

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

**Held on June 28, 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 June 28, 2023. Commissioner Doug Kunkel, Board President, attended by telephone, and called the meeting to order at 2:25 p.m. due to technical difficulties with remote attendance equipment. Commissioner Pamela Martin, Board Vice-President, attended by telephone. Commissioner Suzi O’Byrne, Board Secretary, attended in person. District staff Robert Russell, General Manager, and Patrick Martin, Operations Manager, and Rosemary Larson, legal counsel, attended in person. Bill Reynolds, District Engineer, attended by telephone.

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

**CONSENT AGENDA**

Approval of Minutes -- Regular Meeting of June 14, 2023

Adela Vista DEA (water and sewer) – DEA approval (renewal)

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

**APPROVAL OF VOUCHERS**

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

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4719 to 4740 in the amount of \$146,264.17.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 4741 to 4749 in the amount of \$36,884.19.

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

Water/Sewer Maintenance Fund – EFT in the amount of \$23,682.65.

**CITIZENS' COMMENTS AND CONCERNS**

There were no citizens in attendance.

**CUSTOMER LEAK ADJUSTMENT REQUEST**

Mr. Russell informed the Commissioners that a customer (a family member of the deceased property owner) has requested a leak adjustment. The residence is being remodeled. The meter showed very high consumption at odd times of the day, but the customer has no idea why consumption was high and staff could not locate a physical leak. The customer has not had a leak adjustment in the past. The total bill is \$1,208.99. The leak adjustment would be \$747.50 and the remaining amount due on the bill would be \$461.49. In response to a question from Commissioner Martin, Mr. Russell stated that the total usage was 14,800 cubic feet, and the consumption has returned to normal.

At this point in the meeting, the technical issues with Zoom were corrected, and Commissioner Kunkel and Mr. Reynolds re-joined the meeting through Zoom.

Mr. Russell stated that staff believes that the requested leak adjustment is fair and would be consistent with leak adjustments granted in the past. Commissioner Kunkel agreed that

approval of this request would be consistent with past actions. In response to a question from Commissioner Martin, Mr. Martin stated that this property has a relatively new meter, but staff will monitor this property and the meter.

After further discussion, Commissioner O’Byrne made a motion to grant the requested leak adjustment with a credit of \$747.50 on the total bill of \$1,208.99. Commissioner Martin seconded the motion, which passed unanimously.

**ATTORNEY’S COMMENTS**

Ms. Larson had no comments.

**ENGINEER’S COMMENTS**

Mr. Reynolds reported on the status of several District Projects. The District received comments from the City of Newcastle on the Decant Facility Project. He is addressing those comments, and will resubmit the Project plans to the City by Friday. The Lift Station Project is underway. Regarding the Windtree Project, PACE has submitted 30% design plans to District staff for review. Regarding the Sewer Rehabilitation Project, the District is waiting for permits from the City.

**MANAGERS’ COMMENTS**

Mr. Martin reported that the Building Roof/HVAC Project has been advertised for bids. Staff should have the bid tabulation available for the next Board meeting.

Mr. Russell informed the Commissioners that staff recommends considering a policy that would allow District staff to use District accrued leave benefits as a Supplemental Benefit to the State’s Paid Family/Medical Leave (PFML) benefits. Commissioner Kunkel spoke in favor of considering this provision. Ms. Larson confirmed that the PFML “Supplemental Benefit” provision should be added to the District’s Employee Manual. Mr. Russell stated that draft

language could be brought to the next Board meeting, and would be available for the Commissioners' review before the meeting. The consensus of the Commissioners was that staff should bring a Resolution to the next Board meeting for consideration.

Mr. Russell also reported that the meeting packet includes information from King County regarding the County's sewer rate increases. In 2024, the King County sewer charges, which are pass-thru costs to District customers, will increase by 5.44% for monthly sewer rates and 2.33% for the sewer connection capacity charge.

### **COMMISSIONERS' COMMENTS**

Commissioner O'Byrne had no additional comments.

Commissioner Martin asked if staff attend the King County meetings regarding sewer rates, and Mr. Russell responded in the affirmative.

Commissioner Kunkel had no additional comments.

### **OTHER DISTRICT BUSINESS**

None.

### **EXECUTIVE SESSION - RCW 42.30.110(1)(g) - To review the 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 ten minutes. Mr. Martin and Mr. Reynolds were excused from the meeting. Commissioner Kunkel convened the executive session at 2:56 p.m., with the Commissioners, Mr. Russell, and Ms. Larson attending.

At 3:06 p.m., the executive session was concluded and the open public meeting reconvened.

After discussion, Commissioner O'Byrne made a motion to authorize a five percent (5%) merit increase in salary for Jamie Crookston to be effective July 1, 2023, based on her excellent job performance. Commissioner Martin seconded the motion, which passed unanimously.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 3:09 p.m.

**BOARD OF COMMISSIONERS**

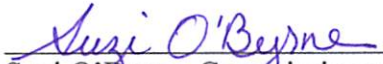
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Douglas Kunkel, Commissioner



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Pam Martin, Commissioner



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Suzi O'Byrne, Commissioner