

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

Held on October 23, 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 October 23, 2024. Commissioner Suzi O’Byrne, Board Secretary, attended in person, and called the meeting to order at 2:01 p.m. Commissioner Lane attended in person. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended in person. Mitch Boyd, District Engineer, and Rosemary Larson, legal counsel, also 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

Mr. Russell stated that Commissioner Lane took the Oath of Office before the meeting, and is fully qualified as Commissioner, so Agenda Item 3 “Oath of Office – Kim Lane” should be deleted from the Agenda. All present congratulated Commissioner Lane.

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

CONSENT AGENDA

Approval of Minutes -- Regular Meeting of October 9, 2024

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

APPROVAL OF VOUCHERS

Ms. Crookston provided information regarding the Voucher approval process.

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

Maintenance Fund 0010 – AP - Voucher Nos. 6031 to 6034 and 6036 to 6056 in the amount of \$71,045.47.

CIP Reserve Fund 3030 – AP - Voucher No. 6035 in the amount of \$24,227.47.

CIP Reserve Fund 3030 – AP - Voucher No. 6057 in the amount of \$15,868.80.

Maintenance Fund 0010 – AP – Voucher Nos. 6058 to 6071 in the amount of \$22,643.96.

Maintenance Fund 0010 – Payroll in the amount of \$21,750.00.

Maintenance Fund – EFT in the amount of \$80,594.29.

Maintenance Fund – EFT in the amount of \$37,022.16.

CITIZENS' COMMENTS AND CONCERNS

No citizens were present.

DISTRICT RESERVE FUNDS – RESOLUTION 1938

Mr. Russell stated that this item follows on the discussion at the last meeting regarding the creation of a Rate Stabilization Fund and renaming the Special Purpose Fund as the Replacement and Refurbishment Reserve Fund. Proposed Resolution No. 1938 implements the Commissioners' consensus to make these changes. Commissioner Lane stated that he agreed with the Board's consensus on these points.

After discussion, Commissioner Lane made a motion to approve Resolution No. 1938, establishing and funding the Coal Creek Utility District Rate Stabilization Fund; renaming the Coal Creek Utility District Special Purpose Fund as the Coal Creek Utility District Replacement

and Refurbishment Reserve Fund, and authorizing and directing the King County Finance Division to accomplish the same. Commissioner O’Byrne seconded the motion, which passed unanimously.

FINANCIAL POLICY AMENDMENT – RESOLUTION 1939

Mr. Russell stated that based on the adoption of Resolution No. 1938, the District’s Financial Management Policies should be updated for consistency with the changes made in the Resolution. Resolution No. 1939 amends the Financial Management Policies to accomplish this goal. Commissioner Lane stated that he agreed that the Policy revisions should occur.

After discussion, Commissioner Lane made a motion to approve Resolution No. 1939, approving and adopting updated Financial Management Policies to manage District financial resources. Commissioner O’Byrne seconded the motion, which passed unanimously.

2025 SNO-KING DUES

Mr. Russell reported that at the last Sno-King meeting, the members were requested to present options for the 2025 Sno-King dues to the members’ Boards of Commissioners, and ask the Commissioners for input on which option they prefer. The proposed options are to (1) leave the dues at \$4400 which will result in a decrease in the ending fund balance, (2) raise the dues to \$5500 which will result in a smaller decrease in the ending fund balance, or (3) raise the dues to \$6500 which will result in an ending fund balance that is close to the current ending fund balance. Commissioner Lane asked if the reserves were ever used. Mr. Russell responded that reserves have been used in the past, and it is anticipated that they would be used in the future due to increased lobbyist costs and the loss of one or more members. Commissioner O’Byrne commented that the Sno-King lobbyist compliments the WASWD lobbyist. She believes that

Sno-King membership is a benefit to the District. In response to a question from Commissioner Lane, Mr. Russell described the written reports provided by the Sno-King lobbyist.

After discussion, the Commissioners' consensus was in favor of the \$6500 dues amount.

2025 SECTION IV REQUEST

Mr. Russell informed the Commissioners that this Item is an annual funding request. He explained that Section IV consists of all WASWD members from King County. The request is for funding for technical assistance for the group, such as engineers, attorneys and other consultants. The requested contributions are based on the member's total revenues, which places the District at the \$3000 level. Mr. Russell explained the purpose of Section IV, and the related Wastewater Technical Assistance for Regional Water Quality Committee.

After discussion, Commissioner Lane made a motion to approve a \$3000 contribution payment to Section IV. Commissioner O'Byrne seconded the motion, which passed unanimously.

MANAGER CONTRACTS

Mr. Russell noted that there is an executive session on the agenda for this topic.

ATTORNEY'S COMMENTS

Ms. Larson had no additional comments.

ENGINEER'S COMMENTS

Mr. Boyd stated that the Windtree Project contractor has executed the contract for the Project, and the documents are ready for the District's signature. He noted that the Newcastle 113th developer extension project is ready to proceed with construction, and the Ascend developer extension project is almost ready to begin construction as well.

MANAGERS' COMMENTS

Ms. Crookston reported that the audit is proceeding. The Auditor provided an engagement letter, and the estimated cost has increased by 38 percent.

Ms. Crookston informed the Commissioners that some districts permit staff who have been assigned a district vehicle while on "stand-by," to use the vehicle for personal use, such as picking up a child after school. In her initial conversation with the District's insurer, the insurer indicated that the District's insurance would cover potential liabilities that could result from this policy. The Commissioners, staff and Ms. Larson discussed the pros, cons and risks relating to this policy. Mr. Russell commented that if this policy change is made, the District should also consider allowing consultants to ride in District vehicles with staff when on District business, such as site visits. Ms. Crookston will obtain additional information regarding other districts' policies on these points.

Mr. Martin reported that he is still waiting for the invoice from the City of Newcastle for the District's share of the Sidewalk/Asphalt Overlay Project.

Mr. Martin informed the Commissioners that he is obtaining bids to replace the garage door openers at the District's Operations Centers and other buildings. He will also be obtaining bids for inspection and cleaning of the District's water reservoirs, as it has been almost five years since that maintenance work was last performed.

Mr. Martin presented photographs of the Decant Facility Project site.

Mr. Russell welcomed Commissioner Lane to the District.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne also welcomed Commissioner Lane to the Board of Commissioners.

Commissioner Lane commented that he is glad to be a part of the District.

OTHER DISTRICT BUSINESS

None.

Mr. Boyd departed the meeting.

EXECUTIVE SESSION – RCW 42.30.110(1)(g) – To review the performance of public employees

Commissioner O’Byrne announced that there would be an executive session under RCW 42.30.110(1)(g) to review the performance of public employees, which would be for ten minutes and conclude at 3:18 p.m. Ms. Crookston, Mr. Martin and Mr. Russell left the meeting room. Commissioner O’Byrne convened the executive session at 3:08 p.m., with the Commissioners and Ms. Larson attending.

At 3:18 p.m., Commissioner O’Byrne announced that the executive session would be extended for ten minutes, and conclude at 3:28 p.m.

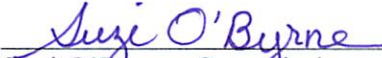
At 3:28 p.m., the Commissioners and Ms. Larson came out of the executive session, and Ms. Crookston, Mr. Martin and Mr. Russell returned to the meeting room. The Commissioners and Mr. Russell discussed the salary survey. At 3:34 p.m., Commissioner O’Byrne announced that the executive session under RCW 42.30.110(1)(g) to review the performance of public employees, would resume for ten minutes and conclude at 3:44 p.m. Ms. Crookston, Mr. Martin and Mr. Russell left the meeting room. Commissioner O’Byrne reconvened the executive session at 3:34 p.m., with the Commissioners and Ms. Larson attending.

At 3:44 p.m., the executive session was concluded and open session resumed. Ms. Crookston, Mr. Martin, and Mr. Russell returned to the meeting. No action was taken.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 3:45 p.m.

BOARD OF COMMISSIONERS


Suzi O'Byrne, Commissioner


Peter A. Zexenbergen, Commissioner


Kim Lane, Commissioner