

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
March 25, 2008**

The second meeting for the month of March was held at the District Conference Room, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington. Commissioner Kiggins called the meeting to order at 3:00 PM.

Those in attendance were: Commissioners Denny Kiggins, Neil Kimsey and Norm Harker.

District staff: John Peterson, Shawn Moore, Ken Andrews, Hugh Findlay, Steve Bacon and Kim Thur.

Visitors Present for Regular Meeting: Travis Tormanen and Heather Stephens with Kennedy-Jenks; Andrew Young and Al Schauer with MacKay & Sposito; Phil Bretsch with Killian Pacific and Peter Tuck with Olson Engineers.

Visitors Present for Emerald Crest Subdivision Latecomer/Reimbursement Area: None.

**ADDITIONS & DELETIONS TO AGENDA:** John Peterson reported that there is a revised agenda for today's meeting, which includes an additional accounts payable voucher approval, as well as a memo from the HR/RM Administrator.

The Board decided to discuss Agenda Bill #08-035 at this time.

**AB #08-035 – Green Prairie – Interim Pump Station Request** – Shawn Moore briefly reviewed the agenda bill. The developer of Green Prairie (a proposed commercial development located off of NE 117 Avenue and NE 119 Street) is requesting the installation of an interim pump station to serve their development. The request does comply with the District's current policy on interim pump stations.

Commissioner Harker moved to approve the request for an interim pump station on a conditional basis and instruct staff to move forward with an attempt to obtain easements from the intervening properties.

Commissioner Kimsey seconded the motion, and it passed unanimously.

The Board decided to discuss Agenda Bill #08-036 at this time.

**AB #08-036 – Regional Sewer Planning Memorandum of Understanding – John Peterson**

briefly reviewed the agenda bill. Mr. Peterson explained that this is a tremendous opportunity for the District to help facilitate the regional planning effort building additional visibility for the District and establishing relationships for the future at no direct cost impact to the District customers. Once the technical issues are determined on what services are needed, there is also scope and budget in the study to determine what partnership or agency approach is the best able to address the needs. That evaluation will help the District to know what its long-term role might be in supporting the partner agencies in North County.

Travis Tormanen, Kennedy/Jenks Consultants, 200 SW Market Street, Suite 500, Portland, OR, introduced himself and Heather Stephens from Kennedy/Jenks, as well as Al Schauer and Andrew Young from MacKay & Sposito, who will be part of the consulting team.

Commissioner Kimsey moved to authorize the Interim General Manager to execute the Cities and District Sewer Coalition Memorandum of Understanding.

Commissioner Harker seconded the motion, and it passed unanimously.

**WORK SESSION: 2007 Customer Survey Results** – Kim Thur presented the results of the survey, which was distributed to our customers in November/December 2007. The District received 1,428 responses or approximately 4% of our customers. Overall, the Board felt that the ratings/comments received were positive. District staff will develop a tracking form to ensure that the main topics of concern/issue are addressed in some manner by utilizing the website, the customer newsletter, the bi-monthly bills, etc.

Discussion occurred on purchasing a sign at NE 78 Street, which incorporates the District's new motto, Expanding the Boundaries of Service. In addition, the District's 50-year anniversary was discussed including items that may need to be purchased, i.e., pens, hats, clothing and hand sanitizers.

**SPECIAL PRESENTATIONS:** None.

**CONSENT AGENDA:** Commissioner Kimsey moved to approve the Consent Agenda and authorize the recommended action, approving the March 11, 2008 regular meeting; March 18, 2008

continued meeting; claim vouchers #s 35925-35978 in the amount of \$79,527.67 from the Maintenance Fund and \$2,097.97 from the Capital Projects fund; and authorization to schedule the Wedgewood Estates latecomer/reimbursement hearing on April 8, 2008 at 5:00 PM or as soon thereafter as possible.

Commissioner Harker seconded the motion, and it passed unanimously.

**COMMUNICATIONS: Items from the Audience** – No one present wished to speak.

**REPORTS: Board Members:** Commissioner Kimsey reported on his recent activities.

Commissioner Kiggins reported on his recent activities.

