

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

**Held on April 26, 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 April 26, 2023. Commissioner Doug Kunkel, Board President, attended by Zoom and called the meeting to order at 2:00 p.m. Commissioner Pamela Martin, Board Vice-President, and Commissioner Suzi O’Byrne, Board Secretary, attended by Zoom. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, and Rosemary Larson, legal counsel, and Bill Reynolds, District Engineer, 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 Martin made a motion to approve the agenda. Commissioner O’Byrne seconded the motion, which passed unanimously.

**CONSENT AGENDA**

Approval of Minutes -- Regular Meeting of March 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 Commissioners noted that the following Vouchers will be approved upon signature:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4511 to 4519 in the amount of \$23,048.88.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4520 to 4542 in the amount of \$12,973.48.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4543 to 4562 in the amount of \$339,940.97.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4563 to 4570 in the amount of \$41,868.05.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 4571 in the amount of \$74,333.03.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 4572 in the amount of \$97,880.30.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4573 to 4581 in the amount of \$27,932.81.

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

Water/Sewer Maintenance Fund – Payroll in the amount of \$81,427.08.

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

Water/Sewer Maintenance Fund – Payroll in the amount of \$4,284.58.

Water/Sewer Maintenance Fund – EFT in the amount of \$14,602.66.

Water/Sewer Maintenance Fund – EFT in the amount of \$79,891.97.

## **CITIZENS' COMMENTS AND CONCERNS**

There were no citizens in attendance.

## **RETROSPECTIVE RATING PROGRAM (RETRO) – AGREEMENT**

Mr. Russell informed the Commissioners that WASWD would like to increase the number of entities that participate in the Association's Retrospective Rating Program (RETRO). To further this goal, an updated Retrospective Rating Plan Agreement was developed. The Agreement, and the attached Rules, have been approved by the Association's RETRO Committee and by the Board of Directors. The Association has requested that participating agencies approve the updated Agreement by June 23, 2023, to be enrolled in the next Plan year which starts on July 1, 2023. Staff recommends that the District continue to participate in the RETRO Program.

After discussion, Commissioner O'Byrne made a motion to approve Resolution No. 1921, approving an updated Retrospective Rating Plan Agreement effective July 1, 2023. Commissioner Martin seconded the motion, which passed unanimously.

## **ATTORNEY'S COMMENTS**

Ms. Larson reported that the Legislature passed HB 1329, which will prohibit termination of water service during extreme heat events. Ms. Larson also reported that the Administrative Law Judge issued a decision in the Westwater matter, which reversed the Department of Labor and Industries' regulatory interpretation regarding payment of plumber prevailing wage rates.

## **ENGINEER'S COMMENTS**

Mr. Reynolds reported that the Pleasant Cove Lift Station Project is under construction. The contractor is waiting for certain parts, but has been able to start mobilization and site work. Mr. Reynolds also informed the Commissioners that PACE is working on the design for the Sewer Rehabilitation Project, and will be discussing public outreach with staff.

## **MANAGERS' COMMENTS**

Ms. Crookston informed the Commissioners that she attended the WASWD Conference two weeks ago, and it was one of the best conferences that she has attended. Ms. Crookston also reported that the Finance Department is working on the District's 2022 financial statements for submission to the State Auditor's Office.

Mr. Martin reported that he is working with Page and Beard on the bid documents for the Roof and HVAC Project. Page and Beard have applied to the City for the necessary permits. When the permits are approved, staff will ask the Board to authorize the Project to be advertised for bids.

Mr. Russell informed the Commissioners that he requested that the District's attorney prepare a draft lease for AT&T's proposed use of District property for a telecommunications site, since AT&T provided the \$3000 deposit toward the cost of preparing the documents.

## **COMMISSIONERS' COMMENTS**

Commissioner O'Byrne reported that she also attended the recent WASWD Conference, and agreed with Ms. Crookston that the Conference was very informative. There were good presentations and discussions on a variety of topics.

Commissioner Martin had no additional comments.

Commissioner Kunkel commented that the Zoom connection worked well today.

## **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 2:26 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