

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
November 9, 2021**

The first regular meeting of the month of November 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 November 9, 2021. Commissioner Kimsey called the meeting to order at 4:00 PM.

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

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

Visitors Present for Special Presentations: Katie Hall and Les MacDonald.

Visitors Present for Regular Meeting: Interested Citizens: Kyle Stephens.

ADDITIONS & DELETIONS TO AGENDA: Mr. Peterson announced that staff is requesting a short executive session to review the performance of an employee with legal counsel.

SPECIAL PRESENTATIONS: Katie Hall, Engineering Technician: 5 Years of Service Award – Heath Henderson and the Board presented Katie Hall with her 5 years of service award and thanked her for all that she has done for the District since being hired.

WORK SESSION: 2022 Budget Work Session #3 – Operations & Maintenance Account and Training/Business Travel Budgets – Britny Carrier presented the 2022 budget work session for the Board's information, which included the proposed Operations & Maintenance Account and the Training and Business Travel Budgets. The Board thanked Ms. Carrier for her presentation.

CONSENT AGENDA: Commissioner Harker moved to approve the Consent Agenda, approving October 26, 2021 continued meeting minutes and October 26, 2021 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 11/02/21 in the amount of \$1,339,380.90; Voucher #s 57630-57673 Dated 11/02/21 in the amount of \$161,149.55; Payroll Benefits' Warrant #s 10188-10197 Dated 10/25/21 in the amount of \$154,915.15; Agenda Bill #21-084, authorizing staff to schedule the Annexation #02-20 hearing on December 14, 2021, at 5:00 PM or as soon thereafter as possible; Agenda Bill #21-085, authorizing staff to schedule the 2022 budget public hearing on Tuesday, December 14, 2021 at 5:00 PM, or as soon thereafter as possible; and Agenda Bill #21-086, adopting Resolution #1824, providing for the implementation of a locally administered multijurisdictional pretreatment program adopted by the Discovery Clean Water Alliance.

Commissioner Kiggins seconded the motion, and it passed unanimously.

COMMUNICATIONS: Items from the Audience: No one present 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 (Human Resources, Facilities; and Emergency Management) – Shawn Moore briefly reviewed his report. Mr. Moore then reviewed a Performance Recognition Program Nomination that has is being recommended by the General Manager for Mike Mayhak and James Lee for their extraordinary efforts related to successfully transitioning more than thirty staff into temporary workspaces while maintaining operations and minimizing downtime.

Commissioner Harker moved to award Mike Mayhak and James Lee each a Platinum Award of \$575 and 16 hours of paid time off for their outstanding efforts.

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 briefly reviewed his report.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team; Customer Accounts Team; and Alliance) – David Logan briefly reviewed his report, including:

a) Annual Total Employee Benefits Cost Review, noting that the overall benefit cost per employee is now averaging an annual 4.5% increase over the last six years. This percentage increase is below the 6% benchmark used in the District's financial planning.

b) Draft agenda bill related to Clark County Investment Services Interlocal Agreement, noting that Clark County is moving to a new financial institution for banking services. As a result of the District being a participant in the Clark County Investment Pool, it is necessary to execute an updated interlocal agreement recognizing the institutional change. The Board concurred with the proposed agenda bill and requested staff to include on a future Consent Agenda for approval.

c) Copy of the current utility billing past due aging report through November 1, 2021.

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

Legal Counsel: Eric Frimodt provided a brief update to the Board on: 1) his recent attendance at a Washington Association of Sewer and Water Districts Attorney group where

collection activities were discussed since the moratorium was lifted by the Governor; 2) A tentative settlement has been reached for a class action lawsuit related to flushable wipes; and 3) Initiative 1436 is being circulated in an effort to overturn the state's proposed long term care program.

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

Board Calendar of Events (November 2021) – Kim Thur noted minor updates to the calendar included in the agenda packet and provided the Board with a revised calendar.

Draft AB #21-087 Related to Agreements for Legal Services – Kim Thur briefly reviewed the agenda bill requesting continued general legal services with Inslee, Best, Doezie & Ryder, P.S. for the 2022-2023 contract period, as well as recommended specialized legal services with Summit Law Group.

The Board concurred with the proposed agenda bill and determined to act at this time.

AB #21-087 – Agreements for Legal Services – Commissioner Harker moved to authorize the President of the Board to sign the Agreement for Legal Services with Inslee, Best, Doezie & Ryder, P.S., and the Engagement Letter with Summit Law Group for specialized legal services.

Commissioner Kiggins seconded the motion, and it passed unanimously.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

HEARINGS: None.

At 4:54 PM, Commissioner Kimsey recessed the meeting into Executive Session with District legal counsel for the purpose of considering a personnel matter, under RCW 42.30.110 section 1(g) for 15 minutes. No decisions will be made.

At 5:12 PM, Commissioner Kimsey reconvened the meeting from the Executive Session.

Commissioner Kimsey adjourned the meeting at 5:15 PM.

Secretary