**Interim General Manager: Interim General Manager/Engineer Activities Report (Adding General Manager Duties; Regional Sewer Planning; North County Regional Wastewater Pipeline; Hazel Dell Salmon Creek Business Association Monthly Lunch Meeting; Building Industry Association Monthly Dinner; Pete Capell Meeting; Kline Pump Station Project; Salmon Creek Treatment Plant – Phase 4 Expansion Project; Salmon Creek Management Team; Consultant Project Management; Phase 4 Financing Coordinator; and District Motto & Sign Change)** – John Peterson briefly reviewed each item.

John Peterson reported on the meeting that he and Shawn Moore held today with representatives from the Cowlitz Tribe regarding their possible participation in the North County Regional Pipeline. While the tribe is interested in continuing to explore the opportunity, it does not appear that any decisions can be made by June 1, which is the County's deadline for the entities to use the REET money.

John Peterson reported that he would out of the office Monday through Wednesday next week on vacation.

The Board expressed an interest in touring the larger Salmon Creek Treatment Plant Phase 4 expansion projects sometime in April. Kim Thur will review calendars and schedule the tour.

**District Engineer: Engineering Project Status Report & District Engineer Activities Report (March 18, 2008 – NPDES Phase II; March 12, 2008 – Hazel Dell Salmon Creek Business Association & Team 99)** – Shawn Moore briefly reviewed each item.

**03/20/08 Memo re: Oversize/Overdepth Policy** – Shawn Moore presented the memo for the Board's information. District staff asked the Board to clarify their intent for paying for overdepth. The Board concurred with the following: continue to pay for oversizing of trunklines only and begin paying for overdepth only when it is dictated by oversizing for trunklines. Based on proposed changes to paying for overdepth in conjunction with oversizing, no changes need to be made to the District's Code.

**Finance Director: Finance Director's Report (2003-2006 Washington; 2007 CAFR and SAO Audit; Connections through February 2008; & Pipeline Newsletter)** – Ken Andrews briefly reviewed each item.

District staff recommended that we distribute our Pipeline newsletter on a bi-monthly basis again, so that our customers will receive timely notification of any District issues/events. The Board concurred with re-implementing the bi-monthly Pipeline newsletter schedule beginning with the July/August edition.

**HR/RM Administrator: 03/18/08 Memo re: Update on 2008 Compensation Study** – Hugh Findlay briefly reviewed the memo and explained the status of the Study at this time. District staff has mailed the survey to the 40 agencies asking for their response at their earliest convenience.

**03/24/08 Memo re: Update on Risk Management Pool's Semi-Annual Meeting** – Hugh Findlay briefly reviewed the memo.

**Attorney Rod Kaseguma:** Rod Kaseguma reported on the meeting today with Brian Frazier, Excise Tax Auditor, regarding the Departments' position on the taxability of latecomer reimbursements. The auditor is not going to change their findings that the latecomer reimbursements are taxable. However, they did understand the District's points and encouraged the District to file an appeal.

**UNFINISHED BUSINESS:** There wasn't any Unfinished Business to discuss.

**HEARINGS: 5:00 PM PUBLIC HEARING – AB #08-034 – Emerald Crest Subdivision Latecomer/Reimbursement Area** – Commissioner Kiggins opened the hearing on the establishment of a latecomer reimbursement area and the amount for the sanitary sewer facilities constructed in NE 88 Street and NE 20 Place in the public right-of-way for the project. He then asked District staff to explain the latecomer reimbursement requirements and process and describe the sanitary sewer facilities and

their cost. Shawn Moore provided the requested information.

Commissioner Kiggins asked if anyone present would like to provide testimony.

There being no one present, Commissioner Harker moved to close the public hearing.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Kiggins stated the public hearing was closed and asked the Board how they wished to proceed.

Commissioner Harker stated that he believed the proposed reimbursement area and cost is appropriate and meets the requirements of RCW Chapter 57.22. He then moved to adopt the reimbursement area and cost as proposed by District staff and to approve the Interim General Manager's signature and execution of the Sewer Service Latecomer Contract included in Agenda Bill #08-034 and to ratify and confirm any acts consistent with this motion.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Harker moved to adopt Resolution #1461, establishing a latecomer charge for the sewer lines constructed in conjunction with the Emerald Crest Subdivision developer extension.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Harker moved to adjourn the meeting.

Commissioner Kimsey seconded the motion, and it passed unanimously.

At 5:07 PM, Commissioner Kiggins adjourned the meeting.

Respectfully submitted,

Secretary