

**Coal Creek Utility District
Special Board Meeting Agenda
April 08, 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 March 26, 2020**
- 4. Approval of Vouchers**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1683 to 1709 in the amount of \$275,212.81**
 - **Water/Sewer Maintenance Fund – Payroll in the amount of \$67,196.73**
 - **Water/Sewer Maintenance Fund – EFT in the amount of \$67,735.72**
 - **Water/Sewer Impressed Account – Payment in the amount of \$720.00**
- 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 March 26, 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 March 26, 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.

TELEPHONIC MEETING ATTENDANCE

Ms. Larson provided a summary of the Governor’s Proclamation No. 202-28, which alters provisions of the Open Public Meetings Act (“OPMA”) and Public Records Act that would otherwise require in-person contacts during the COVID-19 pandemic event. In particular, the

Proclamation prohibits OPMA meetings from being held in-person during the time that the Proclamation is in effect, and requires that agencies provide for the ability of the public to attend OPMA meetings by remote means. Further, the Proclamation restricts the topics on which “action,” as defined in the OPMA, may be taken during this time.

Commissioner Martin made a motion that for the period of time when the State, County or local health district Declaration of Emergency is in effect for the COVID-19 Event, any and all Commissioners are authorized to attend any regular or special meeting of the Board of Commissioners by telephone, video conference, or similar remote attendance equipment or method. Commissioner O’Byrne seconded the motion, which passed unanimously.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of March 11, 2020

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

COVID-19 EMERGENCY DECLARATION

Mr. Russell discussed the need for the District to adopt proposed Resolution No. 1895, which will declare an emergency due to the COVID-19 Event, and authorize certain emergency measures to ensure that the District is able to provide uninterrupted water and sewer service during the Event. Ms. Larson summarized the provisions of the Resolution, a copy of which was in the Board’s meeting agenda materials. The provisions include but are not limited to (1) the waiver of certain competitive bidding requirements, (2) the grant of authority to the General Manager to limit

public access to the District’s office, (3) the suspension of the termination of water service, the filing of liens, and the addition of late charges, and (4) the grant of authority to the General Manager to develop personnel policies and procedures deemed necessary to address the COVID-19 Event.

After discussion, Commissioner O’Byrne made a motion to adopt Resolution No. 1895, declaring an emergency due to COVID-19; authorizing emergency measures to ensure uninterrupted utility service by the District during the COVID-19 Event, including waiving competitive bidding requirements pursuant to RCW 39.04.280. Commissioner Martin seconded the motion, which was approved unanimously.

ATTORNEY’S COMMENTS

Ms. Larson noted that the Board meeting agenda materials included a copy of the Governor’s “Stay Home – Stay Healthy” Proclamation No. 20-25 and the related List of Essential Critical Infrastructure Workers, and written information related to the COVID-19 Event provided by Kathy Weber, employment law counsel.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1651 to 1682 in the amount of \$288,724.74.

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 \$36,867.63.

COMMISSIONERS’ COMMENTS

Commissioner Martin had no comments.

Commissioner O’Byrne thanked District staff for their work during these extraordinary circumstances.

Commissioner Kunkel also thanked staff, and commented that we will all work together to address the novel issues that are presented by the COVID-19 Event.

