

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
June 10, 2008**

The first meeting for the month of June was held at the District Conference Room, 8000 NE 52nd Court, Vancouver, Washington. Commissioner Kiggins called the meeting to order at 4:02 PM.

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

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

Visitors Present for Work Session: Tom Sedlacek and Ron Miller from the Clark Regional Wastewater District, Elaine Huber with the City of Battle Ground; and Don Walker and Judy Clark with HR Answers.

Visitors Present for Regular Meeting: Elaine Huber with the City of Battle Ground.

Visitors Present for Vilhauer Infill Short Plat Public Hearing: Steven Houck, 11209 NW 3 Avenue, Vancouver, Washington; and Clarence & Judy Roark, 11215 NW 3 Avenue, Vancouver, Washington.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: None.

WORK SESSION: Draft Compensation Study Results – A work session was held to review the draft results of the District's Compensation Study.

Don Walker and Judy Clark with HR Answers presented a PowerPoint presentation on the draft results.

Discussion occurred on the following recommendations by the Compensation Committee: 1) offering an additional floating holiday; 2) raising the cap for vacation accrual to 320 hours with maximum payout staying at 240 hours at retirement/resignation; 3) for part-time employees, the District paying the employee's cost for medical/dental benefits, as well as a pro-rated share for their family; and 4) allowing employees to sell one week's of vacation to the District if they use at least two weeks each year.

At 5:03 PM, the Board recessed the work session, so the public hearing could occur.

CONTINUED PUBLIC HEARING – AB #08-052A – Vilhauer Short Plat Latecomer

Reimbursement Area –Commissioner Kiggins opened the continued hearing on the establishment of a latecomer reimbursement area and the amount for the sanitary sewer facilities constructed in NW 2 Avenue and NW 114 Street in the public right-of-way and sanitary sewer easement 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.

Shawn Moore reported that per the Board’s direction the calculation for the latecomer was revised from the originally proposed calculation by parcel method to using the area method. The total savings per parcel is approximately \$1,300.

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

No one present wished to provide testimony.

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 believes 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 #08-052A and to ratify and confirm any acts consistent with the motion.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Harker moved to adopt Resolution #1473, establishing a latecomer charge for the sewer lines constructed in conjunction with the Vilhauer Infill Short Plat developer extension.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Following the public hearing, the Board re-convened the work session.

Don Walker presented the salary survey results, explaining that five District positions were found

to be below market by more than five percent. Mr. Walker then reviewed the slotting process, which involved the District's senior management team, Commissioner Kimsey and himself. At the slotting meeting, 11 positions were moved up one grade due to the market data or internal equity.

Discussion continued on the growing trends of benefits and recruiting/retaining employees, including longevity recognition, pay for performance, retention bonus, skill-based pay and pay plan modifications.

Following the work session, Ken Andrews offered to provide some additional information on the benefits cost for employees and their families.

Discussion occurred on how many agencies provide COLA adjustments each year.

Following the work session, the Board had several questions and asked staff to research and provide at a future Board meeting.

CONSENT AGENDA: Commissioner Kimsey moved to approve the Consent Agenda and authorize the recommended action, approving the May 27, 2008 Regular Meeting; claim vouchers #s 36239-36291 in the amount of \$457,733.91 from the Maintenance Fund and \$42,980.31 from the Capital Projects fund; payroll warrants #s 7573-7575 and direct deposit authorizations in the amount of \$130,792.20; and authorization to schedule the Wyzinski Latecomer Reimbursement area public hearing on June 24, 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 thanked Don Young, Steve Bacon and Tony Bisson for representing the District at Fire District 6's Open House on June 7, 2008.

Interim General Manager: Interim General Manager/Engineer Activities Report (Regional Sewer Planning; North County Regional Wastewater Pipeline; Clark County Regular Coordination Meeting; City of Vancouver Regular Coordination Meeting; Kline Pump Station Project; Salmon Creek Treatment Plant – Phase 4 Expansion Project; Kline Force Main – Segment B Project; Salmon Creek Management Team; Consultant Project Management; Phase 4 Financing

Coordinator; Hazel Dell Salmon Creek Business Association Regular Meeting; Interim General Manager Function; Wastewater Management Advisory Board; & Ridgefield Solids Handling Agreements) – John Peterson briefly reviewed each item.

John Peterson reported that the County has officially withdrawn their \$10M REET funds towards the Ridgefield Regional Sewer Pipeline Project as reported by Clark County Commissioner Morris at the Wastewater Management Advisory Board meeting on June 5.

District Engineer: Engineering Project Status Report; District Engineer Activities Report (June 10, 2008 – Team 99; June 5, 2008 – Salmon Creek Treatment Plant Management Team; June 5, 2008 – Wastewater Management Advisory Board Meeting; June 5, 2008 – Septic Elimination Program; June 4, 2008 – Glenwood Pump Station; & May 28, 2008 - Training) – Shawn Moore briefly reviewed each item.

Shawn Moore and Ken Andrews asked for clarification from the Board on how to address collecting the 1.5% B&O tax for latecomers, local facilities charge and District installed infrastructure projects. Shawn Moore explained that the District can charge the homeowner or the District can charge the developer for the B&O tax.

Discussion occurred on who should pay the 1.5% B&O tax.

The Board directed staff to charge the B&O Tax to whoever initiates the project, i.e., if it is a developer project, then the developer pays the tax; if the District initiates the project, then the District will borne the cost.

Draft Quality Restaurants Press Release – Shawn Moore briefly reviewed the draft press release. The Board asked staff to include a sentence explaining that while sewer connection fees represent a small portion of the total development costs; this is a noticeable savings to potential customers. Staff will finalize the press release and present to the Board at the June 17 continued meeting.

Maps of Agriculture Subareas Invalidated by Hearings Board – Shawn Moore briefly reviewed the maps.

Finance Director: Finance Director's Activities Report (2007 Comprehensive Annual Financial Report and State Auditor's Office Audit; Excise Tax Collected on Latecomer Reimbursements; & Low-Income Disabled Discounts) – Ken Andrews briefly reviewed each item

Ken Andrews reported that the District has surveyed other utility providers within Clark County and none at this time are offering a discount for low-income disabled persons. As such, staff recommends the District not considering the discount at this time. The Board concurred.

Executive Assistant – 50-Year Anniversary Open House Update – Kim Thur reviewed the status of the preparations for the District's 50-year anniversary open house celebration, which will be held on Saturday, June 21 from 11 AM until 3 PM. The Board thanked staff for their efforts to date.

Draft Pipeline Newsletter – Kim Thur presented the draft Pipeline for review. Ms. Thur asked the Board for their comments by June 12, so the newsletter could be submitted to the printer.

Attorney Rod Kaseguma: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #08-061 – Contract With Manpower for Temporary Worker Services – Commissioner Harker moved to ratify and confirm previous action taken by the Interim General Manager signing a contract with Manpower to provide temporary worker services to the District.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Harker moved to continue meeting until June 17 at 7:00 AM at the Cameo Café.

Commissioner Kimsey seconded the motion, and it passed unanimously.

At 6:50 PM, Commissioner Kiggins continued the meeting.

Respectfully submitted,

Secretary