

**Coal Creek Utility District
Special Board Meeting Agenda
March 26, 2020
Thursday - 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. Telephonic Meeting Attendance**
- 3. Approval of Agenda – Additions or Deletions**
- 4. Consent Agenda**
 - **Approval of Minutes – Regular Meeting of March 11, 2020**
- 5. COVID-19 Emergency Declaration**
 - **Alternating Work Shift**
 - **Shut-off policy**
- 6. Attorney's Comments**
- 7. Approval of Vouchers**
 - **Water/Sewer Maintenance Fund – Accounts Payable – Voucher Nos. 1651 to 1682 in the amount of \$288,724.74**
 - **Water/Sewer Maintenance Fund – Payroll in the amount of \$22,600.00**
 - **Water/Sewer Maintenance Fund – EFT in the amount of \$36,867.63**
- 8. Commissioners' Comments**
- 9. Other District Business**
- 10. Adjourn**

Note: Agenda items subject to change.

***Resolution # 1895**

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: Telephonic Meeting Attendance

MEETING DATE: March 26, 2020

FROM:

EXHIBITS ATTACHED:

- Exhibits here

SUMMARY STATEMENT/ISSUES:

STAFF RECOMMENDATION: A motion for the period of time during which 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.

TYPE OF ACTION REQUESTED:

- RESOLUTION
- FORMAL ACTION/MOTION
- INFORMATIONAL/OTHER

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

Held on March 11, 2020

A regular meeting of the Board of Commissioners of Coal Creek Utility District was held at the District Office, 6801 – 132nd Place SE, Newcastle, Washington, on March 11, 2020. Commissioner Douglas Kunkel, Board President, called the meeting to order at 5:00 p.m. Commissioner Suzi O’Byrne, Board Secretary, was in attendance. District staff Robert Russell, General Manager and Patrick Martin, Operations Manager, were present. Rosemary Larson, legal counsel, and Bill Reynolds, District engineer, were also present.

Commissioner Pam Martin, Board Vice-President, attended the meeting via telephone, with the District using a speaker phone in the Board meeting room.

APPROVAL OF AGENDA

Mr. Russell requested the removal of Item 6, HRA/VEBA, from the agenda. Commissioner O’Byrne made a motion to approve the agenda as amended. Commissioner Martin seconded the motion, which passed unanimously.

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting of February 26, 2020

Design Approval – Crystal Ridge DEA – Sewer Only

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

CITIZENS’ COMMENTS AND CONCERNS

There were no citizens present.

WSDOT TREE MITIGATION

Mr. Reynolds informed the Board that in connection with the District's WSDOT Right-of-Way Water Main Relocation Project, WSDOT notified the District that mitigation is required for removal of a tree with a 36 inch diameter. There are two options: (1) plant 108 new trees, or (2) pay a mitigation fee in the amount of \$16,200.

After discussion, Commissioner O'Byrne made a motion to perform Option 2, and to approve and authorize the General Manager to execute the Utility Vegetation/Timber Removal and Mitigation Payment Agreement with WSDOT, for payment of the mitigation fee in the amount of \$16,200. Commissioner Martin seconded the motion, which was approved unanimously.

COVID-19 (CORONAVIRUS) ISSUES

Mr. Russell presented information on the District's response to the COVID-19 Event. District staff, working with legal counsel, prepared a proposed Pandemic Illness Preparedness Policy, to address staffing and other concerns. The Union has submitted a list of questions to the District regarding COVID-19 issues, and District staff will respond. After discussion, Commissioner O'Byrne made a motion to approve the Pandemic Illness Preparedness Policy. Commissioner Martin seconded the motion, which was approved unanimously.

Mr. Russell presented information on CDC Guidelines, which indicate that persons who have experienced certain "flu-like" symptoms should remain home for three days after the symptoms abate. Under current District policy, the person would be required to use sick leave or other paid time off. In some cases, staff have indicated that they would prefer to return to work sooner, so as not to use their benefits. The CDC Guidelines also indicate that in certain circumstances a 14-day quarantine may be necessary.

After discussion, Commissioner O’Byrne made a motion that, for the period of time during which the Governor’s Declaration of Emergency for the COVID-19 event is in effect, (1) the General Manager be authorized to require staff to remain at home for the period of time recommended in, and otherwise consistent with, the CDC Guidelines for COVID-19, or any other similar guidelines issued by an agency with jurisdiction over public health matters, and that if the staff member’s COVID-19 symptoms have abated and the staff desires to return to work sooner than the time recommended in said Guidelines, the General Manager may authorize the staff member to receive pay for the additional days he or she is requested to remain home, instead of being required to use paid time off benefits; and (2) if a staff member cannot report to work due to being under quarantine based on a COVID-19 diagnosis by a physician of the staff person, or due to having had close contact with another person who has been diagnosed with COVID-19 by a physician, the General Manager may authorize the staff member to receive pay for the period of time that the staff member is prevented from reporting to work.” Commissioner Martin seconded the motion, which passed unanimously.

