

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
January 12, 2021**

The first meeting of the month of January 2021 was held via remote GoToMeeting session at the District Board meeting room, 8000 NE 52nd Court, Vancouver, Washington on January 12, 2021. Commissioner Kimsey called the meeting to order at 4:00 PM.

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

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

Visitors Present for Regular Meeting: City of Ridgefield: Councilor Sandra Day. Interested Citizens: Dan Clark and Andrew Young.

Visitors Present for Special Presentations: Britny Carrier and Ryan Krause.

ADDITIONS & DELETIONS TO AGENDA: There were none.

SPECIAL PRESENTATIONS: 5 Years of Service Award: Britny Carrier, Senior Accountant – The Board recognized and commended Britny Carrier for 5 years of ongoing dedicated service.

Introduction: Ryan Krause, Maintenance Specialist 1 – The Board was introduced to Ryan Krause, the new Maintenance Specialist 1, who began employment on December 16, 2020.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Harker moved to approve the Consent Agenda, approving December 22, 2020 regular meeting minutes; ratifying and confirming previous payments issued, including Voucher #s 56823-56874 Dated 01/02/21 in the amount of \$1,340,380.96; Payroll Benefits' Warrant #s 9999-10005 Dated 12/23/20 in the amount of \$114,148.83; Electronic Payments Dated 12/14/20 in the amount of \$300,450.74; Payroll Direct Deposit Authorizations Dated 12/24/20 in the amount of \$150,990.27; Agenda Bill #21-001, authorizing the General Manager to sign a Professional Engineering, Land Surveying, Architecture and Landscape Architecture Services Contract with Jacobs Engineering Group Inc. in an amount not to exceed \$1,600,000 for the Phase 5 Columbia River Outfall and Effluent Pipeline Project and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the original contracted amount; Agenda Bill #21-002, authorizing staff to schedule a public hearing for the Brickwood Industrial Latecomer Reimbursement on March 9, 2021 at 5:00 PM or as soon thereafter as possible; and Agenda Bill #21-003, authorizing staff to schedule a public hearing for the Seton Subdivision Phase 1 Latecomer Reimbursement on

February 9, 2021 at 5:00 PM or as soon thereafter as possible.

Commissioner Kiggins seconded the motion, and it passed unanimously.

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

Board Members: Each Commissioner reported on their recent activities.

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

Business Services Director: Business Services Director Activities Report (Human Resources/IT; Public Outreach; Emergency Management; and Agency Coordination) – Shawn Moore briefly reviewed his report, including a draft agenda bill related to Public Education & Outreach Professional Services Contract with JLA Public Involvement. The Board concurred with the proposed contract and requested the item be included on an upcoming Consent Agenda for approval.

Engineering Director: Engineering Director (District Engineer) Activities Report (District Campus Facilities Program; Capital Program – Construction; Capital Program – Bid and Award; Capital Program – Design; Development Program; and Engineering Department) – Heath Henderson reviewed his report, including:

a) Draft agenda bill related to South Junction Trunk Sewer Upgrade – Professional Engineering Services Contract for Design Services. The Board concurred with the proposed agenda bill and requested staff to include on an upcoming Consent Agenda for approval.

b) Memo related to North Junction Trunk Local Facilities Charge – The Board concurred with applying the Local Facilities Charge assessment using the ERU method to assess the cost of the mainline and a per parcel method to assess the cost of the laterals installed and requested staff to move forward with contacting the affected property owners to discuss the proposed assessments. Following discussion with the property owners, the reimbursement will be presented at a future Board meeting for consideration.

c) Memo related to NE 119th Street County Road Project (87th Ave to 112th Ave) Local Facilities Charge – The Board concurred with applying the Local Facilities Charge assessment using the ERU method to assess the cost of the sewers and requested staff to move forward with contacting the affected property owners to discuss the proposed assessments. Following discussion with the property owners, the reimbursement will be presented at a future Board meeting for consideration.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team; Customer Accounts Team; and Alliance) – Ken Andrews briefly reviewed

his report, including providing a copy and reviewing the current utility billing aging report through January 2021 and reviewing the planned sequence of events for issuing revenue bonds in second quarter 2021 to finance the Alliance Salmon Creek Treatment Plant Phase 5A Package 1 project.

