

**Coal Creek Utility District
Regular Board Meeting Agenda
August 26, 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 by 3:00 p.m. Wednesday, August 26th, 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 August 12, 2020**
- 4. Citizens Comments and Concerns**
- 5. Public Hearing – Water System Plan Extension**
- 6. Operations Center Updates**
- 7. Hazard Mitigation Plan**
- 8. CWA Notice to Bargain**
- 9. Audit Officers Appointment**
- 10. Attorneys' Comments**
- 11. Engineers' Comments**
- 12. Approval of Vouchers**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 2016 to 2041 in the amount of \$269,421.98**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 2042 to 2070 in the amount of \$40,860.90**
 - **Water/Sewer Maintenance Fund – Payroll in the amount of \$22,600.00**
 - **Water/Sewer Maintenance Fund – EFT in the amount of \$23,671.94**
- 13. Managers' Comments**
- 14. Commissioners' Comments**
- 15. Other District Business**
- 16. Executive Session**
 - **N/A**
- 17. Adjourn**

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

Held on August 12, 2020

A special 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 – 132nd Place SE, Newcastle, Washington, on August 12, 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 4:04 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, and Jamie Crookston, Finance Manager attended at the District’s office and were in compliance with CDC social distancing guidelines. Anne Paige, the District’s former Finance Manager, and Rosemary Larson, legal counsel, attended via telephone conference call, as did Sarah Childers and Wendy Choy, representatives of the Washington State Auditor’s Office.

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.

STATE AUDITOR'S OFFICE – EXIT CONFERENCE

Wendy Choy, Program Manager for the State Auditor's Office, introduced the Exit Conference for the District's 2019 Audit performed by the Auditor's Office.

Sarah Childers, Assistant State Auditor and the Audit Lead for the District's 2019 Audit, presented information regarding the results of the District's Audit. The District had a "clean audit," with no findings. Ms. Childers went over the written Audit Report. The Audit Report will be posted on the Auditor's Office's website and available to the public next week. The actual cost of the Audit was less than the estimated cost, primarily due to the fact that the Audit was performed remotely.

Ms. Childers thanked the District for its ongoing good relationship with the Auditor's Office, and its commitment to fiscal accountability and accurate financial reporting.

Ms. Paige, who was responsible for the District's financial reporting during the period covered by this Audit and who worked with the Auditor's Office on this Audit, thanked the District's staff for all their hard work on the Audit. She noted that it takes the entire team to achieve these results.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 4:27 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner

Pam Martin, Commissioner

Suzi O'Byrne, Commissioner

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

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

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of July 22, 2020

Resolution 1896 – HRA/VEBA

DEA Approval – Sockey Short Plat – Sewer Only

DEA Approval – Weaver Short Plat – Water/Sewer

DEA Final Acceptance – Aldea Lot 10 – Water/Sewer

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.

AVALON LOT 6 – DEVELOPER REQUEST

Commissioner Kunkel recused himself from this Agenda Item due to a business relationship regarding Avalon Lot 6. He did not participate in any discussion or vote on the topic. Commissioner Martin assumed the Chair of the meeting for the Agenda Item.

Mr. Russell reported that the Developer has requested that the Board grant final acceptance to the Avalon Lot 6 water and sewer systems project, conditioned on the Developer’s completion of all terms and conditions of the Developer Extension Agreement for the Project. As of the time of this meeting, the Developer has completed all but one of the requirements. The only remaining item is the payment of all close-out costs and the Developer has indicated the payment will be provided to the District by the end of the week. The request is consistent with the District’s grant of conditional final acceptance to phased projects.

Commissioners Martin and O’Byrne discussed the request with staff. After discussion, Commissioner O’Byrne made a motion to grant conditional final acceptance to the Avalon Lot 6

water and sewer extension, conditioned on the Developer's completion of all terms and conditions of the Developer Extension Agreement for the Project. Commissioner Martin seconded the motion, which passed 2 - 0.

