

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
January 26, 2021**

The third regular 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 3:00 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: Interested Citizens: Dan Clark and a visitor who declined to identify himself/herself with the screen initials of NFD.

Visitors Present for Special Presentations: None.

ADDITIONS & DELETIONS TO AGENDA: There were none.

SPECIAL PRESENTATIONS: There were none.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Harker moved to approve the Consent Agenda, approving January 12, 2021 regular meeting minutes and January 19, 2021 regular meeting minutes; ratifying and confirming previous payments issued, including Voucher #s 56875-56906 Dated 01/06/21 and 01/15/21 in the amount of \$114,634.79; Payroll Benefits' Warrant #s 10006-10019 Dated 01/11/21 in the amount of \$243,136.65; Electronic Payments Dated 01/15/21 in the amount of \$94,301.72; Payroll Direct Deposit Authorizations Dated 01/08/21 in the amount of \$146,736.98; Agenda Bill #21-007, authorizing the General Manager to sign the professional services contract with JLA Public Involvement, Inc. in the amount of \$26,850.52 and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed ten percent (10%) of the original contracted amount; Agenda Bill #21-008, adopting Resolution #1801, establishing a latecomer charge for sewer lines constructed in conjunction with the Greenwood Short Plat (Project #11-2018-0011) developer extension and authorizing the General Manager to sign the Latecomer Reimbursement Agreement with the developer of the Greenwood Short Plat project; Agenda Bill #21-009, adopting Resolution #1802, establishing a latecomer charge for sewer lines constructed in conjunction with the Peacock Manor II (Project #11-2019-0099) developer extension and authorizing the General Manager to sign the Latecomer Reimbursement Agreement with the developer of the Peacock Manor II project; Agenda Bill #21-010, adopting Resolution #1803, approving the final cost and pro rata share of District installed

local facilities for the Pleasant Valley North District Installed Infrastructure, District Project #27-2013-0044; Agenda Bill #21-011, authorizing the General Manager to sign the Professional Engineering, Land Surveying, Architecture and Landscape Architecture Services Contract with Wallis Engineering in an amount not to exceed \$228,117.00 for the South Junction Trunk Sewer Upgrade Project and further authorizing the General Manager to sign supplemental amendments not to exceed twenty (20) percent of the original contracted amount; Agenda Bill #21-012, adopting Resolution #1804 waiving competitive bidding requirements for elastomeric check valves in the Phase 5A Project: Package 1 – Columbia River Outfall; and Agenda Bill #21-013, authorizing the General Manager to purchase Tideflex Technologies/Red Valve Company elastomeric check valves for the Phase 5A Project: Package 1 – Columbia River Outfall for the total price of \$171,455.20 (including sales tax), subject to final negotiation of acceptable terms and conditions by District legal counsel, and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed five (5) percent of the original purchase order contracted amount.

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; Facilities; and Emergency Management) – Shawn Moore briefly reviewed his report, including a draft agenda bill related to Janitorial Services Contract Amendment – Enhanced Cleaning & Disinfection. The Board concurred with the proposed agenda bill and decided to act at this time.

AB #21-015 – Janitorial Services Contract Amendment – Enhanced Cleaning & Disinfection – Commissioner Harker moved to authorize the General Manager to sign Amendment #4 to the Maintenance Services Contract with ABM Industry Groups, LLC to provide janitorial services for the enhanced cleaning and disinfection of the District office and shop facilities in an amount not to exceed \$21,960 and further to authorize the General Manager, or written designee, to sign supplemental amendments not to exceed five (5) percent of the total contracted amount of \$165,418.83.

Commissioner Kiggins seconded the motion, and it passed unanimously.

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) Memo related to Curtin Creek Warehouses Offsite Latecomer Reimbursement – The Board concurred with applying the Latecomer assessment using the Front Foot method to assess the cost of the sewers and requested staff to move forward with contacting the affected property owners, preparing a Latecomer Reimbursement Agreement for the developer’s signature, and then present at future Board meetings, including a public hearing.

b) Sample monthly reports that staff is using to track project schedule, scope, and budget on significant projects. The Board appreciated the reports and requested staff include them for significant projects monthly, as attachments to the Engineering Director’s Activities Report.

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

Operations Director: Operations Director Activities Report (Collection System Operations; Fleet; and Control Systems) – Rich Ludlow briefly reviewed his report.

Legal Counsel: No report.

Board Clerk: Board Calendar of Events (February 2021) – Kim Thur presented the calendar to the Board.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #21-014 – District Campus Improvement Project – Authorization to Purchase New Operations Building Furniture – Heath Henderson briefly reviewed the agenda bill, noting that the District is saving significant dollars on the furniture purchase by utilizing a government pricing contract.

Commissioner Kiggins moved to authorize the General Manager to purchase the Operations Building furniture for the District Campus Improvements Project for the total price of \$122,958.65 (including sales tax) and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed five (5) percent of the original purchase order contracted amount.

Commissioner Harker seconded the motion, and it passed unanimously.

HEARINGS: None.

With no further business to discuss, Commissioner Kimsey adjourned the meeting at 3:27 PM.

Respectfully submitted,

Secretary

Approved 02/09/21