ATTORNEY’S COMMENTS

Ms. Larson provided information on the King County Health District Order prohibiting gatherings of more than 250 people, and imposing restrictions on gatherings of less than 250 people, during this COVID-19 Event.

Ms. Larson also informed the Board that HB 2588 passed, but without the language that would have imposed additional meeting notice and agenda requirements on the District.

ENGINEER’S COMMENTS

There were no additional Engineer’s comments.

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1625 to 1650 in the amount of \$81,721.23.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$59,685.52.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$62,540.24.

FINANCE MANAGER’S COMMENTS

Ms. Paige informed the Board that the Finance Department is working on the audit.

OPERATIONS MANAGER’S COMMENTS

Mr. Martin gave a presentation on the District’s security camera project, which included video taken by the newly installed cameras. The project is estimated to be complete in one week.

GENERAL MANAGER’S COMMENTS

Mr. Russell reported that staff have been responding daily to issues created by the COVID-19 Event. Staff are monitoring DOH and local Health District releases and are preparing a staffing plan in the event that the office or some portion of the office must close.

Mr. Russell informed the Board that staff met with the consultant on the cyber incident, and will provide more information when it is available.

COMMISSIONERS’ COMMENTS

Commissioner O’Byrne attended the emergency WASWD Board meeting yesterday.

Commissioner Martin was unable to attend the Operating Board meeting, but did review the materials.

Commissioner Kunkel asked if there were any special precautions that the District staff working on the sewer system should take during the COVID-19 Event. Mr. Russell responded

that the District is monitoring the situation and will obtain additional equipment or gear as needed and recommended.

OTHER DISTRICT BUSINESS

None.

ADDITIONAL CITIZEN COMMENTS

There were no citizens present.

ADJOURNMENT

As there was no further business or persons to be heard, the meeting concluded at 5:43 p.m.

BOARD OF COMMISSIONERS

Douglas Kunkel, Commissioner

Pam Martin, Commissioner

Suzi O'Byrne, Commissioner

Business of Coal Creek Utility District Board of Commissioners

SUBJECT: Emergency Declaration due to COVID-19

MEETING DATE: March 26, 2020

FROM: Management

EXHIBITS ATTACHED:

- Emergency Declaration Resolution

SUMMARY STATEMENT/ISSUES: 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.

STAFF RECOMMENDATION: Motion to approve Declaration of Emergency

TYPE OF ACTION REQUESTED:

RESOLUTION

FORMAL ACTION/MOTION

INFORMATIONAL/OTHER

**COAL CREEK UTILITY DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 1895

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
COAL CREEK UTILITY DISTRICT, KING COUNTY,
WASHINGTON, 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.**

WHEREAS, Coal Creek Utility District (“District”) is a water- sewer district organized and operating pursuant to Chapter 57 RCW, and owns and operates water and wastewater systems within its water and wastewater service areas; and

WHEREAS, the District provides critical utility service to customers within its water and sewer service areas, which services are essential for public health, safety and general welfare; and

WHEREAS, the District needs to ensure that the District’s water and sewer systems can provide uninterrupted service for community use, hygiene, and sanitation, to prevent the spread of illness, and maintain public health; and

WHEREAS, on January 31, 2020, the Secretary of the United States Department of Public Health and Human Services declared a public health emergency to aid state health department efforts to curb the spread of the novel coronavirus known as COVID-19; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed that a State of Emergency exists in all counties in Washington due to the number of confirmed cases of COVID-19 in the State, and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, on March 1, 2020, the King County Executive signed a Proclamation of Emergency due to the number of confirmed cases of COVID-19 in King County, thereby enabling the government of King County to take extraordinary measures in response to the presence of COVID-19 in King County, and virtually all other counties in the State have done the same; and

WHEREAS, on March 11, 2020, the Local Health Officer for Public Health – Seattle and King County issued a Local Health Officer Order due to COVID-19; and

WHEREAS, on March 12, 2020, the Governor of the State of Washington closed all public and private K-12 schools in King, Pierce, and Snohomish counties due to COVID-19; and

WHEREAS, on March 13, 2020, President Donald Trump approved a nationwide emergency declaration for COVID-19, and also on March 13, 2020, the Washington State Governor ordered that all public and private K-12 schools in Washington shall close for at least six weeks; and

WHEREAS, on March 15, 2020, the Washington State Governor prohibited all gatherings of more than 50 persons, prohibited all gatherings of 50 persons or less unless certain public health protocols are implemented and followed, and announced the immediate two-week closure of all

restaurants, bars and entertainment and recreational facilities in the State; and

