourly pay range scale. Commissioner Kunkel commented that making this part-time position permanent is a good idea, as the part-time position has been in existence for two years. Placing the position under the same hourly pay range scale as other similar positions is equitable.

After discussion, Commissioner O'Byrne made a motion to establish the non-union part-time Administrative Assistant position as a permanent position, under the same hourly pay range scale as other Administrative Assistant positions. Commissioner Martin seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

Ms. Larson had no additional comments.

ENGINEER'S COMMENTS

The Engineer was not present.

MANAGERS' COMMENTS

Ms. Crookston had no additional comments.

Mr. Martin reported that the Donegal Sewer Rehabilitation Project will go out for bid soon. Mr. Martin also informed the Commissioners that recently, he received an email from AT&T regarding the proposal to lease a portion of the District's property for a communications facility. As requested by the District, AT&T contacted King County, asking whether the County will allow AT&T to use the access easement serving the District's property, and provided the District with a copy of the County's response, which District staff and attorney are reviewing.

Mr. Russell reported on the codification of the District's resolutions. District staff continue to work on updating the District's code, before placing the codification on the District's website.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Martin had no additional comments.

Commissioner Kunkel had no additional comments.

OTHER DISTRICT BUSINESS

None.

ADDITIONAL CITIZENS' COMMENTS

There were no citizens present.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 2:24 p.m.

BOARD OF COMMISSIONERS



Douglas Kunkel, Commissioner

Pam Martin, Commissioner

Suzi O'Byrne

Suzi O'Byrne, Commissioner