

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
November 26, 2013**

The second regular meeting for the month of November was held at the District Board meeting room, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on November 26, 2013. Commissioner Kimsey called the meeting to order at 3:00 PM.

Those in attendance were: Commissioners Norm Harker (arrived at 3:10 PM), Denny Kiggins and Neil Kimsey.

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

Visitors Present for Special Presentations: None.

Visitors Present for Regular Meeting: Betty Teunessen, Jim West and Dan Clark.

**ADDITIONS & DELETIONS TO AGENDA:** None.

**SPECIAL PRESENTATIONS:** None.

**WORK SESSION: Draft 2014 Budget Work Session #3** – Ken Andrews presented the third work session for the proposed 2014 budget for the Board's review and discussion. The Board thanked staff for their efforts. The budget public hearing will be held on December 10, 2013 at 5:00 PM.

**CONSENT AGENDA:** Commissioner Kiggins moved to approve the Consent Agenda, approving November 12, 2013 continued meeting minutes; November 19, 2013 regular meeting minutes; claim voucher warrant #s 44269-44327 in the amount of \$404,982.30 from the Maintenance Fund and \$4,212.27 from Capital Projects; approving Agenda Bill #13-075, adopting Resolution #1605, approving the final cost and pro rata share of District installed local facilities for the Erin Way Septic Elimination Project, District Project #23-2012-0025; Agenda Bill #13-076, adopting Resolution #1606, relating to NSF fees and direct debit chargeback fees; amending section 4.04.010 of the Clark Regional Wastewater District Code effective January 1, 2014; Agenda Bill #13-077, adopting Resolution #1607, relating to the General Manager's authority and amending sections 2.16.010 and 2.16.020 of the Clark Regional Wastewater District Code; Agenda Bill #13-078, authorizing the General Manager to sign the Letter of Agreement for District antenna installations on Legacy Hospital property; Agenda Bill #13-079,

ratifying and confirming previous action of General Manager executing the contract with Minister-Glaeser Surveying Inc. in an amount not to exceed \$22,000 to provide survey services for the transfer of real property associated with the City of Ridgefield's sewer collection system transfer to the District and further authorize the General Manager to sign supplemental amendments not to exceed ten (10) percent of the original contracted amount; and Agenda Bill #13-080, authorizing staff to schedule the 2014 budget public hearing on Tuesday, December 10, 2013 at 5:00 PM or as soon thereafter as possible.

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 his recent activities.

**General Manager: General Manager Activities Report (Discovery Clean Water Alliance Update; Agency Coordination; & District and Professional Organization Functions)** – John Peterson reviewed his report.

**Assistant Manager: Assistant Manager Activities Report (Agency Coordination – City of Vancouver Pretreatment; Customer Service; & Policy Development – Abandoned Connection)** – Shawn Moore reviewed his report, including the second review of the updated Pretreatment Agreement with the City of Vancouver and the proposed Code amendments to address abandoned connections.

**District Engineer: District Engineer Activities Report (Discovery Corridor Wastewater Transmission System; Engineering On-Call Contracts; LaLonde Septic Elimination Program Project; Chinook Place District Lateral; Local Agency Coordination; & Discovery Clean Water Alliance Support)** – Robin Krause reviewed his report, including draft Agenda Bill #13-081, which the Board decided to address under New Business.

**Finance Director: Finance Director Activities Report (Discovery Clean Water Alliance; Ridgefield Collection System Transfer; 2014 Budget; District and Professional Organization Functions; & Third Quarter 2013 Financial Report)** – Ken Andrews reviewed his report.

**Capital Program Manager: Capital Program Manager Activities Report (Ridgefield Wastewater Collection System Transfer – Public Engagement Process & Transfer Planning Update)** – Heidi Rosenberg reviewed her report.

**Operations Manager: Operations Manager Activities Report (Operations**

**Department Third Quarter 2013 Report)** – Tom Burns reviewed his report.

**District Legal Counsel:** No report.

**Executive Assistant:** No report.

**UNFINISHED BUSINESS:** No items to discuss.

**NEW BUSINESS: AB #13-081 – Discovery Corridor Wastewater Transmission System – Washington State Department of Transportation (WSDOT) Environmental Review Reimbursable Agreement** – Commissioner Kimsey moved to authorize the General Manager to sign the Amendment to Project Review Reimbursable Agreement with WSDOT for the Discovery Corridor Wastewater Transmission System in the amount of \$15,000.00 and further authorize the General Manager, or designee, to sign supplemental amendments not to exceed ten percent (10%) of the amendment.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Kimsey moved to adjourn the meeting.

Commissioner Kiggins seconded the motion, and it passed unanimously.

At 4:35 PM, Commissioner Harker adjourned the meeting.

Respectfully submitted,

Secretary