

**Coal Creek Utility District  
Special Board Meeting Agenda  
May 13, 2020  
Wednesday - 3:00 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.**

- 1. Call to Order**
- 2. Approval of Agenda – Additions or Deletions**
- 3. Consent Agenda**
  - **Approval of Minutes – Regular Meeting of April 22, 2020**
  - **Design Approval – The Enclave - DEA Water/Sewer**
- 4. Approval of Vouchers**
  - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1774 to 1810 in the amount of \$233,997.70**
  - **Water/Sewer Maintenance Fund – Payroll in the amount of \$23,100.00**
  - **Water/Sewer Maintenance Fund – Payroll in the amount of \$66,609.06**
  - **Water/Sewer Maintenance Fund – EFT in the amount of \$68,721.48**
- 5. General Managers Comments**
- 6. Commissioners' Comments**
- 7. Other District Business**
- 8. Adjourn**

Note: Agenda items subject to change.

\*Resolution # 1896

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

**Held on April 22, 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 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on April 22, 2020. Pursuant to the Washington State Governor’s Proclamation No. 20-28, 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 3:00 p.m. Commissioner Pam Martin, Board Vice-President, and Commissioner Suzi O’Byrne, Board Secretary, were in attendance 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, the District provided the public with the ability to attend the meeting by telephone conference call, 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 April 8, 2020

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

**APPROVAL OF VOUCHERS**

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1710 to 1713 in the amount of \$69,498.87.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1714 to 1741 in the amount of \$92,673.46.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1742 to 1773 in the amount of \$82,179.41.

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 \$11,754.19.

The Board approved Water/Sewer Impressed Account – Check #2507 in the amount of \$103.50.

**GENERAL MANGER’S COMMENTS**

Mr. Russell provided an update on the actions taken by the District in response to the COVID-19 pandemic. The District is limiting the agenda items for meetings of the Board of Commissioners in compliance with the Governor’s Proclamation No. 20-28. Mr. Russell is maintaining a list of items that will be brought to the Board as soon as allowed under the Governor’s Orders.

**COMMISSIONERS’ COMMENTS**

Commissioner Martin had no comments.

Commissioner O'Byrne thanked staff for their work during this stressful situation.

Commissioner Kunkel agreed with Commissioner O'Byrne's comments and thanked staff for working through these difficult circumstances. Commissioner Kunkel commented that the District's implementation of alternating Work Teams A and B was a good measure. The use of alternating work teams ensures that not all staff are exposed to the same environment at the same time, which could help the District to maintain operations during the COVID-19 event.

**OTHER DISTRICT BUSINESS**

There was no other District business.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 3:07 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\_20200504113821.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AFLAC REMITTANCE PROCESSING			1783	05/11/2020	\$621.07	APRIL HOURS/MAY PAY - PREMIUMS
AKTIVOV			1784	05/11/2020	\$1,980.00	ASSET MANAGEMENT CUSTOM FORMS
CARPORTS OF WA INC			1785	05/11/2020	\$250.00	CARPORT PROJECT
CASCADE SECURITY CORPORATION			1786	05/11/2020	\$122.50	MAY SECURITY SERVICES
CENTURYLINK			1787	05/11/2020	\$333.98	TELEMETERY AND DSL
CHAPTER 13 TRUSTEE			1788	05/11/2020	\$720.00	APRIL HOURS/MAY PAY-GARNISHMENT
CINTAS CORP. #460			1789	05/11/2020	\$551.94	JANITORIAL SERVICES
CNA SURETY DIRECT BILL			1790	05/11/2020	\$52.50	
COLONIAL LIFE			1791	05/11/2020	\$5.50	APRIL HOURS/MAY PAY - PREMIUMS
CWA			1792	05/11/2020	\$847.64	APRIL HOURS/MAY PAY - UNION DUES
DATA BAR			1793	05/11/2020	\$1,461.34	UTILITY BILLING
FREIGHTLINER NORTHWEST			1794	05/11/2020	\$270.85	VECTOR REPAIRS
HIGHLANDS ACE HARDWARE			1782	05/11/2020	\$35.76	OPERATING SUPPLIES
HIGHLINE WATER DISTRICT			1795	05/11/2020	\$1,800.00	WASWD CONSULTING SERVICES
HOMESTEAD DESIGN AND MAINTENANCE			1796	05/11/2020	\$667.78	GROUNDS MAINTENANCE
HRA VEBA TRUST			1797	05/11/2020	\$3,558.04	APRIL HOURS/MAYPAY - CONTRIBUTIONS
HUTTON, REBECCA & ANDREW			1774	05/01/2020	\$200.77	REFUND CLOSED ACCT #23652-01
INTEGRA CHEMICAL CO			1798	05/11/2020	\$65.34	WATER QUALITY
KINDAHL, LEIF			1775	05/01/2020	\$8.61	REFUND CLOSED ACCT# 23778-00
KING COUNTY DEPT OF FINANCE / METRO			1799	05/11/2020	\$199,134.69	KING COUNTY WASTE WATER
LIKES, JAMES & MAGGIE			1781	05/01/2020	\$368.07	REFUND CLOSED ACCT#21102-00
NELSON, RONALD & MARLEN			1779	05/01/2020	\$345.64	REFUND CLOSED ACCT#23235-00
PACE ASSOCIATES			1800	05/11/2020	\$864.00	ENGINEERING SERVICES
POLLARD WATER			1801	05/11/2020	\$455.34	WATER QUALITY
POLSINELLI PC			1802	05/11/2020	\$4,660.50	LEGAL SERVICES
PUGET SOUND ENERGY			1803	05/11/2020	\$5,467.72	POWER
QUADIANT FINANCE USA			1804	05/11/2020	\$500.00	POSTAGE
QUADRANT HOMES			1776	05/01/2020	\$17.08	REFUND CLOSED ACCOUNT 24106-00
R. LANE DAILEY & PAMELA DERRY			1780	05/01/2020	\$374.44	REFUND CLOSED ACCT#23059-00
SEATTLE PUBLIC UTILITIES			1805	05/11/2020	\$5,405.00	WATER PURCHASED
SHRED-IT			1806	05/11/2020	\$141.17	SHREDDING SERVICES
SKOCELAS, JEFF & ROSE			1777	05/01/2020	\$66.70	REFUND CLOSED ACCT #21422-00
STONE, THOMAS & JACQUELINE			1778	05/01/2020	\$98.27	REFUND CLOSED ACCT #23664-00
SUN LIFE FINANCIAL			1807	05/11/2020	\$302.84	APRIL HOURS/MAY PAY - PREMIUMS