Commissioner Kunkel returned to the meeting, and resumed the Chair of the meeting.

OPERATIONS CENTER UPGRADES PROJECT

Mr. Russell and Mr. Martin provided information to the Board regarding the potential upgrades needed to the Operations Center, and the Page & Beard proposal for the design of the improvements. Item One in the proposal has already been completed, as it was within the Manager's spending authority.

Regarding Item Three in the proposal, the HVAC System Upgrades, staff recommends Option 3, which includes Options 1 and 2. If Option 3 is not selected, Staff recommends Option 2 at a minimum. Option 3 is \$26,650 more than Option 2, and Option 3 has a total cost of \$130,650.

Regarding Item Four in the proposal, the Roof Replacement, staff recommends proceeding with this work in coordination with the HVAC upgrades. The Roof Replacement is estimated to cost \$200,000.

Regarding Item Five in the proposal, the Power Door Upgrade for ADA Compliance, staff recommends that this work also be included as part of the project. The power door upgrades are estimated to cost \$8,000.

Regarding Item Two in the proposal, the Window Improvements, the Commissioners and staff discussed the two options presented in the Page & Beard proposal, and the need for cost information regarding improvements to additional windows. The Board's consensus was that it would be prudent to obtain the additional cost information before making a decision on Item Two.

After discussion, Commissioner O'Byrne made a motion to approve (1) Item Three of the Page & Beard proposal, HVAC System Improvements, Option 3 (which includes Options 1 and 2), for a cost of \$130,650; (2) Item Four of the Page & Beard proposal, Roof Replacement, for a cost of \$200,000; and (3) Item Five of the Page & Beard proposal, ADA Power Door Improvements, for a cost of \$8,000; which results in a total approved cost of \$338,650. Commissioner Martin seconded the motion, which passed unanimously.

Staff will bring additional cost information regarding Item 2, the Window Improvements, to the next Board meeting.

T-MOBILE LEASE

Mr. Russell informed the Board that T-Mobile has merged with Sprint, and the resulting company is New T-Mobile. A consultant for New T-Mobile has inquired as to whether the District is interested in re-negotiating the T-Mobile lease with the District. The consultant submitted a written offer to enter into a new lease, which would extend the term of the current lease, but at a reduced annual rent. Further, the consultant's offer letter states that the offer expires in 15 days, which has already passed due to the Board's meeting dates. The payment due under the current lease has not been made yet.

After discussion, the Board's consensus was to decline the offer to renegotiate the lease for the reduced rental amounts, and to remind New T-Mobile that the annual rent payment is now due and owing to the District under the current lease.

ATTORNEY'S COMMENTS

There were no Attorney's comments.

ENGINEER'S COMMENTS

There were no Engineer's comments.

APPROVAL OF VOUCHERS

Commissioner Martin requested information on the CWA payment noted in the Vouchers. Mr. Russell indicated that the payment was to the labor union.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher No. 1974 to 2015 in the amount of \$193,580.14.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$88,799.59.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$76,066.71.

MANGER'S COMMENTS

Ms. Crookston, Finance Manager, had no additional comments.

Mr. Martin, Operations Manager, reported that the Asphalt Coating/Paving Project is scheduled for the weekend of September 12, to minimize disruptions to the District's operations.

Mr. Martin also welcomed Ms. Crookston to the District's management team.

Mr. Russell, General Manager, commended Ms. Crookston for the great job that she is doing. She is a great addition to the team.

COMMISSIONERS' COMMENTS

Commissioner O'Byrne welcomed Ms. Crookston and looks forward to working with her and seeing her at the Board meetings.

Commissioner Martin welcomed Ms. Crookston to the management staff.

Commissioner Kunkel also welcomed Ms. Crookston. He looks forward to a time when the District can resume in-person meetings.

Ms. Crookston thanked the District and the Commissioners for the opportunity to serve as Finance Manager, and for the training provided to reach this point in her career.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner

Pam Martin, Commissioner

Suzi O'Byrne, Commissioner

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: Water System Plan (WSP) Extension – Public Hearing and approval of plan.

