

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

Held on April 22, 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 22, 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, Patrick Martin, Operations 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 April 8, 2020

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

APPROVAL OF VOUCHERS

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1710 to 1713 in the amount of \$69,498.87.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1714 to 1741 in the amount of \$92,673.46.

The Board approved the Water/Sewer Maintenance Fund – Accounts Payable - Voucher Nos. 1742 to 1773 in the amount of \$82,179.41.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$22,600.00.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$11,754.19.

The Board approved Water/Sewer Impressed Account – Check #2507 in the amount of \$103.50.

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 is limiting the agenda items for meetings of the Board of Commissioners in compliance with the Governor’s Proclamation No. 20-28. Mr. Russell is maintaining a list of items that will be brought to the Board as soon as allowed under the Governor’s Orders.

COMMISSIONERS’ COMMENTS

Commissioner Martin had no comments.

Commissioner O'Byrne thanked staff for their work during this stressful situation.

Commissioner Kunkel agreed with Commissioner O'Byrne's comments and thanked staff for working through these difficult circumstances. Commissioner Kunkel commented that the District's implementation of alternating Work Teams A and B was a good measure. The use of alternating work teams ensures that not all staff are exposed to the same environment at the same time, which could help the District to maintain operations during the COVID-19 event.

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 3:07 p.m.

BOARD OF COMMISSIONERS



Douglas Kunkel, Commissioner

Pam Martin, Commissioner



Suzi O'Byrne, Commissioner