OTHER DISTRICT BUSINESS

Mr. Russell commented that for so long as Proclamation No. 20-28 is in effect, all Board of Commissioner meetings will be held remotely and not in-person.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 3:18 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_20200403152322.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AFLAC REMITTANCE PROCESSING			1683	04/13/2020	\$621.07	APRIL PREMIUMS
AKTIVOV			1684	04/13/2020	\$1,207.80	GIS ADDED LAYERS
AWWA ASSOCIATION			1685	04/13/2020	\$850.00	6/2020 - 5/2021 CD UPDATE SERVICE
CARPORTS OF WA INC			1686	04/13/2020	\$2,500.00	CARPORT PROJECT
CENTURYLINK			1687	04/13/2020	\$333.98	TELEMETRY
CINTAS CORP. #460			1688	04/13/2020	\$183.98	JANITORIAL SERVICES
COLONIAL LIFE			1689	04/13/2020	\$5.50	APRIL PREMIUMS
CONSOLIDATED SUPPLY CO.			1690	04/13/2020	\$923.89	INVENTORY
CWA			1691	04/13/2020	\$845.34	APRIL DUES
DATA BAR			1692	04/13/2020	\$1,906.21	UTILITY BILLING
EMERALD AIRE INC.			1693	04/13/2020	\$796.14	HVAC MAINTENANCE
FERGUSON ENTER. INC #8423			1694	04/13/2020	\$112.20	INVENTORY
GRAINGER			1695	04/13/2020	\$211.12	SAFETY SUPPLIES
HEALTH CARE AUTHORITY			1696	04/13/2020	\$27,965.22	APRIL PREMIUMS
HOMESTEAD DESIGN AND MAINTENANCE			1697	04/13/2020	\$594.00	HANDYMAN SERVICES
HRA VEBA TRUST			1698	04/13/2020	\$3,558.04	APRIL CONTRIBUTIONS
KING COUNTY DEPT OF FINANCE / METRO			1700	04/13/2020	\$199,134.69	
KING COUNTY FINANCE			1699	04/13/2020	\$308.10	SIGNS
KING COUNTY TREASURY			1701	04/13/2020	\$14,447.47	PROPERTY TAXES
NATIONAL SAFETY INC.			1702	04/13/2020	\$1,215.30	SAFETY SUPPLIES
PAGE & BEARD ARCHITECTS, P.S.			1703	04/13/2020	\$2,675.00	OP CENTER IMPROVEMENT PROJECT
PLATT ELECTRIC SUPPLY CO.			1704	04/13/2020	\$216.65	SECURITY CAMERA PROJECT
RFI ENTERPRISES INC. 360			1705	04/13/2020	\$11,880.01	SECURITY CAMERA PROJECT
SUN LIFE FINANCIAL			1706	04/13/2020	\$302.84	APRIL PREMIUMS
WASHINGTON ASSOC. OF SEWER & WATER DIST			1707	04/13/2020	\$1,800.00	2020 CONSULTING SERVICES
WASHINGTON STATE DEPT OF TRANSPORTATION			1709	04/13/2020	\$193.73	WATER MAIN REMOVAL AND INSTALL
WASTE MANAGEMENT OF SEATTLE			1708	04/13/2020	\$424.53	GARBAGE SERVICES

Coal Creek Utility District
Check Register
For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: 1) Check Numbers from eft0408 to ; 2) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
EFT040820	4/8/20	EFTPS	001-131100	34,209.29
EFT04082020	4/8/20	Dept. of Retirement - Def Comp	001-131100	32,379.81
EFT0408A	4/8/20	DSHS	001-131100	1,146.62
Total				<u><u>67,735.72</u></u>

**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 Apr 1, 2020 to Apr 30, 2020

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

Reference	Date	Employee	Amount
1683	4/14/20	Pamela A. Martin	25.53
1684	4/14/20	Douglas C. Kunkel	143.08
1685	4/14/20	Suzanne M. O'Byrne	1,761.09
1686	4/14/20	Jamie L. Crookston	3,253.69
1687	4/14/20	Sharon M. Perez	2,600.17
1688	4/14/20	Anne M. Paige	4,482.32
1689	4/14/20	Paulette J. Dorsey	1,250.11
1690	4/14/20	Vincent L. Gabrio	3,348.38
1691	4/14/20	Steven E. Moye	4,511.45
1692	4/14/20	Carla R. Snyder	4,814.47
1693	4/14/20	Patrick A. Martin	5,864.77
1694	4/14/20	Robert O. Russell	4,013.18
1695	4/14/20	Curtis R. White	4,163.01
1696	4/14/20	Calvin S. Megiveron	3,359.13
1697	4/14/20	Robert J. Smart	6,351.02
1698	4/14/20	Daniel L. Gravelle	4,286.80
1699	4/14/20	Jeffrey R. Schell	3,004.41
1700	4/14/20	Joshua A. Deraitus	5,282.69
1701	4/14/20	John A. Brittenham	2,223.36
1702	4/14/20	Michael D. Jordan	2,458.07
		4/1/20 thru 4/30/20	<u>67,196.73</u>
		4/1/20 thru 4/30/20	<u><u>67,196.73</u></u>

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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:

Coal Creek Utility District
Check Register
For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: 1) Check Numbers from 2606 to 2606. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
2606	4/6/20	Chapter 13 Trustee	001-131330	720.00
Total				720.00

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Signature/Date:

Signature/Date:
