

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

Held on May 8, 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 May 8, 2024. Commissioner Doug Kunkel, Board President, attended by Zoom, and called the meeting to order at 2:02 p.m. Commissioner Suzi O’Byrne, Board Secretary, and Commissioner Peter Zevenbergen, Board Vice President, 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

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

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of April 24, 2024

Lee Property/Baima Water/Sewer DEA – Design Approval

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 Zevenbergen seconded the motion, which passed unanimously:

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5552 in the amount of \$19,315.89.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5553 to 5563 in the amount of \$21,181.73.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5564 to 5589 in the amount of \$50,998.65.

Water/Sewer Maintenance Fund – Payroll in the amount of \$85,510.35.

Water/Sewer Maintenance Fund – EFT in the amount of \$22,413.14.

Water/Sewer Maintenance Fund – EFT in the amount of \$11,265.53.

CITIZENS' COMMENTS AND CONCERNS

No citizens were present.

ELECTRONIC SIGNATURES

Mr. Russell informed the Commissioners that the agenda packet contains a Resolution adopting policies for the District's use and acceptance of electronic signatures, for the Commissioner's consideration. Ms. Larson commented that the Resolution is based on policies that other districts have adopted. By establishing policies, staff will have guidance on appropriate steps and measures to ensure that electronic signatures are reliable and secure. Commissioner Zevenbergen commented that the use of electronic signatures is now common, and can increase efficiencies and be cost effective.

After discussion, Commissioner Zevenbergen made a motion to approve Resolution No. 1931, authorizing use of digital and electronic signature technology, and adopting policies for the use of electronic signatures. Commissioner O’Byrne seconded the motion, which passed unanimously.

ATTORNEY’S COMMENTS

Ms. Larson had no additional comments.

ENGINEER’S COMMENTS

There was no engineer’s report.

MANAGERS’ COMMENTS

Ms. Crookston informed the Commissioners that the Decant Facility Project contract used the old sales tax rate; after the contract was approved, the sales tax rate increased. A change order will be necessary to account for the new tax rate, which results in an approximately \$800 increase. Staff proposes to include this change in the first change order necessary for the Project. The Commissioners’ consensus was that this was an appropriate way to handle the issue.

Ms. Crookston reported that the Carpet Project is almost complete. The carpet installation went smoothly. Ms. Crookston also reported that next week, staff will interview candidates for the position that will become vacant in a few months.

Mr. Martin informed the Commissioners that there will be a change order for the Decant Facility Project at the next meeting. Staff determined that a manhole must be raised approximately four feet due to changes in the elevation of the surrounding land. The sales tax increase can be included in that change order.

Mr. Martin also reported that the 2024-34 Water-Sewer Comprehensive Plan is being prepared. One part of that process is to develop a Capital Improvements Plan (CIP). The CIP will

be brought to the Commissioners for review at the May 22nd meeting. Staff and the Commissioners discussed the format for the CIP presentation and discussion. The consensus was to hold a “work shop” format discussion on May 22.

Mr. Russell had no additional comments.

COMMISSIONERS' COMMENTS

Commissioner O’Byrne had no additional comments.

Commissioner Zevenbergen had no additional comments.

Commissioner Kunkel had no additional comments.

OTHER DISTRICT BUSINESS


None.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 2:30 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Suzi O’Byrne, Commissioner



Peter A. Zevenbergen, Commissioner