

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

Held on March 13, 2024

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 13, 2024. Commissioner Doug Kunkel, Board President, attended by telephone, and called the meeting to order at 2:03 p.m. Commissioner Suzi O’Byrne, Board Secretary, and Commissioner-Appointee Peter Zevenbergen attended in person. District staff Robert Russell, General 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.

OATH OF OFFICE

Mr. Russell administered the Oath of Office to Commissioner-Appointee Peter Zevenbergen. All present congratulated Commissioner Zevenbergen.

APPROVAL OF AGENDA – ADDITIONS OR DELETIONS

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

CONSENT AGENDA

Approval of Minutes -- Special Meeting of February 21, 2024

Approval of Minutes -- Regular Meeting of February 28, 2024

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

APPROVAL OF VOUCHERS

Commissioner O'Byrne made a motion to approve the following Vouchers. Commissioner Kunkel seconded the motion, which passed unanimously:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5376 to 5388 in the amount of \$25,533.96.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5389 to 5416 in the amount of \$338,113.85.

Water/Sewer Maintenance Fund – Payroll in the amount of \$77,339.80.

Water/Sewer Maintenance Fund – EFT in the amount of \$36,563.51.

Ms. Crookston provided information on the Voucher approval process.

CITIZENS' COMMENTS AND CONCERNS

No citizens were present.

Commissioner O'Byrne assumed the chair of the meeting, due to Commissioner Kunkel's remote attendance.

OPERATIONS CENTER CARPET – CHANGE ORDER NO. 1

Ms. Crookston reported that the Carpet Project contractor determined that at least some of the carpet's rubber base must be replaced, and informed District staff that it was more labor intensive to remove only a portion of the base. Thus, it is more cost effective to replace all of the rubber base. The contractor submitted Change Order No. 1, in the agenda materials, in the amount of \$3,678.08, which represents the cost of this work.

After discussion, Commissioner Zevenbergen made a motion to approve Change Order No. 1 in the amount of \$3,678.08. Commissioner Kunkel seconded the motion, which passed unanimously.

DISTRICT ADMINISTRATIVE FEES

Mr. Russell informed the Commissioners that this item follows up on a prior discussion regarding the District’s administrative fees. District staff reviewed all of the District’s administrative fees to ensure that the District is recovering all of its costs of providing the services. The District had not reviewed its fees for six years, and staff determined that a number of the fees should be increased. Costs have increased due to inflation, and city permitting costs have also increased. The draft resolution in the agenda materials would implement staffs’ recommended fee increases.

The Commissioners and staff discussed revising the resolution so that the District’s fees include an amount to recover whatever the city’s actual permitting fees are, so that the resolution would not need to be amended each time that the city raises its fees. Mr. Russell and Ms. Crookston addressed each fee increase in the resolution, explaining the purpose of the fee and the reason for the increase.

After discussion, the Commissioners’ consensus was that Ms. Crookston should work with Ms. Larson to revise the resolution and bring the matter back to a future meeting for further consideration by the Commissioners.

ATTORNEY’S COMMENTS

Ms. Larson reported that the 2024 legislative session has concluded.

ENGINEER’S COMMENTS

The District Engineer was not present.

MANAGERS' COMMENTS

Ms. Crookston reported that the new carpet will be installed in April. She also reported that staff will meet with the Auditor on Friday, and they expect to have the exit conference set soon.

Ms. Crookston informed the Commissioners that Invoice Cloud will be the District's new credit card payment service provider. She anticipates a smooth transition from the current provider to Invoice Cloud.

Mr. Russell informed the Commissioners that there is a concrete saw purchase order in the agenda packet and described the need for the saw. Mr. Russell also reported that he attended the Sno-King meeting with Commissioner O'Byrne this week.

Ms. Crookston commented that registration is open for the WASWD Spring Conference in April, and requested that the Commissioners let her know if they wish to attend.

COMMISSIONERS' COMMENTS

Commissioner Kunkel had no additional comments.

Commissioner Zevenbergen had no additional comments.

Commissioner O'Byrne had no additional comments.

OTHER DISTRICT BUSINESS

None.

ADJOURNMENT


As there was no further business or persons to be heard, the meeting concluded at 3:11 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Suzi O'Byrne, Commissioner



Peter A. Levenbergen, Commissioner