

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

Held on July 24, 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 July 24, 2024. Commissioner Peter Zevenbergen, Board Vice President, attended in person, and called the meeting to order at 2:00 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. 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 July 10, 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 CIP Reserve Fund – Accounts Payable - Voucher Nos. 5782 to 5783 in the amount of \$27,745.34.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5784 to 5799 in the amount of \$35,511.49.

Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 5800 in the amount of \$31,869.84.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 5801 to 5811 in the amount of \$17,712.54.

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

Water/Sewer Maintenance Fund – EFT in the amount of \$50,087.83.

CITIZENS' COMMENTS AND CONCERNS

No citizens were present.

SURPLUS SUPPLIES

Mr. Russell informed the Commissioners that the agenda materials include a list and description of various equipment, supplies and other personal property which the District no longer needs for any District purposes. The items either have no value or very low value. District staff request that the Board of Commissioners adopt the Resolution in the agenda materials, declaring the property to be surplus to the District's needs, and authorizing the sale or disposition of the property at the least cost to the District.

After discussion, Commissioner O'Byrne made a motion to approve Resolution No. 1935, declaring certain District personal property surplus and declaring the District's intention to sell the personal property at private or public sale. Commissioner Zevenbergen seconded the motion, which passed unanimously.

ATTORNEY'S COMMENTS

Ms. Larson discussed the process that the Commissioners must follow to appoint a new Commissioner to the vacant position, pursuant to RCW 42.12.080. She presented alternative timelines, taking into account the need for the Commissioners to nominate potential candidates, the public notice period, and time needed to conduct interviews. The Commissioners, Ms. Larson and District staff discussed the application and interview process. The Commissioners' consensus was that applications should be due on August 9, so that the applications could be discussed at the August 14 regular meeting.

The Commissioners determined that prior to making nominations, the Commissioners would hold an executive session under RCW 42.30.110(1)(h) to evaluate the qualifications of candidates for appointment to elective office.

EXECUTIVE SESSION - RCW 42.30.110(1)(h) - To evaluate the qualifications of candidates for appointment to elective office

Commissioner Zevenbergen announced that there would be an executive session under RCW 42.30.110(1)(h) to evaluate the qualifications of candidates for appointment to elective office, being the vacant position on the Board of Commissioners, which would be for eleven minutes and which would conclude at 2:25 p.m. Commissioner Zevenbergen convened the executive session at 2:14 p.m., with the Commissioners, Mr. Russell, Mr. Martin, Ms. Crookston, and Ms. Larson attending.

At 2:25 p.m., the executive session was concluded and the open public meeting reconvened.

After discussion, Commissioner Zevenbergen nominated John Dulcich to fill the vacant position on the Board of Commissioners.

Commissioner O'Byrne nominated Kim Lane to fill the vacant position on the Board of Commissioners.

There being no further nominations, the Commissioner nominations were closed. Ms. Larson stated that she would work with Mr. Russell to prepare the application materials and the Notice required under RCW 42.12.080, and to have the Notice published in three public places as required by statute.

ENGINEER'S COMMENTS

Mr. Reynolds was not present.

MANAGERS' COMMENTS

Ms. Crookston reported that the financial information provided to the State Auditor's Office will be available for the Commissioners' review. She also commented that the new employee is doing great.

Commissioner Zevenbergen asked if the Commissioners could receive other financial detail information periodically. Commissioner Zevenbergen, Ms. Crookston and Mr. Russell discussed which information and format would be most helpful to the Commissioners. Ms. Crookston stated that the financial information will be provided to the Commissioners after the District receives it from King County.

Mr. Martin had no comments.

Mr. Russell reported that he has been communicating with the consultant who prepares the District's newsletter regarding other District communications, including the District's Facebook page and the District's website, which is almost twenty years old. Mr. Russell recommends contracting with a professional for website maintenance, among other things. The Commissioners' consensus was that this should be pursued.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne had no additional comments.

Commissioner Zevenbergen 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 2:50 p.m.

BOARD OF COMMISSIONERS



Suzi O'Byrne, Commissioner



Peter A. Zevenbergen, Commissioner

Commissioner