

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

Held on June 23 2021

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held by remote means and with certain staff only at the District Office, 6801 – 132nd Place SE, Newcastle, Washington, on June 23, 2021. Pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended, the meeting was not conducted in-person. Commissioner Pam Martin, Board President, attended via telephone conference call, and called the meeting to order at 5:00 p.m. Commissioner Suzi O’Byrne, Board Vice-President, and Commissioner Doug Kunkel, Board Secretary, also attended via telephone conference call. District staff Robert Russell, General Manager, and Jamie Crookston, Finance Manager, attended at the District’s office and were in compliance with CDC social distancing guidelines. Rosemary Larson, legal counsel, and Bill Reynolds, District engineer, attended via telephone conference call.

In compliance with Proclamation No. 20-28, as extended, the District provided the public with the ability to attend the meeting by telephone conference, provided notice of the call-in number and information to the public, and provided a speaker phone in the Board meeting room which allowed all persons attending the meeting 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 Board Meeting of June 9, 2021

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

CITIZENS' COMMENTS AND CONCERNS

There were no citizens in attendance.

CUSTOMER REQUEST - STEELE

Ms. Crookston informed the Commissioners that Mr. Steele's request for a leak adjustment is in the meeting packet. Mr. Steele left his drip irrigation line running for several weeks while out of town. When this was discovered, he immediately turned off the water, which was the only repair possible. The District's policy requires a repair.

The Commissioners and staff discussed the request. Commissioner Kunkel recalled that the District has granted a leak adjustment credit in a similar situation, where the only repair was to turn off the water. Commissioner O'Byrne concurred. Mr. Russell stated that staff supports the request, and recommends that the District provide the requested one-time leak adjustment credit, consistent with District policy. Ms. Crookston stated that the credit, as calculated in accordance with District policy, would be approximately \$250; the exact amount would be calculated when the bills are prepared.

After discussion, Commissioner Kunkel made a motion to approve Mr. Steele's request for a one-time leak adjustment credit, in accordance with District policy. Commissioner O'Byrne seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

Ms. Larson commented that she will be monitoring the Governor's anticipated action next week to withdraw or modify the current Declaration of Emergency and related Proclamations, including the Ratepayer Assistance Proclamation.

ENGINEER'S COMMENTS

Mr. Reynolds reported that the 580 Reservoir Project is progressing. The contractor has completed the welding on the Project. He may be bringing another change order to the Board in connection with this Project. The Commissioners, staff and Mr. Reynolds discussed the photographs in the agenda materials.

Mr. Reynolds commented that with respect to the AMI Project, because the facility will be attached to an existing tank, the Project may not require a CUP under the City code. He also reported that the City of Newcastle approved the permit for the Carport Project, and the 1060/440 Tank Maintenance Project is ready to begin.

APPROVAL OF VOUCHERS

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

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2780 to 2794 in the amount of \$64,417.03.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2795 to 2804 in the amount of \$27,097.53.

Water/Sewer Maintenance Fund – Payroll in the amount of \$7692.21.

Water/Sewer Maintenance Fund – Payroll in the amount of \$21,750.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$1725.71.

MANAGER'S COMMENTS

Ms. Crookston had no additional comments.

Mr. Russell provided an update on the Office Facilities Project. The ADA accessible door was installed, and passed inspection. Most of the new windows have been installed.

Mr. Russell informed the Commissioners that he will be absent from the July 14, 2021 meeting. He also reported that the District should consider whether to adopt the new Juneteenth holiday, as an official District holiday. After discussion, the Commissioners' consensus was to discuss the new holiday with the Union during the next labor contract negotiations.

Mr. Russell reported that if the Governor lifts the Declaration of Emergency and Proclamations next week, he would like to open the District's facilities to the public again, and return to normal operations on July 5. The District can still provide "phone-in" capability to the public for meetings of the Board of Commissioners.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Kunkel had no additional comments.

Commissioner Martin had no additional comments.

OTHER BUSINESS

None.

EXECUTIVE SESSION – RCW 42.30.110(1)(g) – Review performance of public employees

Mr. Russell requested an executive session under RCW 42.30.110(1)(g) to review the performance of a District employee, and advised that the executive session would be for 10 minutes. Mr. Reynolds left the meeting.

Commissioner Martin convened the executive session at 5:35 p.m., with the Commissioners, Mr. Russell, Ms. Crookston and Ms. Larson attending.

At 5:45 p.m., the executive session concluded and the open public meeting was reconvened. Mr. Russell stated that based on meter reader Michael Jordan's job performance, he

recommends that Mr. Jordan be promoted to the Technician position, at a salary of \$36.30 per hour. Mr. Jordan would continue to read meters, among other job duties, for a period of time.

Commissioner Kunkel made a motion that based on staff's recommendation, the Board of Commissioners approve promoting Michael Jordan to the Technician position. Commissioner O'Byrne seconded the motion, which passed unanimously.

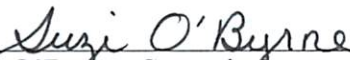
ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:50 p.m.

BOARD OF COMMISSIONERS



Pam Martin, Commissioner



Suzi O'Byrne, Commissioner



Douglas Kunkel, Commissioner