

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
May 25, 2021**

The third regular meeting of the month of May 2021 was held at the District Board meeting room with also an optional Remote GoToMeeting attendance option, 8000 NE 52nd Court, Vancouver, Washington on May 25, 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, Shawn Moore, Vanessa Johnson, Les MacDonald, Steve Bacon, Ken Andrews, David Logan, Rich Ludlow, Leanne Mattos, and Kim Thur.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark and Heidi Rosenberg.

ADDITIONS & DELETIONS TO AGENDA: John Peterson noted that an error was found in the 1st Quarter 2021 Repair Program Summary document. Staff has provided the Board with the updated version and has ensured the agenda being displayed today is the corrected file.

SPECIAL PRESENTATIONS: None.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Harker moved to approve the Consent Agenda, approving May 11, 2021 regular meeting minutes; May 18, 2021 regular meeting minutes; ratifying and confirming previous payments issued, including Voucher #s 57178-57212 Dated 05/18/21 in the amount of \$125,731.14; Payroll Benefits' Warrant #s 10084-10094 Dated 05/11/21 in the amount of \$243,671.06; Electronic Payments Dated 05/18/21 in the amount of \$1,599,361.56; Payroll Direct Deposit Authorizations Dated 05/10/21 in the amount of \$161,194.33; Agenda Bill #21-045, adopting Resolution #1812, establishing a latecomer charge for sewer lines constructed in conjunction with the Peterson Machinery (Project #17-2019-0049) developer extension and authorizing the General Manager to sign the Latecomer Reimbursement Agreement with the developer of the Peterson Machinery project; Agenda Bill #21-046, adopting Resolution #1813, establishing a latecomer charge for sewer lines constructed in conjunction with Urban Downs (Project #11-2019-0009) developer extension and authorizing the General Manager to sign the Latecomer Reimbursement Agreement with the developer of the Urban Downs subdivision; Agenda Bill #21-047, authorizing staff to schedule a public hearing for the Discovery Ridge Phase 1 Latecomer Reimbursement on June 8, 2021 at 5:00 PM or as soon thereafter as possible; and Agenda Bill #21-048, adopting Resolution #1814, amending and re-adopting the Clark Regional Wastewater District Investment Policy; and repealing Resolution #1730.

Commissioner Kiggins seconded the motion, and it passed unanimously.

COMMUNICATIONS: Items from the Audience: No one attending the meeting in person or remotely wished to speak.

REPORTS: 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 (Facilities; District Campus Facilities Program; and Emergency Management) – Shawn Moore briefly reviewed his report, including a) draft agenda bill related to Janitorial Services Contract; and b) draft agenda bill related to District Campus Improvement Project – Authorization to Purchase New Administration Building Furniture. The Board concurred with the proposed agenda bills and requested staff to include them 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) – In Heath Henderson's absence, Vanessa Johnson briefly reviewed the report, including:

a) Draft agenda bill related to NE 99th Street Trenchless Project – Professional Engineering Services Contract Amendment 1 with Murraysmith to provide engineering support and contract management support during construction. The Board concurred with the proposed agenda bill and requested to include the item on an upcoming Consent Agenda for approval.

b) Monthly project status report for the NE 99th Street Trenchless Sewer project.

c) Monthly project status report for the Cougar Canyon Trunk Repair project.

d) Monthly project status report for the NE 20th Avenue Trunk project.

e) Monthly project status report for the South Junction Trunk Sewer Upgrade project.

f) Copy of federal funding package request submitted to US Senator Patty Murray's office for the Sunset Strip Neighborhood (including the Curtin Creek watershed) Septic Elimination Program project.

g) Copy of draft letter that has been developed by staff with District legal counsel that will be provided to 6 property owners related to accessory dwelling unit permits that were issued and approved by Clark County without requesting District approval regarding sewer service. The letter provides notice that connection charges and backbill monthly service charges are owing on their accessory dwelling units. In addition, the letter provides payment plan options for each property owner.

h) Memo related to Alpine Village Latecomer Reimbursement. The Board concurred with staff's recommendation to apply the Latecomer assessment using the Area method to assess the cost of the sewers. The Board requested staff to notify the affected property owners and prepare an agreement for the developer's signature. The reimbursement will be presented at future Board meetings, including a public hearing.

First Quarter 2021 Engineering Department Report – Ms. Johnson briefly reviewed the report.

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

First Quarter 2021 Financials/ERU Report – Mr. Andrews briefly reviewed the report.

Operations Director: Operations Director Activities Report (Campus Improvements; Ridgefield Treatment Plant; and Staff Development) – Rich Ludlow briefly reviewed his report.

First Quarter Operations Department Report – Mr. Ludlow briefly reviewed the report.

Legal Counsel: No report.

Board Clerk: Board Calendar of Events (June 2021) - Kim Thur briefly reviewed the calendar with the Board.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

HEARINGS: None.

With no further business to discuss, Commissioner Kimsey adjourned the meeting at 4:05 PM.

Respectfully submitted,

Secretary