

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

Held on July 28, 2021

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held by remote means and in-person at the District Office, 6801 – 132nd Place SE, Newcastle, Washington, on July 28, 2021, pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended. Commissioner Pam Martin, Board President, attended in-person, and called the meeting to order at 5:03 p.m. Commissioner Suzi O’Byrne, Board Vice-President, and Commissioner Doug Kunkel, Board Secretary, also attended in-person. District staff Robert Russell, District Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended in-person. Rosemary Larson, legal counsel, also attended in-person.

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 – ADDITIONS OR DELETIONS

Commissioner Martin noted that the flag salute should be added to the Agenda as Item 1.A.

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

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of July 14, 2021

DEA Approval – Water/Sewer – Hiemstra Assemblage

In response to a question from Commissioner O’Byrne, Mr. Russell and Ms. Larson commented on the nature and purpose of a Development Extension Agreement, and Mr. Martin provided information regarding the Hiemstra Assemblage DEA.

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

CITIZENS’ COMMENTS AND CONCERNS

There were no citizens in attendance.

ATTORNEY’S COMMENTS

There were no attorney’s comments.

ENGINEER’S COMMENTS

The engineer was not present.

APPROVAL OF VOUCHERS

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

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2861 to 2878 in the amount of \$17,743.20.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2879 to 2888 in the amount of \$107,094.74.

Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 2889 to 2891 in the amount of \$6318.23.

Water/Sewer Maintenance Fund – Payroll in the amount of \$21,950.00.

Water/Sewer Maintenance Fund – EFT in the amount of \$23,807.78.

MANAGER'S COMMENTS

Ms. Crookston informed the Commissioners that the WASWD Retrospective Rating Program letter is in the agenda packet. The Department of Labor and Industries is assessing an additional premium to the Pool, and the District's share of the assessment is approximately \$500.

Ms. Crookston also commented that she will not be attending the second Board meeting in August.

Mr. Martin reported that the 440/1060 Tank Maintenance Project should be completed next week. As in past years, the District will participate in the City of Newcastle's street paving project. The project will include raising the District's manholes and other facilities after street paving is complete. In addition, the District's Carport Project is scheduled to start in August.

In response to a question from Commissioner Martin, Mr. Martin provided information regarding the District's Automated Meter Interface (AMI) facilities.

Mr. Russell reported that on July 27, he attended a "break-out meeting" of the SPU Operating Board, regarding the proposed SPU contract.

COMMISSIONERS' COMMENTS

Commissioner Kunkel commented that he was glad to be back at an in-person meeting.

Commissioner O'Byrne had no additional comments.

Commissioner Martin commented that WASWD will hold an in-person conference this September, and she will attend.

OTHER BUSINESS

None.

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

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.

Commissioner Martin convened the executive session at 5:25 p.m., with the Commissioners, Mr. Russell, Mr. Martin, Ms. Crookston and Ms. Larson attending.

At 5:35 p.m., the executive session concluded and the open public meeting was reconvened. Mr. Russell stated that based on District employee Gabré Kosten’s job performance, both he and Ms. Crookston recommend that Ms. Kosten’s salary be increased to \$20.00 per hour, effective August 1, 2021.

Commissioner Kunkel made a motion that the Board of Commissioners approve a salary increase for Ms. Kosten to \$20.00 per hour, effective on August 1, 2021. 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 5:37 p.m.

BOARD OF COMMISSIONERS



Pam Martin, Commissioner



Suzi O’Byrne, Commissioner



Douglas Kunkel, Commissioner