

**Coal Creek Utility District  
Regular Board Meeting Agenda  
July 08, 2020  
Wednesday - 5:00 p.m.**

**NOTICE:** Based on the Washington State Governor's Proclamation No. 20-28, this meeting will not be conducted in-person. The public may attend the meeting by telephone by calling 617-944-8757. All persons attending the meeting will be able to hear each other at the same time. Persons wishing to comment during the meeting should contact [customerservice@ccud.org](mailto:customerservice@ccud.org) by 3:00 p.m. Wednesday, July 08, to register to speak and receive further instructions.

- 1. Call to Order**
- 2. Approval of Agenda – Additions or Deletions**
- 3. Consent Agenda**
  - **Approval of Minutes – Regular Meeting of June 24, 2020**
- 4. Citizens Comments and Concerns**
- 5. Attorneys' Comments**
- 6. Engineers' Comments**
- 7. Approval of Vouchers**
  - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 1903 to 1931 in the amount of \$48,455.18**
  - **Water/Sewer Maintenance Fund – Payroll in the amount of \$67,026.97**
  - **Water/Sewer Maintenance Fund – EFT in the amount of \$68,098.96**
- 8. Managers' Comments**
- 9. Commissioners' Comments**
- 10. Other District Business**
- 11. Adjourn**

Note: Agenda items subject to change.

\*Resolution # 1896

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

**Held on June 24, 2020**

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held by remote means and with certain staff only at the District Office, 6801 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on June 24, 2020. Pursuant to the Washington State Governor’s Proclamation No. 20-28, as extended, the meeting was not conducted in-person. Commissioner Douglas Kunkel, Board President, was in attendance via telephone conference call, and called the meeting to order at 5:00 p.m. Commissioner Pam Martin, Board Vice-President, and Commissioner Suzi O’Byrne, Board Secretary, also attended via telephone conference call. District staff Robert Russell, General Manager, Patrick Martin, Operations Manager, and Anne Paige, Finance Manager, attended at the District’s office and were in compliance with CDC social distancing guidelines. Rosemary Larson, legal counsel, attended via telephone conference call.

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. However, no members of the public attended.

**APPROVAL OF AGENDA**

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

## **CONSENT AGENDA**

Approval of Minutes – Special Board Meeting of June 10, 2020

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

## **CITIZENS’ COMMENTS**

There were no citizens’ comments.

## **ATTORNEY’S COMMENTS**

Ms. Larson informed the Board that the Governor’s most recent Proclamation relating to the Open Public Meetings Act extends the prohibition on in-person meetings until July 1, 2020. In addition, the Governor has ordered that effective on June 26, 2020, face coverings must be worn in public, unless social distancing requirements can be met, and with certain other exceptions.

Ms. Larson also reported on the Washington State Supreme Court’s recent decision in *Lakehaven Water and Sewer District v. City of Federal Way*.

## **ENGINEER’S COMMENTS**

There were no Engineer’s comments.

## **FERGUSON INVOICE**

Mr. Russell reported that Ferguson performed work to install receiver transmitters for the District, for a total invoice amount of \$26,637.12, and requested that the Board approve payment of the invoice.

Commissioner O’Byrne made a motion to approve the District’s payment of the Ferguson invoice in full. Commissioner Martin seconded the motion, which passed unanimously.

## **KOVAL REQUEST**

Mr. Martin informed the Board that Mr. Koval intends to short plat his property on 132<sup>nd</sup> Avenue into two lots. The property is located near the District's boundary with the City of Renton. Mr. Koval has proposed to connect the new lot to the District's utility systems on 95<sup>th</sup> Way, using an approximately 450 foot long private service line in an easement across the adjacent property from his property to 95<sup>th</sup> Way. Mr. Martin indicated that if the Board generally supports this proposal, District staff will work with Mr. Koval to implement the proposal, including the preparation of a future connection agreement which would be brought to the Board for consideration. After discussion, the Board's consensus was to move ahead with the proposal.

## **FITHR – HR CONSULTANT AGREEMENT**

Mr. Russell presented the FitHR consulting agreement. The current FitHR employee assigned to the District is retiring, and new personnel will be assigned. FitHR has requested a modest rate increase.

After discussion, Commissioner Martin made a motion to approve the FitHR Consulting Services Agreement, and authorize the General Manager to execute the same on behalf of the District. Commissioner O'Byrne seconded the motion, which passed unanimously.

## **HRA/VEBA**

Ms. Paige indicated that this item is a continuation of the Board's prior discussion on this topic. Ms. Paige explained that currently, an employee's sick leave in excess of 960 hours remaining at year's end is lost. Staff requests that the Board consider amending the VEBA resolution to permit employees to transfer accrued, unused sick leave, in excess of 960 hours, to the employee's VEBA account at the rate of \$0.50 on the dollar at the end of each year.

Each Commissioner spoke in favor of the proposal. Commissioner O’Byrne made a motion to approve the transfer of an employee’s accrued, unused sick leave, in excess of 960 hours, to the employee’s VEBA account at the rate of \$0.50 on the dollar at the end of each year. Commissioner Martin seconded the motion, which passed unanimously.

Ms. Paige indicated that a Resolution will be brought to the Board, to implement this motion.

**APPROVAL OF VOUCHERS**

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 1872 to 1902 in the amount of \$416,867.14.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$22,600.00.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$11,020.73.

**GENERAL MANGER’S COMMENTS**

Mr. Russell reported that the staff’s alternating work schedules ended on June 15, 2020. However, start times are varied now to promote social distancing. The District is following the Safe Start Guidelines, and will be installing glass at the front counter before the start of Phase 3.

Ms. Paige requested that the Board approve a salary increase, from \$17.87 to \$20.00 per hour, for the District’s part-time receptionist, who has been an exceptional employee.

Commissioner Martin made a motion to approve a salary increase for the part-time receptionist, from \$17.87 to \$20.00 per hour. Commissioner O’Byrne seconded the motion, which passed unanimously.

Mr. Martin provided information regarding the District’s Pleasant Cove Sewer Lift Station Project. The District would like to make this Project a CFP project, and advertise it for bid.

Mr. Martin reported that the District will be purchasing two vehicles using the State bidding system, to replace the 2002 crane truck and the 2001 service truck. District staff will obtain pricing information and report this to the Board.

Mr. Martin provided an update on the Carport Improvements Project. The District is waiting for the City of Newcastle to complete its engineering review.

### **COMMISSIONERS' COMMENTS**

Commissioner O'Byrne commented that she appreciates that District staff have kept the District's operations running smoothly. She has also appreciated attending WASWD classes, which are very informative.

Commissioner Martin reported that she attended the WASWD Board of Directors meeting on June 22, 2020, via Zoom.

Commissioner Kunkel expressed appreciation for the updates received at District Board meetings.

### **OTHER BUSINESS**

Ms. Paige commended District staff member Jamie Crookston, who recently complete an AA degree with a 4.0 GPA. The Commissioners all congratulated Ms. Crookston on her success.

### **ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 5:45 p.m.

### **BOARD OF COMMISSIONERS**

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Douglas Kunkel, Commissioner

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Pam Martin, Commissioner

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Suzi O'Byrne, Commissioner



# Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP\_COLCRUTL\_APSUPINV\_20200701145625.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AFLAC REMITTANCE PROCESSING			1911	07/06/2020	\$621.07	JULY PREMIUMS
BURNS, TERRENCE			1909	06/24/2020	\$751.28	REFUND CLOSED ACCOUNT
C.P. MCAULIFFE, C.P.A.			1912	07/06/2020	\$12,332.50	ACCOUNTING SERVICES
CENTURYLINK			1913	07/06/2020	\$1,133.76	TELEMETRY/DSL SERVICES
CHAPTER 13 TRUSTEE			1914	07/06/2020	\$720.00	JULY PAYMENT
CINTAS CORP. #460			1915	07/06/2020	\$367.96	JANITORIAL SERVICES
COLONIAL LIFE			1916	07/06/2020	\$5.50	JULY PREMIUMS
CWA			1917	07/06/2020	\$847.64	JULY DUES
DATA BAR			1918	07/06/2020	\$1,092.03	UTILITY BILLING
DOHERTY, PAUL & RITA			1905	06/24/2020	\$466.29	REFUND CLOSED ACCOUNT
FERGUSON ENTER. INC #8423			1919	07/06/2020	\$11,262.86	METERS
HACH			1920	07/06/2020	\$556.29	WATER QUALITY
HIGHLANDS ACE HARDWARE			1910	07/06/2020	\$72.07	OPERATING SUPPLIES
HRA VEBA TRUST			1921	07/06/2020	\$3,558.04	JULY CONTRIBUTIONS
INSLEE, BEST, DOEZIE & RYDER			1922	07/06/2020	\$2,883.57	LEGAL SERVICES
IUPATI, ASHLEY & MICHAEL			1903	06/24/2020	\$191.31	REFUND CLOSED ACCOUNT
KDH CONSULTING, INC			1923	07/06/2020	\$412.75	IT SERVICES
KIM, ALFRED & TAE-RYANG			1908	06/24/2020	\$20.00	REFUND CLOSED ACCOUNT
LIU, JASPER			1906	06/24/2020	\$215.25	REFUND CLOSED ACCOUNT
NC MACHINERY CO			1924	07/06/2020	\$618.64	EQUIPMENT RENTAL
OLSZEWSKI, MICHAEL			1904	06/24/2020	\$211.09	REFUND CLOSED ACCOUNT
POLLARD WATER			1925	07/06/2020	\$4,765.64	WATER QUALITY
POLSINELLI PC			1926	07/06/2020	\$670.00	PROFESSIONAL SERVICES
STAPLES BUS. ADVANTAGE			1927	07/06/2020	\$378.11	OFFICE SUPPLIES
STATE AUDITOR'S OFFICE			1928	07/06/2020	\$452.40	AUDITOR SERVICES
THYSSENKRUPP ELEVATOR CORP.			1929	07/06/2020	\$665.46	ELEVATOR MAINTENANCE
TUCKER, JEFF & SHAWNELL			1907	06/24/2020	\$245.42	REFUND CLOSED ACCOUNT
VERIZON WIRELESS			1930	07/06/2020	\$2,513.72	CELLULAR SERVICES
WASTE MANAGEMENT OF SEATTLE			1931	07/06/2020	\$424.53	GARBAGE SERVICES

**Coal Creek Utility District  
Check Register  
For the Period From Jul 8, 2020 to Jul 10, 2020**

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
EFT0709	7/9/20	EFTPS	001-131100	34,460.74
EFT0710	7/9/20	DSHS	001-131100	1,146.62
EFT710	7/9/20	Dept. of Retirement - Def Comp	001-131100	32,691.60
<b>Total</b>				<b>68,298.96</b>

Blanket Voucher Approval Document-Governmental Unit Name: Coal Creek Utility District Fund  
#091070010

Auditing Officer Certification (If board approves via meeting):

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is just, due and unpaid obligation against the above named governmental unit, and that I am authorized to authenticate and certify to said claim.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Board of Directors Approval: We the undersigned board of directors of the above named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment.

**Signature/Date:** \_\_\_\_\_ **Signature/Date:** \_\_\_\_\_

**Coal Creek Utility District  
Payroll Check Register  
For the Period From Jul 1, 2020 to Jul 31, 2020**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Reference	Date	Employee	Amount
1871	7/14/20	Pamela A. Martin	119.83
1872	7/14/20	Douglas C. Kunkel	143.08
1873	7/14/20	Suzanne M. O'Byrne	1,031.73
1874	7/14/20	Jamie L. Crookston	3,185.69
1875	7/14/20	Sharon M. Perez	2,600.35
1876	7/14/20	Anne M. Paige	4,482.32
1877	7/14/20	Paulette J. Dorsey	1,432.95
1878	7/14/20	Vincent L. Gabrio	3,493.49
1879	7/14/20	Steven E. Moye	4,510.64
1880	7/14/20	Carla R. Snyder	4,814.47
1881	7/14/20	Patrick A. Martin	5,864.77
1882	7/14/20	Robert O. Russell	4,014.38
1883	7/14/20	Curtis R. White	4,166.76
1884	7/14/20	Calvin S. Megiveron	3,359.58
1885	7/14/20	Robert J. Smart	5,943.04
1886	7/14/20	Daniel L. Gravelle	3,821.69
1887	7/14/20	Jeffrey R. Schell	3,936.18
1888	7/14/20	Joshua A. Deraitus	4,224.36
1889	7/14/20	John A. Brittenham	3,299.35
1890	7/14/20	Michael D. Jordan	2,582.31
		7/1/20 thru 7/31/20	<u>67,026.97</u>
		7/1/20 thru 7/31/20	<u><u>67,026.97</u></u>

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**Signature:**

**Title:**

**Date:**

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**Board of Directors Approval: We the undersigned board of directors of the above named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers are approved for payment.**

**Signature/Date:**

**Signature/Date:**

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