

**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

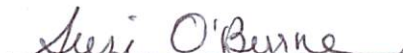
As there was no further business or persons to be heard, the meeting concluded at 5:43 p.m.

BOARD OF COMMISSIONERS



Douglas Kunkel, Commissioner

Pam Martin, Commissioner



Suzi O'Byrne, Commissioner