

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

**Held on May 13, 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 – 132<sup>nd</sup> Place SE, Newcastle, Washington, on May 13, 2020. Pursuant to the Washington State Governor's Proclamation No. 20-28, as extended, 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, attended 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, as extended, the District provided the public with the ability to attend the meeting by telephone conference, 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 22, 2020

Design Approval – The Enclave – DEA Water/Sewer

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. 1774 to 1810 in the amount of \$233,997.70.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$23,100.00.

The Board approved Water/Sewer Maintenance Fund – Payroll in the amount of \$66,609.06.

The Board approved Water/Sewer Maintenance Fund – EFT in the amount of \$68,721.48.

**GENERAL MANGER’S COMMENTS**

Mr. Russell provided an update on the actions taken by the District in response to the COVID-19 pandemic. District staff continue to work alternating schedules. One staff member is working remotely.

Certain existing construction has resumed within the District, as defined and allowed by the Governor’s orders. Staff will follow al posted job site requirements for this construction.

Mr. Russell has participated in a number of WASWD remote meetings regarding COVID-19 and various response options.

In response to questions from Commissioners, Mr. Russell reported that the District has purchased an adequate supply of personal protective equipment and other safety supplies.

**COMMISSIONERS’ COMMENTS**

Commissioner O'Byrne reported that she attended two WASWD meetings, one of which dealt with emergency management. Commissioner O'Byrne thanked staff for working through the difficult circumstances presented by the COVID pandemic.

Commissioner Martin had no comments.

Commissioner Kunkel thanked staff for accomplishing all District business while using alternating work schedules, and commented that the District should continue to use alternating schedules, so that only half of the staff is exposed to the same environment, providing for better continuity of operations. He thanked Mr. Russell and staff for keeping the Board informed.

**OTHER DISTRICT BUSINESS**

Ms. Paige requested that the Commissioners provide her with their information regarding meeting attendance on behalf of the District prior to the end of the month.

**ADJOURNMENT**

As there was no further business or persons to be heard, the meeting concluded at 3:12 p.m.

**BOARD OF COMMISSIONERS**

  
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Douglas Kunkel, Commissioner

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Pam Martin, Commissioner

  
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Suzi O'Byrne, Commissioner