

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
August 27, 2019**

The third regular meeting for the month of August was held at the District Board meeting room, 8000 NE 52nd Court, Vancouver, Washington on August 27, 2019. Commissioner Harker called the meeting to order at 3:00 PM.

Those in attendance were: Commissioners Neil Kimsey and Norm Harker. Commissioner Denny Kiggins had an excused absence.

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

Employees Present for Special Presentations: Evan Westervelt.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: Evan Westervelt, Maintenance Supervisor: 15 Years of Service Award – The Board presented Evan Westervelt with his 15 Years of Service award and thanked him for his ongoing contributions.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kimsey moved to approve the Consent Agenda, approving August 13, 2019 regular meeting minutes; August 20, 2019 regular meeting minutes; voucher #s 54962-55031, automated clearing house transactions, & #s 9679-9689 (payroll benefits warrants) in the amount of \$1,809,934.45; and payroll direct deposit authorizations in the amount of \$130,744.45.

Commissioner Harker seconded the motion, and it passed.

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

Board Members: No reports were provided.

General Manager: General Manager Activities Report (District Organization Chart Update; Discovery Clean Water Alliance Update; Agency Coordination; and District & Professional Organization Functions) – John Peterson briefly reviewed his report, including a draft agenda bill related to a Resolution Amending District Classification Ranges & Position Table & Organization Chart. The Board concurred with the proposed agenda bill and requested staff to include on a future Consent Agenda for approval.

Assistant Manager/Business Services Manager: Assistant Manager/Business Services Manager Activities Report (Human Resources; Risk Management; Pretreatment;

and Washington Finance Officers Association) – Shawn Moore briefly reviewed his report.

District Engineer: District Engineer Activities Report (Clark County Urban Holding Area – NE 179th St./Fairgrounds Area; District Campus Facilities Program; Capital Program – Construction; Capital Program – Design; Development Program; Discovery Clean Water Alliance; and Engineering Department) – Heath Henderson briefly reviewed the report, including a) memo related to UNFI Pump Station – Final Cost; and b) memo related to Seton Pump Station Developer Reimbursement.

The Board concurred with the UNFI Pump Station – Final Cost and Seton Pump Station Developer Reimbursement memos. Staff will add both items to a future Consent Agenda for approval.

Second Quarter 2019 Engineering Department Report – Mr. Henderson briefly reviewed the second quarter report.

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

Second Quarter 2019 Financials/ERU Report – Mr. Andrews briefly reviewed the second quarter report.

Operations Manager: Second Quarter 2019 Operations Department Report – Rich Ludlow briefly reviewed the second quarter report.

Legal Counsel: No report.

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

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #19-054 – District Design Manual Update – Heath Henderson reviewed the agenda bill, noting that following feedback from the Board on August 13, District staff worked with Jacobs to further refine the scope of work to focus on necessary updates and known issues and to remove several technical elements of the proposed work. The final scope of work estimate is approximately \$31,000 less than previously reviewed with the Board. The revised scope of work is reactive to changes, focusing on updating necessary items, which will require the team to be diligent and focused throughout the update process. Mr. Henderson then reviewed the contract negotiation summary sheet.

Commissioner Kimsey moved to authorize the General Manager to sign the Professional Engineering, Land Surveying, Architecture and Landscape Architecture Services Contract with Jacobs Engineering Group, Inc. in an amount not to exceed \$109,146 for the District's Design Manual Update and further authorize the General Manager, or written designee, to sign

supplemental amendments not to exceed ten (10) percent of the original contracted amount.

The motion died due to lack of a second.

Commissioner Kimsey moved to adjourn the meeting.

Commissioner Harker seconded the motion, and it passed.

At 3:45 PM, Commissioner Harker adjourned the meeting.

Respectfully submitted,

Secretary

Approved 09/10/19