

**Coal Creek Utility District  
Special Board Meeting Agenda  
June 10, 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 27, 2020**
- 4. Attorneys' Comments**
- 5. Engineers' Comments**
- 6. Approval of Vouchers**
  - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 1833 in the amount of \$6,552.00**
  - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1834 to 1852 in the amount of \$110,999.16**
  - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1853 to 1870 in the amount of \$130,835.14**
  - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher No. 1871 in the amount of \$1,063.51**
  - **Water/Sewer Maintenance Fund – Payroll in the amount of \$62,358.01**
  - **Water/Sewer Maintenance Fund – EFT in the amount of \$64,866.28**
- 7. C.P. McAuliffe Letter of Engagement for Audit Year 2019**
- 8. Retrospective Rating Plan Agreement**
- 9. Homestead Design and Maintenance Agreement**
- 10. COVID-19 Ratepayer Assist Proclamation 20-23.4**
- 11. 580 Reservoir Upgrades**
- 12. Managers' Comments**
- 13. Commissioners' Comments**
- 14. Other District Business**
- 15. 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 27, 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 May 27, 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 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 May 13, 2020

Design Approval – Water/Sewer – Michelson Residence DEA

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

**APPROVAL OF VOUCHERS**

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1811 to 1832 in the amount of \$110,999.16.

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

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$24,757.08.

**GENERAL MANGER’S COMMENTS**

Mr. Russell stated that after today’s meeting, District staff will be bringing more items to the Board for consideration and approval at Board meetings, consistent with the Governor’s Proclamation 20-28, as amended. Mr. Russell reported that he signed the McAulliffe contract due to the need to begin the audit process, and he signed the WASWD retrospective rating program agreement due to the program’s deadline.

**COMMISSIONERS’ COMMENTS**

Commissioner Martin reported that she will attend the WASWD Board of Directors remote meeting June 10.

Commissioner O’Byrne thanked the General Manager and staff for keeping the District’s operations running smoothly and safely. She reported that she has attended several meetings where other agencies provided information on their response to COVID, and this was very informative.

Commissioner Kunkel expressed appreciation for staff's use of the alternating work schedules, and commented that he looks forward to the time when the District can have normal meetings and address a full range of business.

**OTHER DISTRICT BUSINESS**

Ms. Paige reported that the District remains in good condition financially. The District's audit will begin in the near future.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 3:09 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



King County

# Special District Voucher Approval Document

KC V2.0

District Name: Coal Creek Utility District

File Name: AP\_COLCRUTL\_APSUPINV\_20200526114559.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
SEATTLE PUBLIC UTILITIES			1833	05/26/2020	\$6,552.00	Connection Fees



# Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP\_COLCRUTL\_APSUPINV\_20200529105221.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ANSWERING SERVICE CARE			1834	06/08/2020	\$186.94	ANSWERING SERVICE
CASCADE SECURITY CORPORATION			1835	06/08/2020	\$122.50	SECURITY SERVICES
CASCADIAN MAINTENANCE			1836	06/08/2020	\$565.00	JANITORIAL SERVICES
CENTURYLINK			1837	06/08/2020	\$319.48	TELEMETRY AND DSL
CINTAS CORP. #460			1838	06/08/2020	\$367.96	JANITORIAL SERVICES
DATA BAR			1839	06/08/2020	\$2,226.10	UTILITY BILLING
EMERALD AIRE INC.			1840	06/08/2020	\$521.07	HVAC MAINTENANCE
FIT HR			1841a	06/08/2020	\$750.00	HR CONSULTING SERVICES
H.D. FOWLER COMPANY			1842a	06/08/2020	\$330.66	INVENTORY
INSLEE, BEST, DOEZIE & RYDER			1843	06/08/2020	\$2,159.60	LEGAL SERVICES
KDH CONSULTING, INC			1844	06/08/2020	\$9,694.15	IT CONSULTING SERVICES
PACE ASSOCIATES			1845	06/08/2020	\$32,182.50	ENGINEERING SERVICES
POWER SYSTEMS WEST			1846	06/08/2020	\$669.24	GENERATOR REPAIR
QUADIENT LEASING USA, INC			1847	06/08/2020	\$293.71	POSTAGE MACHINE LEASE
RFI ENTERPRISES INC. 360			1848	06/08/2020	\$3,348.83	
STAPLES BUS. ADVANTAGE			1849	06/08/2020	\$90.77	OFFICE SUPPLIES
STATE AUDITOR'S OFFICE			1850	06/08/2020	\$8,595.60	AUDITOR SERVICES
STELLAR INDUSTRIAL SUPPLY			1851	06/08/2020	\$227.68	LOCATE PAINT
VERIZON WIRELESS			1852	06/08/2020	\$1,369.69	CELLULAR SERVICE



# Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP\_COLCRUTL\_APSUPINV\_20200603162450.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AFLAC REMITTANCE PROCESSING			1853	06/08/2020	\$621.07	
CENTURYLINK			1854	06/08/2020	\$1,025.02	
CHAPTER 13 TRUSTEE			1855	06/08/2020	\$720.00	
CINTAS CORP. #460			1856	06/08/2020	\$183.98	
CITY TREASURER OF SEATTLE			1857	06/08/2020	\$82,676.78	
COLONIAL LIFE			1858	06/08/2020	\$5.50	
CWA			1859	06/08/2020	\$847.64	
DEPT LABOR & INDUSTRIES			1860	06/08/2020	\$4,816.04	
EMPLOYMENT SEC. DEPT - PD FMLA			1862	06/08/2020	\$1,016.49	
EMPLOYMENT SECURITY DEPT			1861	06/08/2020	\$461.79	
FERGUSON ENTER. INC #8423			1863	06/08/2020	\$26,637.12	
HRA VEBA TRUST			1864	06/08/2020	\$3,558.04	
PUGET SOUND ENERGY			1865	06/08/2020	\$7,038.30	
QUADIENT FINANCE USA			1868	06/08/2020	\$500.00	
SUN LIFE FINANCIAL			1869	06/08/2020	\$302.84	
WASTE MANAGEMENT OF SEATTLE			1870	06/08/2020	\$424.53	



King County

# Special District Voucher Approval Document

KC-V2.0

District Name: Coal Creek Utility District

File Name: AP\_COLCRUTL\_APSUPINV\_20200608080103.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
SNIGDHA ADHIKARI			1871	06/08/2020	\$1,063.51	CUSTOMER REFUND



**Coal Creek Utility District  
Check Register****For the Period From Jun 3, 2020 to Jun 8, 2020**

Filter Criteria includes: 1) Check Numbers from EFT060520 to EFT060520z; 2) Accounts Payable only. Report order is by Date.

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
EFT060520	6/5/20	EFTPS	001-131100	32,484.88
EFT060520a	6/8/20	DSHS	001-131100	1,146.62
EFT060520b	6/8/20	Dept. of Retirement - Def Comp	001-131100	31,234.78
<b>Total</b>				<b>64,866.28</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:**

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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**  
**Payroll Check Register**  
**For the Period From Jun 1, 2020 to Jun 30, 2020**

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

Reference	Date	Employee	Amount
1853	6/12/20	Pamela A. Martin	119.83
1854	6/12/20	Douglas C. Kunkel	143.08
1855	6/12/20	Suzanne M. O'Byrne	701.91
1856	6/12/20	Jamie L. Crookston	2,892.70
1857	6/12/20	Sharon M. Perez	2,201.21
1858	6/12/20	Paulette J. Dorsey	1,292.53
1859	6/12/20	Anne M. Paige	4,482.92
1860	6/12/20	Vincent L. Gabrio	3,175.57
1861	6/12/20	Steven E. Moye	3,901.97
1862	6/12/20	Carla R. Snyder	4,477.25
1863	6/12/20	Patrick A. Martin	5,865.37
1864	6/12/20	Robert O. Russell	4,013.78
1865	6/12/20	Curtis R. White	4,401.52
1866	6/12/20	Calvin S. Megiveron	3,063.74
1867	6/12/20	Robert J. Smart	5,333.97
1868	6/12/20	Daniel L. Gravelle	3,480.58
1869	6/12/20	Jeffrey R. Schell	2,552.41
1870	6/12/20	Joshua A. Deraitus	4,871.17
1871	6/12/20	John A. Brittenham	3,161.70
1872	6/12/20	Michael D. Jordan	2,224.80
		6/1/20 thru 6/30/20	<u>62,358.01</u>
		6/1/20 thru 6/30/20	<u><u>62,358.01</u></u>

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

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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.**

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**Signature/Date:**

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