

**Coal Creek Utility District
Special Board Meeting Agenda
April 22, 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 08, 2020**
- 4. Approval of Vouchers**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1710 to 1713 in the amount of \$69,498.87**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1714 to 1741 in the amount of \$92,673.46**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1742 to 1773 in the amount of \$82,179.41**
 - **Water/Sewer Maintenance Fund – Payroll in the amount of \$22,600.00**
 - **Water/Sewer Maintenance Fund – EFT in the amount of \$11,754.19**
 - **Water/Sewer Imprest Account – Check #2507 in the amount of \$103.50**
- 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 8, 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 April 8, 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, 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 March 26, 2020

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. 1683 to 1709 in the amount of \$275,212.81.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$67,196.73.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$67,735.72.

The Board approved Water/Sewer Impressed Account – Payment in the amount of \$720.00.

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 has closed the lobby to the general public. Deliveries are being left at the door, which are later retrieved by District staff to avoid contact. The District is limiting all in-person meetings and contacts between essential staff in accordance with CDC Guidelines, and is practicing social distancing on any necessary customer service calls. Customers and developers are being instructed to conduct business with the District by telephone. One staff member is telecommuting, and the District is researching the acquisition of additional equipment to facilitate more remote work. The District has established alternating work schedules, which are working well. The District is also conducting daily health checks on all staff who report to work.

COMMISSIONERS' COMMENTS

Commissioner Martin had no comments.

Commissioner O’Byrne complimented District staff on their work to keep the District’s operations running smoothly during the COVID-19 event.

Commissioner Kunkel thanked staff for being flexible and taking preemptive steps to keep staff and the public safe and healthy.

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 3:16 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_20200413122752.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COAL CREEK UTILITY DISTRICT			1710	04/20/2020	\$720.00	REIMB. IMPREST ACCOUNT
DEPT. OF LABOR & INDUSTRIES			1711	04/20/2020	\$4,274.87	1ST QUARTER L&I
EMPLOYMENT SECURITY DEPT - PD FMLA			1713	04/20/2020	\$997.42	
EMPLOYMENT SECURITY DEPT.			1712	04/20/2020	\$506.58	1ST QUARTER SUTA



Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP_COLCRUTL_APSUPINV_20200414161238.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AM TEST, INC			1714	04/20/2020	\$30.00	WATER QUALITY TESTING
CENTURYLINK			1715	04/20/2020	\$1,010.76	DSL & TELEMETERY
CINTAS CORP. #460			1716	04/20/2020	\$551.94	JANITORIAL SERVICES
CITY TREASURER OF SEATTLE			1717	04/20/2020	\$50,928.32	WATER PURCHASED
CONSOLIDATED SUPPLY CO.			1718	04/20/2020	\$25.78	INVENTORY
CORPORATE PAYMENT SYSTEMS			1719	04/20/2020	\$3,173.70	MARCH CREDIT CARD STATEMENT
DATA BAR			1722	04/20/2020	\$606.14	UTILITY BILLING
DRUG FREE BUSINESS			1723	04/20/2020	\$99.00	FMCSA CLEARING HOUSE SERVICE
ELEPHANT CAR WASH, INC.			1724	04/20/2020	\$204.88	CARWASH REPAIR
H.D. FOWLER COMPANY			1726	04/20/2020	\$2,186.37	INVENTORY
HANIS IRVINE PROTHERO, PLLC			1725	04/20/2020	\$150.00	LEGAL SERVICES
HOMESTEAD DESIGN AND MAINTENANCE			1727	04/20/2020	\$5,225.00	GROUNDS SERVICE
IDEAWORKS NW			1728	04/20/2020	\$323.40	EMBROIDERY
JOHNSON CONTROLS			1729	04/20/2020	\$2,053.70	SPRINKLER HEAD REPLACEMENT AND TESTING
KDH CONSULTING, INC			1730	04/20/2020	\$4,283.16	IT SERVICES
LES SCHWAB - RENTON			1731	04/20/2020	\$87.96	SWITHCING OUT STUDDER SNOW TIRES
NORTH COAST ELECTRIC CO.			1732	04/20/2020	\$48.75	SECURITY CAMERA SUPPLIES
PUGET SOUND ENERGY			1733	04/20/2020	\$12,060.68	MARCH ELECTRICITY BILLS
TERMINIX PROCESSING CTR			1737	04/20/2020	\$50.60	PEST CONTROL
THYSSENKRUPP ELEVATOR CORP.			1738	04/20/2020	\$665.46	ELEVATOR MAINTENANCE
TRUEPOINT SOLUTIONS			1739	04/20/2020	\$8,400.00	UTILITY BILLING MAINTENANCE AGREEMENT
UTILITIES UNDERGROUND CTR			1740	04/20/2020	\$76.11	LOCATES
WAYNE'S ROOFING			1741	04/20/2020	\$431.75	ROOF REPAIRS



Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP_COLCRUTL_APSUPINV_20200417145958.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ANSWERING SERVICE CARE			1748	04/27/2020	\$176.22	ANSWERING SERVICE
BARBARA COOK			1744	04/17/2020	\$146.83	REFUND CLOSED ACCT# 23385-02
BAXTER AUTO PARTS			1749	04/27/2020	\$71.39	PUMP GREASE
CANDICE IHARA			1745	04/17/2020	\$166.85	REFUND CLOSED ACCT# 20794-00
CASCADE SECURITY CORPORATION			1750	04/27/2020	\$122.50	SECURITY SERVICES
CASCADIAN MAINTENANCE			1751	04/27/2020	\$565.00	JANITORIAL SERVICES
CHARLES RIVER ASSOCIATES			1752	04/27/2020	\$12,500.00	PROFESSIONAL SERVICES
CINTAS CORP. #460			1753	04/27/2020	\$183.98	JANITORIAL SERVICES
COAL CREEK UTILITY DIST.			1754	04/27/2020	\$103.50	REIMB IMPREST ACCOUNT
COMCAST			1755	04/27/2020	\$791.00	INTERNET AND PHONE SERVICES
CRANE REPAIR SERVICE			1756	04/27/2020	\$1,577.23	CRANE TRUCK INSPECTION AND REPAIRS
DEPT RETIREMENT SYSTEMS			1757	04/27/2020	\$25.00	OASI ADMIN FEE
EMERALD AIRE INC.			1758	04/27/2020	\$1,144.00	GRATE MAINTENANCE
FREIGHTLINER NORTHWEST			1759	04/27/2020	\$2,733.41	VECTOR REPAIRS
HIGHLANDS ACE HARDWARE			1747	04/27/2020	\$35.18	SMALL TOOLS
INSLEE, BEST, DOEZIE & RYDER			1760	04/27/2020	\$20,305.00	LEGAL SERVICES
JOHN COEUILLE			1742	04/17/2020	\$22.60	REFUND CLOSED ACCT# 22239-00
JOHNSON TRUST			1743	04/17/2020	\$178.99	REFUND CLOSED ACCT# 23438-00
KDH CONSULTING, INC			1761	04/27/2020	\$6,762.02	IT SERVICES
KING COUNTY TREASURY			1762	04/27/2020	\$99.52	SIGN FABRICATION
LAKESIDE INDUSTRIES			1763	04/27/2020	\$127.05	ASPHALT
NEWPORT HILLS CHEVRON			1764	04/27/2020	\$999.70	VEHICLE FUEL
NOAH & KATHRINE BLECHMAN			1746	04/17/2020	\$184.98	REFUND CLOSED ACCT# 21115-00
PACE ASSOCIATES			1765	04/27/2020	\$27,660.25	ENGINEERING SERVICES
PAGE & BEARD ARCHITECTS, P.S.			1767	04/27/2020	\$1,875.00	OPERATION CENTER IMPROVEMENTS
POLLARD WATER			1768	04/27/2020	\$1,483.20	LIFT STATION MAINTENANCE
PUGET SOUND ENERGY			1769	04/27/2020	\$31.93	MARCH POWER
PUGET SOUND ENERGY			1770	04/27/2020	\$113.81	MARCH POWER
RFI ENTERPRISES INC. 360			1771	04/27/2020	\$1,213.21	SECURITY CAMERA VIDEO HOSTING
STAPLES BUS. ADVANTAGE			1772	04/27/2020	\$102.46	OFFICE SUPPLIES
THE PLUMBING JOINT			1773	04/27/2020	\$677.60	SEWER MAINTENANCE

**Coal Creek Utility District
Check Register**

For the Period From Apr 21, 2020 to Apr 30, 2020

Filter Criteria includes: 1) Check Numbers from EFT042420 to eft042420; 2) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
EFT042420	4/24/20	Department of Revenue	001-131100	<u>11,754.19</u>
Total				<u><u>11,754.19</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:

Release of Water/Sewer Lien

Reimbursement to the imprest account for the recording fees to release a lien.

The recording fee \$103.50 on the Imprest Account.

Coal Creek Utility District
Employee Advance
For the Period From Apr 1, 2020 to Apr 30, 2020

Account Description	Date	Reference	Trans Description	Amount
Employee Payroll Advance	4/14/20	1686	Jamie L. Crookston	1,800.00
Employee Payroll Advance	4/14/20	1687	Sharon M. Perez	1,600.00
Employee Payroll Advance	4/14/20	1688	Anne M. Paige	2,000.00
Employee Payroll Advance	4/14/20	1690	Vincent L. Gabrio	1,600.00
Employee Payroll Advance	4/14/20	1691	Steven E. Moye	1,100.00
Employee Payroll Advance	4/14/20	1692	Carla R. Snyder	1,000.00
Employee Payroll Advance	4/14/20	1693	Patrick A. Martin	750.00
Employee Payroll Advance	4/14/20	1694	Robert O. Russell	3,800.00
Employee Payroll Advance	4/14/20	1696	Calvin S. Megiveron	450.00
Employee Payroll Advance	4/14/20	1698	Daniel L. Gravelle	1,500.00
Employee Payroll Advance	4/14/20	1699	Jeffrey R. Schell	2,000.00
Employee Payroll Advance	4/14/20	1700	Joshua A. Deraitus	1,000.00
Employee Payroll Advance	4/14/20	1701	John A. Brittenham	3,000.00
Employee Payroll Advance	4/14/20	1702	Michael D. Jordan	1,000.00
Employee Payroll Advance			Total Employee Advance:	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:
