

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
February 11, 2020**

The first regular meeting of the month of February was held at the District Board meeting room, 8000 NE 52nd Court, Vancouver, Washington on February 11, 2020. Commissioner Kiggins called the meeting to order at 4:00 PM.

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

District Staff: John Peterson, Shawn Moore, Heath Henderson, Rich Ludlow, Ken Andrews, Steve Bacon, Dale Lough, Vanessa Johnson, and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Special Presentations: Vikki Rowe, Beth Bicknell and Melissa Armstrong.

Visitors Present for Regular Meeting: City of Ridgefield: Councilor Sandra Day. Interested Citizens: Heidi Rosenberg.

Visitors Present for Public Hearing: Gary Vance, Jim Carlson, Thom McConathy.

ADDITIONS & DELETIONS TO AGENDA: There were none.

SPECIAL PRESENTATIONS: Introduction: Beth Bicknell, Assistant Finance Specialist
– Vikki Rowe introduced Beth Bicknell, the new Assistant Finance Specialist, who was hired on January 16. The Board welcomed Ms. Bicknell to the District.

Introduction: Melissa Armstrong, Control Systems Administrator – Rich Ludlow introduced Melissa Armstrong, the new Control Systems Administrator, who began employment on February 3. The Board welcomed Ms. Armstrong to the District.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kimsey moved to approve the Consent Agenda, approving January 28, 2020 regular meeting minutes; voucher #s 55622-55681, automated clearing house transactions, & #s 9789-9795 (payroll benefits warrants) in the amount of \$2,368,570.47; payroll direct deposit authorizations and automated clearing house transaction in the amount of \$139,749.76; Agenda Bill #20-008, adopting Resolution #1776, making minor modifications to the District Administrative Code; amending Sections 2.16.030, 2.32.020, 2.32.040(D), & 2.32.050(A) of the Clark Regional Wastewater District Code; Agenda Bill #20-009, authorizing staff to schedule a public hearing for the Ridgecrest PUD Offsite Latecomer Reimbursement on March 10, 2020 at 5:00 PM or as soon thereafter as possible; and Agenda Bill #20-010, authorizing the Operations Manager to purchase a 2017 Takeuchi Mini Excavator (Trackhoe) for \$42,818 (including sales tax).

Commissioner Harker seconded the motion, and it passed unanimously.

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

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; and Engineering Support)

– 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) copy of a letter of understanding between the District and the owner of Padden Parkplace Storage related to the campus improvements project; b) memo related to Pleasant Hollow Latecomer Reimbursement. The Board confirmed that the Latecomer assessments were acceptable using the Area method and requested staff to move forward with notifying the affected property owners and preparing a contract for the developer's signature; c) memo related to Brickwood Industrial Latecomer Reimbursement. The Board confirmed that the Latecomer assessments were acceptable using the Area method and requested staff to move forward with notifying the affected property owners and preparing a contract for the developer's signature; and d) draft agenda bill related to Alliance Professional Engineering Services Contract Amendment for Capital Program Delivery Support with CH2M HILL. The Board concurred with proposed agenda bill and requested to include on an upcoming Consent Agenda for approval.

Finance Director/Treasurer Activities Report (Accounting Program; Customer Account Program; Alliance and District & Professional Organization Functions) – Ken Andrews briefly reviewed his report, including providing the Board with an overview, including a sample, of the process that will be utilized going forward for ratifying and confirming approval of accounts payable vouchers prior to Board review.

Operations Manager Activities Report (Operations) – Rich Ludlow briefly reviewed his report.

Legal Counsel: 2019 Legislative Session Report Follow-up – No discussion or actions were taken on this report.

Final Draft Fresenius Medical Care Connection Charges Agreement – Mr. Frimodt

reviewed the final draft of the agreement with the Board, and he explained that staff anticipates providing the final agreement for approval at an upcoming Board meeting.

Board Clerk: Board Calendar Confirmation of Events (January 2020) – The Board signed the confirmation sheet.

Board Calendar of Events (February 2020) – Kim Thur reviewed the February 2020 calendar with the Board.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #20-012 – Union Road Pump Station Improvement Project – Approval of Additional Contingency Amount – Heath Henderson briefly reviewed at the agenda bill, noting that staff has negotiated a final cost for the project, which is slightly more than the contingency authorized when the contract was originally approved.

Commissioner Harker moved to authorize the General Manager, or written designee, to increase the staff contingency authorization from 20% to 25.95% to address the contract changes resulting in a total construction contract amount of \$710,701.14, including sales tax.

Commissioner Kimsey seconded the motion, and it passed unanimously.

At 4:41 PM, Commissioner Kiggins recessed the meeting for 19 minutes.

At 5:00 PM, Commissioner Kiggins reconvened the meeting.

HEARINGS: 5:00 PM – AB #20-011 – Annexation #01-19, Whipple Creek – Commissioner Kiggins opened the public hearing on the new proposed annexation of properties located within the Urban Growth Boundary in the general area south of NE 179th Street and NE 20th Avenue to the District by the 60 percent petition method under RCW 57.24.060-57.24.100. He then asked District staff to explain the area proposed for annexation, the history of the petition filing and the process for the annexation.

Steve Bacon reported that a petition for annexation was requested by a property owner in June of 2019. The petition was issued to the requestor on August 27, 2019. At that time, the District provided notification to all the property owners in the annexation area that a petition was being circulated.

During the signature gathering process, staff responded to questions from property owners. The final petition was returned on September 13, 2019. Subsequently, a SEPA/DNS checklist was circulated for this annexation. The comment period closed on December 27, 2019. Staff received and responded to one comment on the SEPA from the Cowlitz Indian Tribe.

There is a total of approximately 30 acres involved in the annexation, consisting of 6 parcels. The final petition was signed by the owners of 4 parcels, representing a total area of 20.33 acres. This accounts for 68% of the total area. Staff has verified the signatures for greater than 60% of

the land area.

Commissioner Kiggins then asked if anyone in the audience would like to address the Board on the proposed annexation.

The following persons provided testimony:

Tom McConathy, 1017 NE 107th Street Vancouver WA, requested that the District consider providing sewer to his neighborhood due to concerns with failing septic systems over the past 20 years. Mr. McConathy explained that he has been requesting sewer service for many years.

John Peterson provided history and information related to the District's Septic Elimination Program.

Jim Carlson, 1932 NE 179th Street, Ridgefield, WA, a property owner in the proposed annexation area, expressed his support of the proposed annexation.

Gary Vance, Vance Development, 2005 SE 192nd Ave Suite 207, Camas, WA, expressed his support of the proposed annexation.

Commissioner Harker moved to close the public hearing on Annexation #01-19.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Harker moved to direct staff to prepare a resolution approving a petition for Annexation #01-19 of real property to the District for consideration at a future Board meeting.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Kiggins thanked everyone for attending the hearing.

With no further business to discuss, Commissioner Kiggins adjourned the meeting at 5:19 PM.

Respectfully submitted,

Secretary