WHEREAS, COVID-19, is a respiratory disease that can result in serious illness or death, and which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person; and

WHEREAS, many COVID-19 cases exist in King County and other Washington counties, COVID-19 has been linked to deaths in Washington, and the effects of its extreme risk of person-to-person transmission will continue to occur globally, within the United States, and locally; and

WHEREAS, as a result of the COVID-19 outbreak, it is anticipated that absenteeism will increase from illness, the fear of infection, and the need to care for ill family members, as well as children due to school closures. This absenteeism may affect drinking water and sanitary sewer system operators (District Employees) and their capability to operate and maintain the systems adequately, thereby increasing risks to public health; and

WHEREAS, absenteeism may affect workers from other essential and interdependent sectors, having an adverse impact on services such as delivery of essential materials and supplies to the District, and the District may need waive the formal bidding requirements, as allowed for in RCW 39.04.280, to ensure the District can obtain essential materials and supplies, and to continue to provide essential services; and

WHEREAS, the COVID-19 Pandemic may also cause severe economic disruption in the community and customers may be impacted in their ability to pay for District services by the payment deadlines normally established to maintain water services;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Coal Creek Utility District, King County, Washington, as follows:

1. The recitals set forth above are incorporated herein by this reference.
2. The District hereby declares that a local emergency exists due to COVID-19 (Coronavirus). The District General Manager and staff shall take such actions as are deemed appropriate, if any, pursuant to the District's Emergency Response Management Plan.
3. Pursuant to, and as authorized by, RCW 39.04.280, the General Manager is hereby authorized to waive the competitive bidding requirements for the District's purchase of essential materials, supplies, and Public Works required to operate the water and sewer systems, and the General Manager is directed and authorized to take all necessary and appropriate steps to ensure uninterrupted operation of the District water and sewer systems.
4. The General Manager is hereby given specific authority to temporarily close, partially close, or otherwise limit public access the District buildings and other District facilities, including its main office, if the General Manager determines in his discretion that it is necessary for the health and safety of the public, District personnel, or otherwise.
5. The General Manager is directed that, during the time period in which the State Declaration of Emergency is in effect for the COVID-19 event, (1) the District shall not terminate water service to any account, and (2) the District shall not file any new statutory liens under RCW 57.08.081. All customers will, however, continue to be regularly billed for the services the District provides. The General Manager is further authorized to, in the Manager's discretion, develop emergency policies and procedures for the billing, payment,

and collection of the District's customer accounts that insure customers continue to receive the essential public services provided by the District while minimizing the financial risk to the District, and to present those policies and procedures to the Board for approval.

6. The General Manager is authorized to, in the Manager's discretion, develop any emergency personnel policies or procedures, including staffing work schedules, deemed necessary or advisable to apply during the time period in which the State Declaration of Emergency is in effect for the COVID-19 event, and to present those policies and procedures to the Board for approval.

7. If the General Manager is unable to perform any of the activities authorized and directed in this Resolution, the Operations Manager is authorized and directed to carry out the duties and activities of the General Manager in this regard.

8. If any action is taken using any of the additional authority authorized in this Resolution (e.g., waiving competitive bidding, closing a District building to the public), then the Commissioners shall be notified by telephone or email as soon as possible and in any case within a reasonable time.

9. Any actions taken previously by the General Manager consistent with the provisions of this Resolution are hereby approved, ratified and confirmed.

10. Any actions taken by the General Manager and any regulations, policies or procedures adopted pursuant to or consistent with this Resolution shall supersede any regulations, policies or procedures previously adopted by the District, whether by Resolution or otherwise, for the time period that this Resolution is in effect.

11. This Resolution shall take effect immediately upon its passage and shall remain in effect for the time period in which the State Declaration of Emergency is in effect for the COVID-19 event.

ADOPTED by the Board of Commissioners of Coal Creek Utility District, King County, Washington, at a regular open public meeting held on the 25th day of March, 2020.

