

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
July 9, 2013**

The first regular meeting for the month of July was held at the District Board meeting room, 8000 NE 52nd Court, Vancouver, Washington on July 9, 2013. Commissioner Harker called the meeting to order at 4:00 PM.

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

District Staff: John Peterson, Shawn Moore, Ken Andrews, Steve Bacon, Tom Burns, Heidi Rosenberg and Kim Thur.

Visitors Present for Regular Meeting: Betty Teunessen.

Visitors Present for Public Hearing: None.

ADDITIONS & DELETIONS TO AGENDA: There were none.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving June 25, 2013 regular meeting minutes; claim voucher warrant #s 43721-43769 and check #s 8102-8114 and 8116-8117 (June 2013 payroll benefits' warrants) in the amount of \$305,062.11 from the Maintenance Fund and \$86,610.03 from Capital Projects; payroll check #s 8098-8101, 8115 and direct deposit authorizations in the amount of \$185,057.50; Agenda Bill #13-042, adopting Resolution #1592, approving the final cost and pro rata share of District installed local facilities to Hazel Dell Avenue Septic Elimination Project, District Project #26-2012-0006.

Commissioner Kimsey seconded the motion, and it passed unanimously.

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

Board Members: Each Commissioner reported on their recent activities.

Commissioner Kimsey thanked all of the staff and their families, who participated in the City of Ridgefield's Fourth of July parade. He noted the event was very well attended and the District received the Grand Marshal Award for its entry.

Commissioner Harker thanked Steve Bacon and Kim Thur for representing the District at the Felida Children's Parade After Activities in the Park on July 4.

General Manager: General Manager Activities Report (Discovery Clean Water

Alliance Update; Agency Coordination; Temporary Allocation of District Capacity to Ridgefield for Solids Handling; & District and Professional Organization Functions) –

John Peterson reviewed his report. The Board concurred with including AB #13-040, Amendments to Ridgefield Solids Handling Agreement on the July 23 Consent Agenda.

John Peterson advised the Board that based on District legal counsel's advice staff has entered into a contract with a law firm in California in an effort to recover the past due charges on a commercial account. The commercial property is the subject of a bankruptcy proceeding being adjudicated in California.

Operations Manager: Operations Manager Activities Report (Telemetry Antenna Placement Agreements; Exterior Facilities Painting; & Office Complex Insulation Repairs)
– Tom Burns reviewed his report.

Capital Program Manager: Memo re: Ridgefield Collection System Transition Plan Update – Heidi Rosenberg reviewed her memo, noting the remaining public engagement activities planned through the end of the year, including the need for targeted contract support through the transition period where specialized expertise and/or resource availability is required.

John Peterson reported that Heidi would provide an update on the Ridgefield Collection System Transition Plan at one Board meeting per month through the end of the year.

Assistant Manager: Assistant Manager Activities Report (Agency Coordination: Vancouver Clark Parks & Recreation Department; & Policy Development) – Shawn Moore reviewed his report.

The Board reviewed draft Resolution #1593 related to adopting an extended vacancy credit program. The Board directed staff to prepare a resolution for adoption at the July 23 Board meeting. The program will become effective upon adoption of the Resolution.

District Engineer: District Engineer Activities Report (Discovery Corridor Wastewater Transmission System; Recruitment – Pretreatment Coordinator; & Discovery Clean Water Alliance Support) – Steve Bacon reviewed the District Engineer's report.

Memo re: NE 88th Street East County Road Project Local Facilities Charge (LFC) Project – Steve Bacon reviewed the memo. The Board confirmed staff's recommendation for the LFC project.

Memo re: NE 72nd Avenue District Installed Infrastructure LFC Project – Steve Bacon reviewed the memo. The Board confirmed staff's recommendation for the LFC project.

District Policy – Oversize/Overdepth – Steve Bacon reviewed the memo. Discussion occurred on the draft Code amendment that staff prepared. The Board was supportive of the overall concept and directed staff to obtain input from local contractors on the reimbursement table and then provide a report of the input received to the Board at a future meeting.

Finance Director: Finance Director Activities Report (Discovery Clean Water Alliance; Ridgefield Collection System Transfer; Low Income Senior Citizen Discount Rates – Code Section 4.16.020; PERS Contribution Increase; 2014 Budget; & District and Professional Organization Functions/Training) – Ken Andrews reviewed his report.

Executive Assistant: No report.

District Legal Counsel: No report.

UNFINISHED BUSINESS: No items to discuss.

NEW BUSINESS: No items to discuss.

HEARINGS: 5:00 PM – AB #13-043 – Covington Road Crossings District Installed Infrastructure – Local Facilities Charge Project – Commissioner Harker opened the hearing on the establishment of the final cost and pro rata share of the local facilities project Covington Road Crossings District Installed Infrastructure project area and cost for the sanitary sewer facilities installed along Covington Road near the intersection of NE 102nd Avenue. He then asked District staff to explain the Local Facilities Charge reimbursement requirements and process and to describe the sanitary sewer facilities and their cost.

Steve Bacon explained that the Covington Road Crossings project is a District Installed Infrastructure project, which installed sanitary sewer that will eventually provide service to 3 parcels along NE Covington Road near the intersection of NE 102nd Avenue. The project was completed in advance of a Clark County surface treatment project.

Staff completed the calculation of assessments for the project. In April 2013, staff held an open house at the District office to provide property owners an opportunity to discuss the Local Facilities Charge. Staff advised the affected property owners of the public hearing by mailed notice and publication of a hearing notice in The Columbian newspaper.

The local facilities charges were calculated using the ERU method. The ERU method was chosen due to the varied size of the adjacent properties.

Commissioner Harker then asked if anyone present wished to provide testimony on the sanitary sewer facilities and the local facilities charge reimbursement.

There was no one present for the hearing.

Commissioner Kimsey moved to close the public hearing.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Harker announced the public hearing was closed.

Commissioner Kimsey stated that he believed the proposed reimbursement area and cost is appropriate and meets the requirements of District Code Chapter 5.38. He then moved to direct staff to prepare a resolution for approval and adoption of the Covington Road Crossings District Installed Infrastructure Local Facilities Charge project.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Harker thanked everyone for attending the hearing.

Commissioner Kimsey moved to adjourn the meeting.

Commissioner Kiggins seconded the motion, and it passed unanimously.

At 5:06 PM, Commissioner Harker adjourned the meeting.

Respectfully submitted,

Secretary