Operations Director: No report.

Legal Counsel: Eric Frimodt provided an update on the COVID-19 pandemic, including the Governor's new order of Healthy Washington: Roadmap to Recovery.

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

Board Calendar of Events (January 2021) – Kim Thur presented the calendar to the Board.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #21-006 – Ratify & Confirm General Manager COVID-19 Emergency Declaration – Sick Leave Provisions – Shawn more briefly reviewed the agenda bill, explaining the General Manager issued a declaration on January 5, 2021 granting an extension of Emergency Paid Sick Leave to District employees effective January 1, 2021 through March 31, 2021 and further authorized the advance of unaccrued District paid sick leave to District employees for 2021. Staff is requesting the Board to ratify the Manager's actions.

Commissioner Harker moved to ratify and confirm the General Manager's emergency declaration dated January 5, 2021 relating to the provision of emergency paid sick leave and the advancement of District paid sick leave to District employees and further to approve the Clark Regional Wastewater District Preventative and Emergency Plan in Response to the COVID-19 Pandemic Amendment 4 Dated January 5, 2021.

Commissioner Kiggins seconded the motion, and it passed unanimously.

At 4:42 PM, Commissioner Kimsey recessed the meeting for approximately 18 minutes.

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

HEARINGS: 5:00 PM – Virtual Public Hearing – AB #21-004 – Greenwood Short Plat Latecomer Reimbursement – Commissioner Kimsey opened the hearing on the establishment of a Latecomer Reimbursement area for the Greenwood Short Plat project and the amount for the sanitary sewer facilities constructed in the vicinity of NW 19th Avenue and NW 114th Street within public right-of-way of the project.

Heath Henderson provided the background information on the project.

Commissioner Kimsey then asked if anyone attending remotely wished to provide testimony on the sanitary sewer facilities and the Latecomer reimbursement. No one was present remotely.

Commissioner Harker moved to close the public hearing.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Kimsey announced the public hearing was closed.

Commissioner Harker stated that he believed the proposed reimbursement area and cost is appropriate and meets the requirements of RCW Chapter 57.22. He then moved to direct staff to prepare a resolution for approval and adoption of the Greenwood Short Plat Latecomer Reimbursement that includes the properties and proposed assessments as shown in the Final Assessment Table at a future Board meeting.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Kimsey thanked everyone for attending the hearing.

5:00 PM – Virtual Public Hearing – AB #21-005 – Peacock Manor II Latecomer Reimbursement – Commissioner Kimsey opened the hearing on the establishment of a Latecomer Reimbursement area for the Peacock Manor II project and the amount for the sanitary sewer facilities constructed in the vicinity of NE 127th Avenue and NE 104th Street within public right-of-way of the project.

Heath Henderson provided the background information on the project.

Commissioner Kimsey then asked if anyone attending remotely wished to provide testimony on the sanitary sewer facilities and the Latecomer reimbursement. No one was present remotely.

Commissioner Harker moved to close the public hearing.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Kimsey announced the public hearing was closed.

Commissioner Harker stated that he believed the proposed reimbursement area and cost is appropriate and meets the requirements of RCW Chapter 57.22. He then moved to direct staff to prepare a resolution for approval and adoption of the Peacock Manor II Latecomer Reimbursement that includes the properties and proposed assessments as shown in the Final Assessment Table at a future Board meeting.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Kimsey thanked everyone for attending the hearing.

With no further business to discuss, Commissioner Kimsey adjourned the meeting at 5:09 PM.

Respectfully submitted,

Secretary