

**Coal Creek Utility District
Special Board Meeting Agenda
May 27, 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 – Special Meeting of May 13, 2020**
 - Design Approval – Water/Sewer – Michelson Residence DEA**
- 4. Approval of Vouchers**
 - Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1811 to 1832 in the amount of \$110,999.16**
 - Water/Sewer Maintenance Fund – Payroll in the amount of \$23,100.00**
 - Water/Sewer Maintenance Fund – EFT in the amount of \$24,757.08**
- 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 May 13, 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 May 13, 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 3:00 p.m. Commissioner Pam Martin, Board Vice-President, and Commissioner Suzi O’Byrne, Board Secretary, 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 April 22, 2020

Design Approval – The Enclave – DEA Water/Sewer

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. 1774 to 1810 in the amount of \$233,997.70.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$23,100.00.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$66,609.06.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$68,721.48.

GENERAL MANGER’S COMMENTS

Mr. Russell provided an update on the actions taken by the District in response to the COVID-19 pandemic. District staff continue to work alternating schedules. One staff member is working remotely.

Certain existing construction has resumed within the District, as defined and allowed by the Governor’s orders. Staff will follow al posted job site requirements for this construction.

Mr. Russell has participated in a number of WASWD remote meetings regarding COVID-19 and various response options.

In response to questions from Commissioners, Mr. Russell reported that the District has purchased an adequate supply of personal protective equipment and other safety supplies.

COMMISSIONERS’ COMMENTS

Commissioner O’Byrne reported that she attended two WASWD meetings, one of which dealt with emergency management. Commissioner O’Byrne thanked staff for working through the difficult circumstances presented by the COVID pandemic.

Commissioner Martin had no comments.

Commissioner Kunkel thanked staff for accomplishing all District business while using alternating work schedules, and commented that the District should continue to use alternating schedules, so that only half of the staff is exposed to the same environment, providing for better continuity of operations. He thanked Mr. Russell and staff for keeping the Board informed.

OTHER DISTRICT BUSINESS

Ms. Paige requested that the Commissioners provide her with their information regarding meeting attendance on behalf of the District prior to the end of the month.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 3:12 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner

Pam Martin, Commissioner

Suzi O’Byrne, Commissioner



Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP_COLCRUTL_APSUPINV_20200515144252.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AKTIVOV			1812	05/26/2020	\$6,580.00	ASSET MANAGEMENT SERVICES
AM TEST, INC			1813	05/26/2020	\$140.00	WATER QUALITY
ANNE PAIGE			1814	05/26/2020	\$57.60	REIMB GFO CONFERECE REFUND
CENTURYLINK			1815	05/26/2020	\$912.40	TELEMETRY AND DSL
CINTAS CORP. #460			1816	05/26/2020	\$367.96	JANITORIAL SERVICES
CITY TREASURER OF SEATTLE			1817	05/26/2020	\$54,293.37	WATER PURCHASED
COMCAST			1818	05/26/2020	\$791.61	OFFICE INTERNET AND PHONES
CORPORATE PAYMENT SYSTEMS			1819	05/26/2020	\$2,571.31	APRIL CREDIT CARD
HEALTH CARE AUTHORITY			1821	05/26/2020	\$27,965.22	MAY HEALTH INSURANCE
HOMESTEAD DESIGN AND MAINTENANCE			1822	05/26/2020	\$6,063.20	GROUNDS MAINTENANCE
INSLEE, BEST, DOEZIE & RYDER			1823	05/26/2020	\$996.73	LEGAL SERVICES
NEWPORT HILLS CHEVRON			1824	05/26/2020	\$820.20	VEHICLE FUEL
PUGET SOUND ENERGY			1825	05/26/2020	\$7,569.52	POWER
SEATTLE PUBLIC UTILITIES			1829	05/26/2020	\$1,081.00	NEW CONNECTIONS
SHRED-IT			1830	05/26/2020	\$138.62	
TOM CHIANGPRADT			1811	05/26/2020	\$151.07	REFUND CLOSED ACCOUNT# 21624-02
UTILITIES UNDERGROUND CTR			1831	05/26/2020	\$74.82	LOCATES
WASTE MANAGEMENT OF SEATTLE			1832	05/26/2020	\$424.53	GARBAGE SERVICES

**Coal Creek Utility District
Check Register
For the Period From May 22, 2020 to May 22, 2020**

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

Check #	Date	Payee	Cash Account	Amount
EFT05222020	5/22/20	Department of Revenue	001-131100	24,757.08
Total				24,757.08

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 May 1, 2020 to May 31, 2020

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

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#091070010**

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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:
