

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

Held on March 10, 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 – 132nd Place SE, Newcastle, Washington, on March 10, 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 5:03 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 6.A Michelson Developer Extension – Final Approval” was 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 February 24, 2021

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.

OPERATIONS CENTER WINDOWS – CHANGE ORDER NO. 1

Mr. Martin reported that information relating to this Change Order is in the meeting agenda packet. He clarified that the Change Order is for the higher cost of a two-year performance bond; the contractor was originally provided information indicating that a one-year bond was required.

Commissioner Kunkel made a motion to approve Change Order No. 1 in the amount of \$2,075.00. Commissioner O’Byrne seconded the motion, which passed unanimously.

UTILITY SERVICE CHARGE RELIEF

Mr. Russell informed the Board that the District’s Resolution No. 1865, adopted in 2018, provides for rate adjustments for low-income senior citizen and disabled customers with specified income levels. District staff reviewed the rate adjustment policies of a number of surrounding utility providers to determine if the District’s policy should be updated. While it appears that the jurisdiction with the highest qualifying income level is an outlier, based on the other jurisdictions’ qualifying income levels, staff recommends that the District’s policy be amended to reflect a single-family qualifying income of \$37,000 and a married/co-tenant qualifying income of \$43,000, with an annual CPI or similar adjustment. After discussion, the Board concurred in this recommendation, and requested that the District’s attorney prepare a resolution for consideration at the next Board meeting.

MICHELSON DEVELOPER EXTENSION – FINAL ACCEPTANCE

Mr. Martin reported that the Michelson developer extension, which is for a single-family residence, is complete and ready for final acceptance.

After discussion, Commissioner Kunkel made a motion to grant final acceptance to the Michelson developer extension. Commissioner O’Byrne seconded the motion, which passed unanimously.

ATTORNEY’S COMMENTS

Ms. Larson informed the Board that the Governor’s most recent ratepayer assistance proclamation has an expiration date of April 30, 2021. She and District staff will be monitoring the situation, in case this proclamation is not extended.

ENGINEER’S COMMENTS

There were no Engineer’s comments.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2510 to 2519 in the amount of \$49,994.82.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2520 to 2542 in the amount of \$28,181.29.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$58,715.40.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$63,693.71.

MANAGER’S COMMENTS

Ms. Crookston had no additional comments.

Mr. Martin had no additional comments.

Mr. Russell had no additional comments.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne reported that she has attended several meetings since the last Board meeting.

Commissioner Kunkel had no additional comments.

Commissioner Martin had no additional comments.

OTHER BUSINESS

None.


ADJOURNMENT

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

BOARD OF COMMISSIONERS



Pam Martin, Commissioner



Suzi O'Byrne, Commissioner

Douglas Kunkel, Commissioner