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File Name: AP\_COLCRUTL\_APSUPINV\_20200504113821.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
TERMINIX PROCESSING CTR			1808	05/11/2020	\$50.60	PEST CONTROL SERVICES
THYSSENKRUPP ELEVATOR CORP.			1809	05/11/2020	\$665.46	ELEVATOR MAINTENANCE
VERIZON WIRELESS			1810	05/11/2020	\$1,526.56	CELLULAR SERVICES

**Coal Creek Utility District  
Check Register  
For the Period From May 7, 2020 to May 7, 2020**

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

Check #	Date	Payee	Cash Account	Amount
EFT 5-7-2020	5/7/20	DSHS	001-131100	1,146.62
EFT05072020	5/7/20	Dept Retirement Systems	001-131100	32,796.35
EFT050720	5/7/20	Internal Revenue Service	001-131100	34,778.51
<b>Total</b>				<b>68,721.48</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 May 1, 2020 to May 30, 2020**

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

Reference	Date	Employee	Amount
1774	5/14/20	Pamela A. Martin	228.19
1775	5/14/20	Douglas C. Kunkel	143.08
1776	5/14/20	Suzanne M. O'Byrne	230.37
1777	5/14/20	Jamie L. Crookston	3,185.02
1778	5/14/20	Sharon M. Perez	2,599.90
1779	5/14/20	Anne M. Paige	4,482.32
1780	5/14/20	Paulette J. Dorsey	1,306.77
1781	5/14/20	Vincent L. Gabrio	3,477.32
1782	5/14/20	Steven E. Moye	4,510.44
1783	5/14/20	Carla R. Snyder	4,814.47
1784	5/14/20	Patrick A. Martin	5,864.77
1785	5/14/20	Robert O. Russell	4,013.18
1786	5/14/20	Curtis R. White	4,843.86
1787	5/14/20	Calvin S. Megiveron	3,359.66
1788	5/14/20	Robert J. Smart	5,942.44
1789	5/14/20	Daniel L. Gravelle	3,821.89
1790	5/14/20	Jeffrey R. Schell	4,079.76
1791	5/14/20	Joshua A. Deraitus	4,221.84
1792	5/14/20	John A. Brittenham	2,902.61
1793	5/14/20	Michael D. Jordan	2,581.17
		5/1/20 thru 5/30/20	<u>66,609.06</u>
		5/1/20 thru 5/30/20	<u><u>66,609.06</u></u>



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

**Auditing Officer Certification (If board approves via meeting):**

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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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**Coal Creek Utility District  
Employee Advance  
For the Period From May 1, 2020 to May 31, 2020**

Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Amount
001-184400	Employee Payroll Advanc	5/14/20	1777	PRJ	Jamie L. Crookston	1,800.00
001-184400	Employee Payroll Advanc	5/14/20	1778	PRJ	Sharon M. Perez	1,600.00
001-184400	Employee Payroll Advanc	5/14/20	1779	PRJ	Anne M. Paige	2,000.00
001-184400	Employee Payroll Advanc	5/14/20	1781	PRJ	Vincent L. Gabrio	1,600.00
001-184400	Employee Payroll Advanc	5/14/20	1782	PRJ	Steven E. Moye	1,100.00
001-184400	Employee Payroll Advanc	5/14/20	1783	PRJ	Carla R. Snyder	1,000.00
001-184400	Employee Payroll Advanc	5/14/20	1784	PRJ	Patrick A. Martin	750.00
001-184400	Employee Payroll Advanc	5/14/20	1785	PRJ	Robert O. Russell	3,800.00
001-184400	Employee Payroll Advanc	5/14/20	1787	PRJ	Calvin S. Megiveron	450.00
001-184400	Employee Payroll Advanc	5/14/20	1789	PRJ	Daniel L. Gravelle	1,500.00
001-184400	Employee Payroll Advanc	5/14/20	1790	PRJ	Jeffrey R. Schell	2,000.00
001-184400	Employee Payroll Advanc	5/14/20	1791	PRJ	Joshua A. Deraitus	1,000.00
001-184400	Employee Payroll Advanc	5/14/20	1792	PRJ	John A. Brittenham	3,500.00
001-184400	Employee Payroll Advanc	5/14/20	1793	PRJ	Michael D. Jordan	1,000.00
001-184400	Employee Payroll Advance				Current Period Change	23,100.00

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

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