MEETING DATE: August 26, 2020

FROM: Management

EXHIBITS ATTACHED:

- DOH – CCUD WSP extension

SUMMARY STATEMENT/ISSUES: At the February 12, 2020, Board meeting the Board approved an option applying for a WSP extension with DOH.

The Washington State Department of Health, by letter dated April 16, 2014, had approved the District's water system plan (WSP) as included in the District's combined water-sewer comprehensive plan. Shortly after our plan approval, DOH started approving plans for 10 years. An approved update of the WSP was scheduled on or before April 16, 2020. The District has applied for a Water System Plan Extension to 2024 with the Department of Health.

STAFF RECOMMENDATION:

TYPE OF ACTION REQUESTED:

- RESOLUTION
- FORMAL ACTION/MOTION
- INFORMATIONAL/OTHER

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: Building updates - Windows

MEETING DATE: August 26, 2020

FROM: Management

EXHIBITS ATTACHED:

- Updated proposal

SUMMARY STATEMENT/ISSUES: At the August 12th Board meeting, District staff presented, and Board approved certain updates to the Operations center building with the exception of the east facing glass pending further research. Staff has received the updated proposal for presentation.

STAFF RECOMMENDATION:

TYPE OF ACTION REQUESTED:

RESOLUTION

FORMAL ACTION/MOTION

INFORMATIONAL/OTHER

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: Approving and adopting the 2020-2025 king county regional hazard mitigation plan and the district's annex to the plan.

MEETING DATE: August 26, 2020

FROM: Management

EXHIBITS ATTACHED:

- Hazard mitigation plan
- Resolution adopting the plan

SUMMARY STATEMENT/ISSUES: The Hazard Mitigation Plan was prepared by District staff Steve Moyer and Dan Gravelle.

Coal Creek Utility District ("District") and other jurisdictions within King County have expressed a cooperative interest in disaster mitigation planning efforts; and pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property.

STAFF RECOMMENDATION:

TYPE OF ACTION REQUESTED:

RESOLUTION

FORMAL ACTION/MOTION

INFORMATIONAL/OTHER

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: CWA Notice to Bargain

MEETING DATE: August 26, 2020

FROM: CWA

EXHIBITS ATTACHED:

- CWA Letter – Notice to Bargain

SUMMARY STATEMENT/ISSUES:

STAFF RECOMMENDATION: Determine who will be on the negotiation team.

TYPE OF ACTION REQUESTED:

RESOLUTION

FORMAL ACTION/MOTION

INFORMATIONAL/OTHER

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: Resolution appointing auditing officers

MEETING DATE: August 26, 2020

FROM: Management

EXHIBITS ATTACHED:

- Resolution appointing auditing officers
- Resolution appointing auditing officers for King County vouchers

SUMMARY STATEMENT/ISSUES: With the appointment of Jamie Crookston as the Acting Finance Manager the District needs to appoint her as an auditing officer by resolution.

STAFF RECOMMENDATION: Motion to approve auditing officers

TYPE OF ACTION REQUESTED:

