

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
June 25, 2019**

The third regular meeting for the month of June was held at the District Board meeting room, 8000 NE 52nd Court, Vancouver, Washington on June 25, 2019. Commissioner Harker called the meeting to order at 3:00 PM.

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

District Staff: John Peterson, Shawn Moore, Heath Henderson, Ken Andrews, Rich Ludlow, Steve Bacon, and Kim Thur.

Visitors Present for Special Presentations: Torri Fosteer and Wendi Schultz-Kerns.

Visitors Present for Regular Meeting: Consultants: Tom Stark with MWA Architects; Interested Citizens: Dan Clark and Heidi Rosenberg.

ADDITIONS & DELETIONS TO AGENDA: John Peterson announced that a revised Westminstershireville Latecomer Reimbursement Area map is being provided today as the version originally provided in the packet has been updated. In addition, Mr. Peterson reported that staff is providing two additional items for today's work session, a draft press release related to the current status of the campus project and talking points to support the press release.

SPECIAL PRESENTATIONS: Introduction: Torri Fosteer, Finance Specialist: 5 Years of Service Award – The Board presented Torri Fosteer with her 5 Years of Service Award and thanked her for her ongoing contributions to the District's success.

WORK SESSION: Capital Facilities Plan for District Campus – 60% Design Update – District staff and the MWA Architects consultant team presented a project update as the District has reached the 60% design milestone. General discussion occurred on the proposed project, including the proposed security options. The majority of the Board was supportive of the minimum security floor plan option at this time, while ensuring that the improvements are compatible with adding future security enhancements. District staff mentioned that the south parking lot project will go out to bid shortly for summer/fall 2019 construction.

Shawn Moore reviewed the draft press release with the Board, along with the proposed outreach related to the project. Mr. Moore will finalize the press release and distribute in the near future.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving June 11, 2019 regular meeting minutes; June 18, 2019 regular meeting minutes; voucher #s 54671-54736, automated clearing house transactions, & #s 9640-9651 (payroll benefits warrants) in the amount of \$908,010.39; payroll direct deposit authorizations in the amount of \$128,246.36; Agenda Bill #19-042, approving the final costs of \$589,657.41 for the design and construction for the Taverner Ridge Phases 8 & 9 Pump Station; Agenda Bill #19-043, adopting Resolution #1757, approving the final cost and pro rata share of District installed laterals for Pleasant Hollow and authorizing staff to reimburse the developer, Summerplace Homes Inc., \$15,228.78 for installation of the laterals.

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; and District & Professional Organization Functions) – John Peterson briefly reviewed his report.

Assistant Manager/Business Services Manager: Assistant Manager/Business Services Manager Activities Report (Human Resources; IT Services; Risk Management; & Pretreatment) – Shawn Moore briefly reviewed his report.

District Engineer: District Engineer Activities Report (District Campus Facilities Program; Capital Program – Construction; Capital Program – Bid & Award; Capital Program – Design; Development Program; Discovery Clean Water Alliance; and Engineering Department) – Heath Henderson briefly reviewed his report, including a memo related to Westminstershireville Latecomer Reimbursement.

The Board concurred with the proposed Latecomer assessments using the parcel method and requested that staff move forward with calculating the assessments and informing the affected property owners, including presenting the final reimbursement at a future Board meeting for a public hearing and adoption.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Program; Finance Program; and Alliance) – Ken Andrews briefly reviewed his report.

Operations Manager: Operations Manager Activities Report (Operations; Fleet; and Agency Coordination) – Rich Ludlow briefly reviewed his report, including a draft agenda bill

related to Easement Machine Purchase. The Board concurred with the proposed agenda bill and requested to include the item on a future Consent Agenda.

Legal Counsel: No report.

Board Clerk: Board Calendar of Events (July 2019) – Kim Thur briefly reviewed the calendar with the Board.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #19-044 – Union Road Pump Station Improvement Project – Construction Contract Award – Heath Henderson briefly reviewed the agenda bill.

Commissioner Kimsey moved to award the construction contract as advertised for the Union Road Pump Station Improvement Project to Clark and Son's Excavating, Inc., authorize the General Manager to sign a contract with Clark & Son's Excavating, Inc. for the bid amount of \$564,287.04 (including sales tax) and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the original contract amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Kiggins moved to adjourn the meeting.

Commissioner Kimsey seconded the motion, and it passed unanimously.

At 4:30 PM, Commissioner Harker adjourned the meeting.

Respectfully submitted,

Secretary