BOARD OF COMMISSIONERS
COAL CREEK UTILITY DISTRICT

By: _____
Douglas C. Kunkel, Commissioner

By: _____
Pamela A. Martin, Commissioner

By: _____
Suzi O'Byrne, Commissioner



Special District Voucher Approval Document

District Name: Coal Creek Utility District

File Name: AP_COLCRUTL_APSUPINV_20200318161517.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALPHAGRAPHICS			1652	03/25/2020	\$427.34	OFFICE SUPPLIES
AM TEST, INC			1653	03/25/2020	\$40.00	WATER QUALITY TESTING
ANSWERING SERVICE CARE			1654	03/25/2020	\$193.64	ANSWERING SERVICE
CENTURYLINK			1655	03/25/2020	\$1,010.72	TELEMETRY AND DSL
CINTAS CORP. #460			1656	03/25/2020	\$183.98	JANITORIAL SERVICES
CITY TREASURER OF SEATTLE			1657	03/25/2020	\$56,056.89	WATER PURCHASED
COAL CREEK UTILITY DIST.			1658	03/25/2020	\$960.69	PETTY CASH REIMB
COMCAST			1659	03/25/2020	\$792.64	PHONE AND INTERNET
CORPORATE PAYMENT SYSTEMS			1660	03/25/2020	\$3,713.68	MARCH CREDIT CARD
DATA BAR			1663	03/25/2020	\$287.74	UTILITY BILL
DELIVERY EXPRESS			1664	03/25/2020	\$112.02	VOUCHER PICKUP
DRUG FREE BUSINESS			1665	03/25/2020	\$49.00	DOT DRUG TESTING
HANIS IRVINE PROTHERO, PLLC			1666	03/25/2020	\$75.00	LEGAL SERVICES
HIGHLANDS ACE HARDWARE			1651	03/25/2020	\$161.35	BUILDING MAINTENANCE AND WATER QUALITY
KDH CONSULTING, INC			1667	03/25/2020	\$302.50	IT SERVICES
KING COUNTY FINANCE			1668	03/25/2020	\$196,868.19	KCWW
MUNICIPAL CODE CORP.			1669	03/25/2020	\$920.00	SUPPLEMENT #6
NEWPORT HILLS CHEVRON			1670	03/25/2020	\$1,795.82	Vehicle Fuel + Main
PUGET SOUND ENERGY			1671	03/25/2020	\$10,355.06	POWER
R & R RENTALS			1674	03/25/2020	\$233.20	SECURITY CAMERA INSTALL
RFI ENTERPRISES INC. 360			1675	03/25/2020	\$6,844.15	SECURITY CAMERA INSTALL
ROBERT SMART			1676	03/25/2020	\$130.42	CLOTHING ALLOWANCE REIMB
SEATTLE PUBLIC UTILITIES			1677	03/25/2020	\$4,324.00	NEW INSTALLED METER FEES
STEVE MOYE			1678	03/25/2020	\$300.00	CLOTHING ALLOWANCE REIMB
SUN LIFE FINANCIAL			1679	03/25/2020	\$302.84	PREMIUMS
UTILITIES UNDERGROUND CTR			1680	03/25/2020	\$78.69	LOCATES
WINCAN LLC			1681	03/25/2020	\$1,748.00	ANNUAL MAINTENANCE
ZEP SALES AND SERVICE			1682	03/25/2020	\$457.18	PUMP MAINTENANCE

**Coal Creek Utility District
Check Register
For the Period From Mar 24, 2020 to Mar 24, 2020**

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

Check #	Date	Payee	Cash Account	Amount
EFT 3242020	3/24/20	Department of Revenue	001-131100	36,867.63
Total				36,867.63

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 Mar 1, 2020 to Mar 31, 2020**

Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt
001-184400	Employee Payroll Advance	3/1/20			Beginning Balance		
001-184400	Employee Payroll Advance	3/13/20	1628	PRJ	Jamie L. Crookston		1,800.00
001-184400	Employee Payroll Advance	3/13/20	1629	PRJ	Sharon M. Perez		1,600.00
001-184400	Employee Payroll Advance	3/13/20	1630	PRJ	Anne M. Paige		2,000.00
001-184400	Employee Payroll Advance	3/13/20	1632	PRJ	Vincent L. Gabrio		1,600.00
001-184400	Employee Payroll Advance	3/13/20	1633	PRJ	Steven E. Moyer		1,100.00
001-184400	Employee Payroll Advance	3/13/20	1634	PRJ	Carla R. Snyder		1,000.00
001-184400	Employee Payroll Advance	3/13/20	1635	PRJ	Patrick A. Martin		750.00
001-184400	Employee Payroll Advance	3/13/20	1636	PRJ	Robert O. Russell		3,800.00
001-184400	Employee Payroll Advance	3/13/20	1638	PRJ	Calvin S. Megiveron		450.00
001-184400	Employee Payroll Advance	3/13/20	1640	PRJ	Daniel L. Gravelle		1,500.00
001-184400	Employee Payroll Advance	3/13/20	1641	PRJ	Jeffrey R. Schell		2,000.00
001-184400	Employee Payroll Advance	3/13/20	1642	PRJ	Joshua A. Deraitus		1,000.00
001-184400	Employee Payroll Advance	3/13/20	1643	PRJ	John A. Brittenham		3,000.00
001-184400	Employee Payroll Advance	3/13/20	1644	PRJ	Michael D. Jordan		1,000.00
001-184400	Employee Payroll Advance				Current Period Change		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: