

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

Held on November 13, 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 November 13, 2024. Commissioner Peter Zevenbergen, Board Vice President, attended in person, and called the meeting to order at 2:00 p.m. Commissioners Suzi Lane, Board Secretary, and Commissioner Kim Lane, attended in person. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Jamie Crookston, Finance Manager, attended in person. Bill Reynolds and Mitch Boyd, District Engineers, and Rosemary Larson, legal counsel, also attended in person.

The District provided the public with the 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 October 23, 2024

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

APPROVAL OF VOUCHERS

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

- CIP Reserve Fund 3030 – AP - Voucher No. 6072 in the amount of \$10,341.40.
- Maintenance Fund 0010 – AP - Voucher Nos. 6073 to 6092 in the amount of \$186,532.71.
- Maintenance Fund 0010 – AP – Voucher Nos. 6093 to 6108 in the amount of \$10,956.30.
- CIP Reserve Fund 3030 – AP - Voucher Nos. 6109 to 6111 in the amount of \$295,081.18.
- Maintenance Fund 0010 – AP – Voucher Nos. 6112 to 6119 in the amount of \$329,637.28.
- Maintenance Fund 0010 – Payroll in the amount of \$94,486.66.
- Maintenance Fund – EFT in the amount of \$6,375.51.

PUBLIC COMMENTS AND CONCERNS

No citizens were present.

OPERATIONS CENTER GARAGE DOOR OPENERS

Mr. Martin stated that this item follows the prior discussion regarding the need to replace the Operations Center garage door openers, which are 20 years old and outdated. District staff obtained bids from three vendors for the Project. District staff recommended the award of the contract to Lewis River Doors, which was the lowest responsible bidder at \$34,393.14. Staff also request a ten percent contingency. In response to a question from Commissioner Lane, Mr. Martin described the doors and new openers.

After discussion, Commissioner Zevenbergen made a motion to award the Operations Center Garage Door Openers contract to Lewis River Doors, Inc., in the amount of \$34,393.14 plus a ten percent contingency, and to authorize the General Manager or designee to execute the contract on behalf of the District. Commissioner Lane seconded the motion, which passed unanimously.

WATER AND SEWER RISK MANAGEMENT POOL (WSRMP) RENEWAL

Mr. Russell reported that WSRMP has invoiced the District for the 2025 liability insurance. The invoice amount is only a modest increase of \$17 over the 2024 amount. The coverage period

would be November 1, 2024 through October 31, 2025. District staff are pleased with WSRMP's service and recommend approval of the invoice. In response to questions from Commissioners Zevenbergen and Lane, Mr. Russell explained the function and services provided by WSRMP.

After discussion, Commissioner Lane made a motion to approve payment of the WSRMP invoice in the amount of \$153,501.00. 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 reported that she prepared the attorney audit letter for the District's SAO Audit.

ENGINEER'S COMMENTS

Mr. Reynolds provided a status report on ongoing District Projects. The Decant Facility Project contractor is working on punch list items. Mr. Reynolds and Mr. Martin discussed a possible substantial completion determination. Regarding the Windtree Project, the contractor is scheduling a preconstruction meeting and anticipates starting construction in early January.

MANAGERS' COMMENTS

Ms. Crookston reported that the audit is almost complete; the Exit Conference will occur at the December 11 meeting. She thanked all staff for their help in responding to the Auditor's requests for information.

Ms. Crookston informed the Commissioners that the Employee Recognition Lunch will be held on December 23 at 11:30 a.m. She invited the Commissioners to let her know if they have a preferred location for the Lunch.

Mr. Martin had no additional comments.

Mr. Russell informed the Commissioners that the second meeting in November is scheduled for November 27, right before Thanksgiving, and the second meeting in December is scheduled for December 25, which is Christmas. He asked whether the Commissioners would like to follow the past practice of cancelling these meetings.

After discussion, Commissioner O’Byrne made a motion to cancel the November 27, 2024 and December 25, 2024 meetings of the Board of Commissioners. Commissioner Zevenbergen seconded the motion, which passed unanimously.

COMMISSIONERS’ COMMENTS

Commissioner Lane stated that he is interested in seeing the contracts used by the District.

Commissioner O’Byrne had no additional comments.

Commissioner Zevenbergen apologized for the late notice that he could not attend the last meeting. Commissioner O’Byrne made a motion to excuse Commissioner Zevenbergen’s absence from the October 23, 2024 Board of Commissioners meeting. Commissioner Lane seconded the motion, which passed unanimously.

ADDITIONAL PUBLIC COMMENTS

No citizens were present.

OTHER DISTRICT BUSINESS

None.

Mr. Reynolds and Mr. Boyd departed the meeting.

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

Commissioner Zevenbergen 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 five

minutes and conclude at 2:35 p.m. Ms. Crookston, Mr. Martin and Mr. Russell left the meeting room. Commissioner Zevenbergen convened the executive session at 2:30 p.m., with the Commissioners and Ms. Larson attending.

At 2:35 p.m., Commissioner Zevenbergen announced that the executive session would be extended for five minutes, and conclude at 2:40 p.m.

At 2:40 p.m., Commissioner Zevenbergen announced that the executive session would be extended for five minutes, and conclude at 2:45 p.m.

At 2:45 p.m., Commissioner Zevenbergen announced that the executive session would be extended for five minutes, and conclude at 2:50 p.m.

At 2:50 p.m., Commissioner Zevenbergen announced that the executive session would be extended for five minutes, and conclude at 2:55 p.m.

At 2:55 p.m., Commissioner Zevenbergen announced that the executive session would be extended for five minutes, and conclude at 3:00 p.m. Mr. Russell joined the executive session.

At 3:00 p.m., Mr. Russell left the executive session, and the meeting room. Commissioner Zevenbergen announced that the executive session would be extended for five minutes, and conclude at 3:05 p.m.

At 3:05 p.m., Commissioner Zevenbergen announced that the executive session would be extended for five minutes, and conclude at 3:10 p.m.

At 3:10 p.m., Commissioner Zevenbergen announced that the executive session would be extended for five minutes, and conclude at 3:15 p.m.

At 3:15 p.m., Commissioner Zevenbergen announced that the executive session would be extended for five minutes, and conclude at 3:20 p.m.

At 3:20 p.m., the Commissioners and Ms. Larson came out of the executive session, and the regular open meeting reconvened. Ms. Crookston, Mr. Martin and Mr. Russell returned to the meeting room.

After discussion, Commissioner Zevenbergen made a motion, based on employee performance and to bring the Operations Manager and Finance Manager salaries into parity, to set the salaries for Patrick Martin, Operations Manager, and for Jamie Crookston, Finance Manager, for the calendar year 2025, at \$168,000.00 plus the District's standard Cost of Living Adjustment increase. Commissioner Lane seconded the motion, which passed unanimously.

Commissioner Zevenbergen made a motion, in recognition of the General Manager's long commitment to rate stability and general good management of the District, and to bring the General Manager's salary into parity with the industry standard for the position, to approve an increase in salary for Robert Russell, General Manager, for the calendar year 2025, to consist of a three percent (3%) merit raise plus the District's standard Cost of Living Adjustment increase. Commissioner Lane seconded the motion, which passed unanimously.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 3:25 p.m.

BOARD OF COMMISSIONERS



Suzi O'Byrne, Commissioner



Peter A. Zevenbergen, Commissioner



Kim Lane, Commissioner