

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

Held on May 10, 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 – 132nd Place SE, Newcastle, Washington, on May 10, 2023. Commissioner Doug Kunkel, Board President, attended by telephone. Commissioner Pamela Martin, Board Vice-President, attended by Zoom, chaired the meeting, and called the meeting to order at 2:01 p.m. Commissioner Suzi O’Byrne, Board Secretary, also attended by Zoom. 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 Kunkel 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 26, 2023

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

APPROVAL OF VOUCHERS

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

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4582 to 4607 in the amount of \$46,447.81.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4608 to 4624 in the amount of \$266,470.67.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4625 to 4631 in the amount of \$46,181.13.

Water/Sewer Maintenance Fund – Payroll in the amount of \$76,093.95.

Water/Sewer Maintenance Fund – EFT in the amount of \$23,542.34.

Water/Sewer Maintenance Fund – EFT in the amount of \$86,010.78.

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

ATTORNEY'S COMMENTS

Ms. Larson had no comments.

ENGINEER'S COMMENTS

The Engineer was not present.

MANAGERS' COMMENTS

Mr. Martin informed the Commissioners that the 440 Sewer Relocation Project is in progress. This utility relocation is required due to WSDOT's I-405 Project. The southern utility relocation work is almost complete. In response to a question from Commissioner Kunkel, Mr.

Martin confirmed that this Project is a deviation from the original project plan by WSDOT. WSDOT is paying for the Project; it is not an expense that District ratepayers must bear.

Mr. Martin reported that the 580 Reservoir Decant Facility Project and the Operations Center Project are both still waiting for City permits. When the permits are issued, staff will request that the Board approve advertising the Projects for bids.

Ms. Crookston informed the Commissioners that some vendors, such as the City of Newcastle, require payment by credit card. Recently, the City's permit fees exceeded the limits on the District credit card, and the credit limit had to be increased temporarily so that the District could make the required payment. Staff requests that the Board consider raising the limit on the Managers' credit cards to coincide with the Managers' spending authority of \$20,000. Commissioner Kunkel commented that this suggestion makes sense, as it will increase efficiency, is limited to the three Managers, and will coincide with spending authority that the Commissioners have already approved. After discussion by the Commissioners, Ms. Crookston stated that a Resolution will be brought to the next meeting for the Board's consideration.

Mr. Russell commented that the Employee Recognition Luncheon was a success and thanked the Commissioners for supporting the event.

Ms. Larson informed the Commissioners that she will be absent from the May 24, 2023 meeting, but another Inslee Best attorney will attend that meeting.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne reported that she attended the Employee Recognition Lunch, and agreed that it was great to see everyone at the event.

Commissioner Kunkel commented that he also enjoyed the Employee Recognition Lunch. He appreciates all of the hard work that goes into organizing these events.

Commissioner Martin was sorry that she could not attend this Employee Lunch, and agreed that these events are always fun and good for morale.

OTHER DISTRICT BUSINESS

None.

EXECUTIVE SESSION - RCW 42.30.110(1)(g) To review performance of a public employee

Mr. Russell requested an executive session under RCW 42.30.110(1)(g) to review the performance of a public employee, and announced that the executive session would be for five minutes. Commissioner Martin convened the executive session at 2:17 p.m., with the Commissioners, Mr. Russell, Mr. Martin, Ms. Crookston, and Ms. Larson attending.

At 2:22 p.m., Mr. Russell announced that the executive session would be extended for an additional five minutes. At 2:27 p.m., the executive session was concluded and the open public meeting reconvened.

Commissioner O'Byrne made a motion to authorize a three percent (3 %) merit increase in salary for Dan Gravelle, based on his excellent job performance. Commissioner Kunkel seconded the motion, which passed unanimously.

ADJOURNMENT

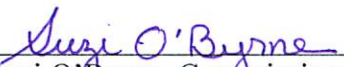
As there was no further business or persons to be heard, the meeting concluded at 2:30 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Pam Martin, Commissioner



Suzi O'Byrne, Commissioner