

**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