RESOLUTION

FORMAL ACTION/MOTION

INFORMATIONAL/OTHER



Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP_COLCRUTL_APSUPINV_20200817154556.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ANSWERING SERVICE CARE			2016	08/24/2020	\$173.54	ANSWERING SERVICE
CASCADE SECURITY CORPORATION			2017	08/24/2020	\$166.90	SECURITY SERVICES
CASCADIAN MAINTENANCE			2018	08/24/2020	\$575.00	JANITORIAL SERVICES
CENTURYLINK			2019	08/24/2020	\$196.24	TELEMETRY AND DSL
CITY OF SEATTLE TREASURY DEPT ACCTS REC			2020	08/24/2020	\$54.00	WATER QUALITY LAB TESTING
COMCAST			2021	08/24/2020	\$802.48	OFFICE PHONES AND INTERNET
CORPORATE PAYMENT SYSTEMS			2022	08/24/2020	\$3,944.54	JULY CREDIT CARD PURCHASES
DATA BAR			2023	08/24/2020	\$868.33	UTILITY BILLING
DEPT LABOR & INDUSTRIES			2024	08/24/2020	\$134.10	ELEVATOR OPERATING PERMIT
FIT HR			2025	08/24/2020	\$288.75	HR SERVICES
HOMESTEAD DESIGN AND MAINTENANCE			2026	08/24/2020	\$8,338.24	GROUNDS MAINTENANCE
INSLEE, BEST, DOEZIE & RYDER			2027	08/24/2020	\$6,204.00	LEGAL SERVICES
JAMIE CROOKSTON			2028	08/24/2020	\$30.39	CLOTHING ALLOWANCE REIMB.
KDH CONSULTING, INC			2029	08/24/2020	\$4,382.21	IT SERVICES
KING COUNTY DEPT OF FINANCE / METRO			2030	08/24/2020	\$199,316.01	KCWW
NATIONAL SAFETY INC.			2031	08/24/2020	\$91.69	SAFETY SUPPLIES
NEWPORT HILLS CHEVRON			2032	08/24/2020	\$1,305.36	VEHICLE FUEL
PACE ASSOCIATES			2033	08/24/2020	\$27,924.25	ENGINEERING SERVICES
PAGE & BEARD ARCHITECTS, P.S.			2034	08/24/2020	\$1,113.75	OP CENTER IMPROVEMENT PROJECT
PUGET SOUND ENERGY			2035	08/24/2020	\$12,794.99	JULY POWER BILLS
R & R RENTALS			2038	08/24/2020	\$53.24	CONCRETE MIXER RENTAL
SUNSET MATERIALS			2039	08/24/2020	\$98.33	DUMPING BRUSH AND DEBRIS
WATSON SECURITY			2040	08/24/2020	\$70.64	LOCKS
WIN-911 SOFTWARE			2041	08/24/2020	\$495.00	SCADA MAINTENANCE AGREEMENT



Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP_COLCRUTL_APSUPINV_20200825110942.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALPHAGRAPHICS			2049	08/25/2020	\$1,016.24	DOOR HANGERS AND PENALTY ENVELOPES
AWWA ASSOCIATION			2050	08/25/2020	\$366.00	MEMBERSHIP DUES
BATTERIES PLUS BULBS			2051	08/25/2020	\$19.74	BALAST FOR OP CENTER
BREEDT, HILLARY			2043	08/19/2020	\$70.19	REFUND CLOSED ACCT #21741-02
BUCKLEY, JAMES			2042	08/19/2020	\$497.96	REFUND CLOSED ACCT #23276-00
CALVIN MEGIVERON			2052	08/25/2020	\$61.70	CLOTHING ALLOWANCE REIMBURSEMENT
CENTURYLINK			2053	08/25/2020	\$221.36	TELEMETRY/DSL
COMBER, JOHN & MELANIE			2045	08/19/2020	\$59.31	REFUND CLOSED ACCT #21079-02
COMBINED CONTRACTORS			2054	08/25/2020	\$4,290.00	440 RESV. TREE REMOVAL
DATA BAR			2055	08/25/2020	\$1,148.81	UTILITY BILLING
DEPT. OF TRANSPORTATION CASHIER			2069	08/25/2020	\$11,412.79	I-405 SEWER MAIN RELOCATION
H.D. FOWLER COMPANY			2056	08/25/2020	\$843.06	INVENTORY
HIGHLANDS ACE HARDWARE			2048	08/25/2020	\$39.95	OPERATING SUPPLIES
KDH CONSULTING, INC			2057	08/25/2020	\$578.18	IT SERVICES
PLATT ELECTRIC SUPPLY CO.			2058	08/25/2020	\$43.67	AMI ANTENEA PROJECT
PUGET SOUND ENERGY			2059	08/25/2020	\$14.83	POWER
QUADIENT LEASING USA, INC			2060	08/25/2020	\$293.71	POSTAGE MACHINE LEASE
QUADRANT HOMES			2061	08/25/2020	\$2,297.50	DE REFUND
SAB RICHMOND HOMES LLC			2047	08/19/2020	\$12.76	REFUND CLOSED ACCT #20458-02
SEAN MICHEL & EMILY PREBOSKI-M			2044	08/19/2020	\$589.73	REFUND CLOSED ACCT #21689-00
SEATTLE TIMES			2062	08/25/2020	\$820.56	NOTICE OF PUBLIC HEARING
SOUNDEL INC.			2063	08/25/2020	\$187.00	PHONE SUPPORT SERVICES
SPURLOCK, WILLIAM & KIM			2046	08/19/2020	\$111.04	REFUND CLOSED ACCOUNT #22164-0
STAPLES BUS. ADVANTAGE			2064	08/25/2020	\$236.61	OFFICE SUPPLIES
STATE AUDITOR'S OFFICE			2065	08/25/2020	\$13,685.10	AUDITOR SERVICES
STELLAR INDUSTRIAL SUPPLY			2066	08/25/2020	\$384.35	HYDRANT PAINT
STONEWAY CONST. SUPPLY			2067	08/25/2020	\$102.20	CEMENT FOR MAIN OF SERVICE
VERIZON WIRELESS			2068	08/25/2020	\$1,264.55	CELLULAR SERVICES
WATER ENVIRONMENT FED.			2070	08/25/2020	\$192.00	MEMBERSHIP DUES

**Coal Creek Utility District
 Check Register
 For the Period From Aug 19, 2020 to Aug 19, 2020**

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

Check #	Date	Payee	Cash Account	Amount
EFT 0819	8/19/20	Department of Revenue	001-131100	23,671.94
Total				23,671.94

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
Employee Advance
For the Period From Aug 1, 2020 to Aug 31, 2020**

Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt
001-184400	Employee Payroll Advanc	8/1/20			Beginning Balance		
001-184400	Employee Payroll Advanc	8/14/20	1978	PRJ	Sharon M. Perez	\$ 1,600.00	
001-184400	Employee Payroll Advanc	8/14/20	1979	PRJ	Anne M. Paige	\$ 2,000.00	
001-184400	Employee Payroll Advanc	8/14/20	1980	PRJ	Steven E. Moye	\$ 1,100.00	
001-184400	Employee Payroll Advanc	8/14/20	1981	PRJ	Carla R. Snyder	\$ 1,000.00	
001-184400	Employee Payroll Advanc	8/14/20	1982	PRJ	Jamie L. Crookston	\$ 1,800.00	
001-184400	Employee Payroll Advanc	8/14/20	1983	PRJ	Vincent L. Gabrio	\$ 1,600.00	
001-184400	Employee Payroll Advanc	8/14/20	1984	PRJ	Patrick A. Martin	\$ 750.00	
001-184400	Employee Payroll Advanc	8/14/20	1985	PRJ	Robert O. Russell	\$ 3,800.00	
001-184400	Employee Payroll Advanc	8/14/20	1987	PRJ	Calvin S. Megiveron	\$ 450.00	
001-184400	Employee Payroll Advanc	8/14/20	1989	PRJ	Daniel L. Gravelle	\$ 1,500.00	
001-184400	Employee Payroll Advanc	8/14/20	1990	PRJ	Jeffrey R. Schell	\$ 2,000.00	
001-184400	Employee Payroll Advanc	8/14/20	1991	PRJ	Joshua A. Deraitus	\$ 1,000.00	
001-184400	Employee Payroll Advanc	8/14/20	1992	PRJ	John A. Brittenham	\$ 3,000.00	
001-184400	Employee Payroll Advanc	8/14/20	1993	PRJ	Michael D. Jordan	\$ 1,000.00	
		8/31/20			Ending Balance	\$ 22,600.00	

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: