

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
August 10, 2021**

The first regular meeting of the month of August 2021 was held at the District Operations Building Conference Room with also an optional Remote GoToMeeting attendance option, 8000 NE 52nd Court, Vancouver, Washington on August 10, 2021. Commissioner Kimsey called the meeting to order at 4:00 PM.

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

District Staff: John Peterson, Shawn Moore, Heath Henderson, Les MacDonald, David Logan, Ken Andrews, Vanessa Johnson, and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark and Gary Vance.

Visitors Present for Special Presentations: Dustin Harris, Tyler Schmitt, and Marie LaManna.

Visitors Present for Annexation #01-021 (NW 11th Avenue) Public Hearing: Dean Zarosinski (virtual attendance).

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: Tyler Schmitt, Maintenance Specialist I: 5 Years of Service Award – The Board commended Tyler Schmitt for his 5 years of service and expressed their appreciation for his ongoing efforts.

Marie LaManna, Engineering Technician (Development): 15 Years of Service Award – The Board commended Marie LaManna for her 15 years of service and expressed their appreciation for her ongoing efforts.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Harker moved to approve the Consent Agenda, approving July 27, 2021 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 08/03/21 in the amount of \$920,309.48; Voucher #s 57366-57403 Dated 08/03/21 in the amount of \$1,138,704.25; Payroll Benefits' Warrant #s 10131-10140 Dated 07/26/21 in the amount of \$135,690.53; and Payroll Direct Deposit Authorizations Dated 07/23/21 in the amount of \$158,432.58.

Commissioner Kimsey seconded the motion, and it passed.

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.

John Peterson suggested that the Board address the New Business item at this time since the developer for the project was attending the meeting virtually. The Board concurred with the suggestion.

AB #21-070 – NE 179th Street Apartments Developer Extension Agreement – Phased Construction – Les MacDonald reviewed the agenda bill with the Board, noting that the modified Developer Extension Agreement presented today includes provisions for phased construction and establishes conditions under which the District will allow this approach, including limitations on final approvals for the extension.

Commissioner Harker moved to authorize the General Manager to sign the Developer Extension Agreement with the developer for phased construction of the sewer extensions required for the NE 179th Street Apartments project.

Commissioner Kimsey seconded the motion, and it passed.

Gary Vance thanked the Board for approving the agreement.

Business Services Director: Business Services Director Activities Report (Human Resources; and Emergency Management) – Shawn Moore briefly reviewed his report.

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

a) Copy of letter received from Leigh Potter related to his accessory dwelling unit status.

b) Memo related to Recommendation for Waiver of Competitive Bidding for Flow Meter Purchase. Mr. Henderson noted that staff has confirmed that although the purchase is within the amount authorized to the General Manager, per RCW 39.04.280, the Board will need to ratify and confirm the General Manager's approval of the purchase. He requested the Board include the item on a future Consent Agenda for approval. The Board concurred.

In addition, Mr. Henderson requested the Board consider adding to the General Manager's authority, within District Code, sole source authorizations up to \$50,000. The Board concurred. Staff will prepare an agenda bill and resolution for Board consideration at a future Board meeting.

c) Copy of the Vancouver Business Journal's Top Projects noting the District's Campus Improvements project was rated #3 for public projects and the Alliance Salmon Creek Treatment Plant project was rated #5.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team; Customer Accounts Team; and Alliance) – David Logan briefly reviewed his report, including the current utility billing aging report through July 2021.

Operations Director: Operations Director Activities Report (Ridgefield Treatment Plant; Campus Upgrades; Collection System Maintenance; and Control Systems Administration) – John Peterson (in Rich Ludlow’s absence) let the written report stand.

Legal Counsel: Eric Frimodt provided a brief update on the COVID-19 pandemic.

Board Clerk: Board Confirmation of Events (July 2021) – The Board signed the confirmation sheet.

Board Calendar of Events (August 2021) – Kim Thur provided the calendar to the Board.

General Manager: John Peterson reported that Brent Grening, Executive Director of the Port of Ridgefield, is retiring later this year. The Port of Ridgefield recently held two special meetings to interview candidates for the position.

Mr. Peterson reported that the Salmon Creek Treatment Plant Phase 5B Package 2 project recently was successful in obtaining a \$10 million Public Works Board loan.

Mr. Peterson then provided an update on the current operations status for the Regional Assets managed by Clark County Public Works.

UNFINISHED BUSINESS: None.

NEW BUSINESS: No additional items.

HEARINGS: 5:00 PM – AB #21-069 – Annexation 01-21 (NW 11th Avenue) – Commissioner Kimsey opened the public hearing on the new proposed annexation of properties located within the Urban Growth Boundary in the general area north of NW 160th Street, south of NW 169th Street, west of NW 11th Avenue, and east of NW 16th 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.

Heath Henderson reported that a petition for annexation was requested by a property owner in February of 2021. The petition was issued to the requestor on March 8, 2021. 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 March 16, 2021. Subsequently, a SEPA/DNS checklist was circulated for this annexation. The comment period closed on June 3, 2021. Staff received no comments on the SEPA.

There is a total of approximately 70 acres involved in the annexation, consisting of 5 parcels. The final petition was signed by the owners of 3 parcels, representing a total area of 64 acres. This accounts for 91% of the total area. Staff has verified the signatures for greater than

60% of the land area.

On July 31, staff received an email from Jamie Keiser providing written comments related to the annexation.

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

No public comments were received.

Kim Thur noted for the record that an additional email from Cindy Anderson was received on August 9, providing written comments related to the annexation.

Commissioner Harker moved to close the public hearing on Annexation #01-21.

Commissioner Kimsey seconded the motion, and it passed.

Commissioner Harker moved to direct staff to prepare a resolution approving a petition for Annexation #01-21 of real property to the District for consideration at a future Board meeting.

Commissioner Kimsey seconded the motion, and it passed.

Commissioner Kimsey thanked everyone for attending the hearing.

With no further business to discuss, Commissioner Kimsey adjourned the meeting at 5:10 PM.

Secretary