

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

**Held on March 22, 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 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on March 22, 2023. Commissioner Doug Kunkel, Board President, attended in person and called the meeting to order at 2:00 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**

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

**CONSENT AGENDA**

Approval of Minutes -- Regular Meeting of March 8, 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. 4474 to 4493 in the amount of \$303,242.43.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4494 to 4510 in the amount of \$82,135.35.

Water/Sewer Maintenance Fund – Payroll in the amount of \$21,650.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$69,370.50.

### **CITIZENS' COMMENTS AND CONCERNS**

There were no citizens in attendance.

### **UTILITY SERVICE CHARGE RELIEF PROGRAM -- RESOLUTION**

Mr. Russell informed the Commissioners that this Item relates to the Board's discussion at the March 8 meeting regarding the District's Utility Service Charge Relief Program. The Board's consensus was that staff should prepare a Resolution that increases the District's service charge relief income qualification levels, which currently are \$37,000 for a single person and \$43,000 for married persons or co-tenants, to \$45,000 for a single person and \$52,000 for married persons or co-tenants. Resolution No. 1920, in the Agenda packet, would make this amendment. Ms. Larson confirmed that the Resolution only changes the income qualification levels; all other aspects of the District's service charge relief program would remain the same.

After discussion, Commissioner O'Byrne made a motion to approve Resolution No. 1920, relating to the District's Utility Service Charge Relief Program. Commissioner Martin seconded the motion, which passed unanimously.

### **WINDTREE WATER MAIN REPLACEMENT – PROPOSAL FOR ENGINEERING SERVICES**

Mr. Martin presented the PACE proposal for engineering services for the Windtree Water Main Replacement Project. District staff would like PACE to design and prepare a bid package for this Project. The Project will install larger water mains (12-inch ductile iron) to increase fire flow capability. In response to Commissioner Kunkel's question, Mr. Martin confirmed that the \$450,000 Project cost stated in the proposal is an estimate; when the engineers design the Project, they will update the engineer's estimate for the Project cost.

After discussion, Commissioner Martin made a motion to approve the PACE proposal for engineering services for the Windtree Water Main Replacement Project in the amount of \$86,000. Commissioner O'Byrne seconded the motion, which passed unanimously.

#### **ATTORNEY'S COMMENTS**

Ms. Larson reported on the status of proposed HB 1329, which would prohibit termination of water service during extreme heat events.

#### **ENGINEER'S COMMENTS**

The Engineer was not present.

#### **MANAGERS' COMMENTS**

Ms. Crookston had no additional comments.

Mr. Martin reported that the District's Comprehensive Plan must be updated in 2024. Staff have asked PACE for a proposal to assist with that work. Mr. Martin commented that due to statutory changes, Comprehensive Plans now only need to be updated every ten years, so after the 2024 Comprehensive Plan is approved, it will not have to be updated until 2034.

Mr. Martin also reported that the second phase of the I-405 Sewer Relocation has begun. This work will impact approximately 300 feet of sewer mains and related manholes.

Mr. Russell informed the Commissioners that Ms. Crookston and Commissioner O'Byrne will be attending the WASWD Conference on April 12, which is the next Board regular meeting date, and Commissioner Kunkel will also be out of town that day.

After discussion, Commissioner Martin made a motion to cancel the April 12, 2023 regular meeting of the Board of Commissioners. Commissioner O'Byrne seconded the motion, which passed unanimously.

**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.

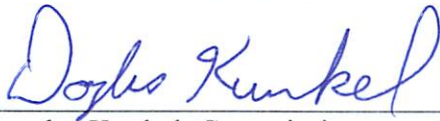
**ADDITIONAL CITIZENS' COMMENTS**

There were no citizens present.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 2:20 p.m.

**BOARD OF COMMISSIONERS**



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Douglas Kunkel, Commissioner

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Pam Martin, Commissioner



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Suzi O'Byrne, Commissioner