

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

**Held on July 10, 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 132<sup>nd</sup> Place SE, Newcastle, Washington, on July 10, 2024. Commissioner Peter Zevenbergen, Board Vice President, attended in person, and called the meeting to order at 2:01 p.m. Commissioner Suzi O’Byrne, Board Secretary, attended in person. District staff Robert Russell, General Manager, 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 Zevenbergen seconded the motion, which passed unanimously.

**CONSENT AGENDA**

Approval of Minutes -- Regular Meeting of June 26, 2024

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. 5729 to 5756 in the amount of \$12,094.95.

Water/Sewer CIP Reserve Fund – Accounts Payable - Voucher No. 5757 in the amount of \$2,891.50.

Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 5758 to 5779 in the amount of \$340,595.84.

Water/Sewer CIP Reserve Fund – Accounts Payable - Voucher No. 5780 in the amount of \$628,336.69.

Water/Sewer Maintenance Fund – Payroll in the amount of \$78,780.68.

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

### **CITIZENS' COMMENTS AND CONCERNS**

No citizens were present.

### **ATTORNEY'S COMMENTS**

Ms. Larson reported that Commissioner Kunkel has submitted a written resignation from the Board, effective on July 5, 2024. Ms. Larson described the process that the remaining Commissioners must follow to appoint a new Commissioner to the vacant position, pursuant to State law.

The Commissioners, Ms. Larson and District staff discussed the procedures and timing for the appointment. The Commissioners' consensus was that they will try to be ready to nominate potential candidates at the next regular Board meeting, and that all nominees should complete a written application form, as was done in the last commissioner vacancy appointment process. Ms. Larson stated that she will work with District staff to have the notice of vacancy and application forms updated by the next regular meeting.

## **ENGINEER'S COMMENTS**

Mr. Reynolds reported that all District Projects under construction are proceeding without issue. Mr. Martin shared photographs of the work on the Decant Facility Project.

## **MANAGERS' COMMENTS**

Ms. Crookston informed the Commissioners that after the carpet was installed as part of the Carpet Installation Project, District staff determined that two additional rooms should have been included in the Project. The agenda materials contain the contractor's proposed change order to add the carpet installation in these areas, in the amount of \$5,898.83, not including sales tax. Staff recommend that the Board approve this change order.

After discussion, Commissioner Zevenbergen made a motion to approve the Carpet Installation Project Change Order No. 1, in the amount of \$5,989.83, not including sales tax. Commissioner O'Byrne seconded the motion, which passed unanimously.

Ms. Crookston reported that the new employee started yesterday. She also reported that the District learned that the RETRO assessment this year will be smaller than anticipated; it will only be \$189.56. Last, she reported that the painting contractor has completed that work.

Mr. Martin informed the Commissioners that District staff are obtaining proposals for the driveway and parking lot seal coating, paving maintenance and striping work. He anticipates having the proposals ready for consideration at the next Board meeting. In response to a question by Commissioner Zevenbergen, Mr. Martin stated that this maintenance and repair work was last done in 2019.

Mr. Martin reported that the District received a sewer availability request from Coal Creek Development Corporation. This property owner has a leachate containment area on their property near the Golf Course. The District and the owner have an existing agreement for the discharge of

stormwater into the District's sewer system for conveyance to the County's treatment facility. The arrangement is permitted by the County. Under the existing agreement, the property owner uses a private lift station to convey the stormwater to the District's sewer system. Now, the owner is requesting a second discharge connection point to the District's system, as the City and County have determined that additional leachate from the owner's property must be contained and conveyed to a treatment facility. District staff would prefer that the leachate be conveyed through a private lift station, as under the existing agreement, as the District's lift station in the area is not designed or intended for industrial discharges.

The Commissioners and staff discussed the request and possible solutions. Commissioner Zevenbergen expressed willingness to consider the request, if there was not undue impact on District facilities. Mr. Russell commented that the District's lift station may not be sized appropriately for the additional stormwater; a study would likely need to be prepared. He agreed that it may be preferable for the owner to install a private lift station and line, and pump the stormwater to a connection point where the District's system is gravity based. Mr. Martin stated that he will keep the Board informed on this matter, and the engineers will be making recommendations.

Mr. Russell reported that the meter reading vehicle needs repairs. He has received an estimate indicating that the work may only cost approximately \$2,000. He will have diagnostic work done to confirm the extent of necessary repairs. Mr. Russell and the Commissioners discussed options for repairs versus replacement of the vehicle.

#### **COMMISSIONERS' COMMENTS**

Commissioner O'Byrne had no additional comments.

Commissioner Zevenbergen thanked Commissioner Kunkel for his many years of service to the District. The District is a better place due to all of his input into the community.

**OTHER DISTRICT BUSINESS**

Mr. Russell presented photographs of the new vector truck. District staff is very pleased with the new truck.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 2:59 p.m.

**BOARD OF COMMISSIONERS**

  
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Suzi O'Byrne, Commissioner

  
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Peter A. Zevenbergen, Commissioner

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Commissioner