

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
December 14, 2021**

The first regular meeting of the month of December 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 December 14, 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, Vanessa Johnson, Les MacDonald, David Logan, Rich Ludlow, Leanne Mattos, and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark.

Visitors Present for 2022 Budget Public Hearing: None.

Visitors Present for Annexation #02-20 (Keller) Public Hearing: Annie Bilauca, Mike Kesar, and Caller 4 (did not identify themselves).

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: None.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Harker moved to approve the Consent Agenda, approving November 23, 2021 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 10/31/21, 11/29/21, and 12/07/21 in the amount of \$1,584,454.46; Voucher #s 57716-57755 Dated 12/07/21 in the amount of \$95,438.89; and Payroll Benefits' Warrant #s 10209-10215 Dated 11/24/21 in the amount of \$135,310.23.

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, Employee Handbook & Compensation Plan – Annual Amendments; and Emergency Management – Emergency Response Plan) – Shawn Moore briefly reviewed his report, including:

a) Draft agenda bill related to Resolution Amending Employee Handbook. The Board

concurred with the proposed agenda bill and requested to include the item on a future agenda (New Business) for approval.

b) Draft agenda bill related to Resolution Amending Compensation Plan. The Board concurred with the proposed agenda bill and requested to include the item on a future Consent Agenda for approval.

c) Proposed updated Organizational Values. The Board concurred with the proposed updates to the Values statements and requested to include the item on a future Consent Agenda for approval.

d) Draft agenda bill related to Landscape Maintenance Contract Amendment 2. The Board concurred with the proposed agenda bill and requested to include the item on a future 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 briefly reviewed his report.

a) **Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team; Customer Accounts Team; and Alliance)** – David Logan briefly reviewed his report, including reviewing the current utility billing past due aging report through December 1, 2021.

Operations Director: Operations Director Activities Report (GEM Work; and Ridgefield Treatment Plant) – Rich Ludlow briefly reviewed his report, including providing a copy of the Energy Smart Industrial Strategic Energy Management Completion Report for the Ridgefield Treatment Plant.

Legal Counsel: Eric Frimodt provided an update on the Washington Cares Act and COVID-19 pandemic.

Board Confirmation of Events (November 2021) – The Board signed the confirmation sheet.

Board Calendar of Events (December 2021) – Kim Thur reviewed the calendar with the Board.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #21-092 – Ratification of COVID-19 Pandemic Emergency Response Plan – Fifth Amendment – Shawn Moore briefly reviewed the agenda bill.

Commissioner Kiggins moved to approve Agenda Bill #21-092, ratifying and confirming the General Manager's actions to amend the Clark Regional Wastewater District Preventative and

Emergency Plan in Response to the COVID-19 Pandemic and implementing the policies and measures continued therein (Amendment 5).

Commissioner Harker seconded the motion, and it passed unanimously.

At 4:33 PM, Commissioner Kimsey recessed the meeting.

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

HEARINGS: 5:00 PM – AB #21-090 – Proposed 2022 District Budget – Commissioner Kimsey opened the hearing on the proposed 2022 budget for the Clark Regional Wastewater District.

Commissioner Kimsey then asked if anyone present wished to provide testimony on the proposed 2022 budget.

No one physically present or attending remotely provided testimony.

Commissioner Kiggins moved to close the public hearing.

Commissioner Harker seconded the motion, and it passed unanimously.

Commissioner Kimsey announced the public hearing was closed.

Commissioner Kiggins explained the Board anticipates adopting the 2022 budget at the December 28 Board meeting.

5:00 PM – AB #21-091 – Annexation 02-20 (Keller) – Commissioner Kimsey opened the public hearing on the new proposed annexation of properties located within the Urban Growth Boundary in the general area south of NE 193rd Circle, east of NE 26th Avenue, west of NE 40th Avenue, and north of NE 179th Street 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 November of 2020. The petition was issued to the requestor on February 17, 2021. At that time, the District provided notification to all the property owners in the annexation area that a petition was being circulated and held a Virtual Open House on April 27, 2021 with 13 property owners and other interested parties in attendance.

During the signature gathering process, staff responded to questions from property owners. The final petition was returned on July 14, 2021 (the petition deadline was extended). Subsequently, a SEPA/DNS checklist was circulated for this annexation. The comment period closed on September 29, 2021. Staff received no comments on the SEPA.

There is a total of approximately 235 acres involved in the annexation, consisting of 74 parcels. The final petition was signed by the owners of 38 parcels, representing a total area of 143 acres. This accounts for 61% of the total area. Staff has verified the signatures for greater

than 60% of the land area.

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

No public comments were received.

Commissioner Kiggins moved to close the public hearing on Annexation #02-20.

Commissioner Harker seconded the motion, and it passed unanimously.

Commissioner Kiggins moved to direct staff to prepare a resolution approving a petition for Annexation #02-20 of real property to the District for consideration at a future Board meeting.

Commissioner Harker 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 5:07 PM.

Secretary