

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

Held on June 26, 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 June 26, 2024. Commissioner Doug Kunkel, Board President, attended by Zoom, and called the meeting to order at 2:00 p.m. Commissioner Suzi O’Byrne, Board Secretary, attended in person. District staff Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended in person. Bill Reynolds, District Engineer, attended by Zoom, 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 O’Byrne made a motion to approve the agenda. Commissioner Kunkel seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of June 12, 2024

Design Approval – Water and Sewer – Terrene Newcastle (Newcastle 113th)

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

APPROVAL OF VOUCHERS

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

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5693 to 5712 in the amount of \$43,776.16.

Water/Sewer CIP Reserve Fund – Accounts Payable - Voucher No. 5713 in the amount of \$240,898.53.

Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 5714 to 5728 in the amount of \$147,020.85.

Water/Sewer Maintenance Fund – Payroll in the amount of \$20,750.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$79,899.86.

Water/Sewer Maintenance Fund – EFT in the amount of \$31,548.32.

CITIZENS' COMMENTS AND CONCERNS

No citizens were present.

PROCUREMENT POLICY

Ms. Crookston informed the Commissioners that this item follows on the discussion at the previous Board meeting regarding the draft Purchasing and Contracting Policy Manual. Ms. Larson confirmed that the Manual's provisions are consistent with State law, including several new laws that take effect on July 1. Commissioner Kunkel commented on a typographical error in the Manual, which Ms. Larson indicated would be administratively corrected.

After discussion, Commissioner O'Byrne made a motion to adopt Resolution No. 1933, relating to the District's purchasing and contracting policies; adopting the Coal Creek Utility District Purchasing and Contracting Policy Manual; adding a new Section 3.06.035 to the District's

Code of Regulations; and repealing District Code Sections 3.06.020, 3.06.040, 3.06.050, 3.06.060 and 3.06.070. Commissioner Kunkel seconded the motion, which passed unanimously.

**WATER & SEWER RISK MANAGEMENT POOL – INTERLOCAL AGREEMENT
AMENDMENT**

Ms. Larson informed the Commissioners that the Risk Management Pool, of which the District is a Member, has proposed certain amendments to the Interlocal Agreement between the Pool's Members. The agenda materials include an email from the Pool that contains a good description of the proposed amendments. Ms. Larson commented on one amendment regarding distribution of assets to Members on the eventual termination of the Pool. Commissioner Kunkel commented that the District has been happy with the insurance services provided by the Pool.

After discussion, Commissioner O'Byrne made a motion to adopt Resolution No. 1934, approving amendments to the Interlocal Governmental Agreement of the Water and Sewer Risk Management Pool. Commissioner Kunkel seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

Ms. Larson had no additional comments.

ENGINEER'S COMMENTS

Mr. Reynolds reported that the Decant Facility Project is on schedule and the contractor is performing well. Regarding the Sewer Rehabilitation Project, the contractor is working on the change order items approved at the last Board meeting.

MANAGERS' COMMENTS

Ms. Crookston thanked the Commissioners for authorizing the recent Employee Recognition Event. The District recognized a retiring employee's years of service, who was very pleased and surprised. Overall, the event was very successful and all employees were grateful.

Ms. Crookston also reported that the retiring employee's last day will be July 31. The new employee starts on July 9, so there will be an overlap period for training.

Mr. Martin informed the Commissioners that the agenda materials include photographs of work on certain District Projects, including rebar and structural work, manholes, and pre- and post-lining photographs of the Sewer Rehabilitation Project. Commissioner Kunkel asked about the seal between lined and unlined segments of sewer main. Mr. Martin and Mr. Reynolds explained how the pressure seal creates a barrier at the connection between the two segments.

Mr. Martin also reported that the District will take delivery of the new vector truck tomorrow.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne was pleased to have attended the Employee Recognition Event.

Commissioner Kunkel had no additional comments.

OTHER DISTRICT BUSINESS

None.

EXECUTIVE SESSION

None.

ADJOURNMENT


As there was no further business or persons to be heard, the meeting concluded at 2:38 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner



Suzi O'Byrne, Commissioner



Peter A. Zevenbergen, Commissioner