

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
January 11, 2022**

The first regular meeting of the month of January 2022 was held at the District Operations Building Conference Room with also an optional Remote GoToMeeting attendance option, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on January 11, 2022. Commissioner Harker 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, Rich Ludlow, Hilary Gorham, and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark and Marian Anderson.

Visitors Present for Special Presentations: Britny Carrier, Isaac Saavedra, and Kelly Solomon.

**ADDITIONS & DELETIONS TO AGENDA:** None.

**SPECIAL PRESENTATIONS: Promotion – Hilary Gorham, HR Manager** – Shawn Moore announced the recent promotion of Hilary Gorham to HR Manager. The Board congratulated Ms. Gorham for her promotion.

**Promotion – Britny Carrier, Alliance Fiscal Manager** – David Logan announced the recent promotion of Britny Carrier to Alliance Fiscal Manager. The Board congratulated Ms. Carrier for her promotion.

**Promotion – Isaac Saavedra, Maintenance Specialist 2** – Rich Ludlow announced the recent promotion of Isaac Saavedra to Maintenance Specialist 2. The Board congratulated Mr. Saavedra for his promotion.

**Re-Assignment – Kelly Solomon, Administrative Assistant 2** – Kim Thur announced the recent re-assignment of Kelly Solomon to Administrative Assistant 2. The Board congratulated Ms. Solomon for her re-assignment.

**WORK SESSION:** None.

**CONSENT AGENDA:** Commissioner Kimsey moved to approve the Consent Agenda, approving December 28, 2021 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 11/30/21 and 01/04/22 in the amount of \$3,493,467.82; Voucher #s 57787-57813 Dated 01/04/22 in the amount of \$90,529.79; Payroll Benefits Warrant #s 10227-10233 Dated 12/28/21 in the amount of \$117,036.19; Agenda Bill #22-001, authorizing staff to schedule a public hearing for the Townhomes at Hidden Crest Latecomer

Reimbursement on February 8, 2022 at 5:00 PM or as soon thereafter as possible; and Agenda Bill #22-002, approving the Developer's request to install an interim pump station with the Mountain View Ridge Subdivision.

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 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 – Bid and Award; Capital Program – Design; Development Program; and Engineering Department)** – Heath Henderson briefly reviewed his report, including a draft agenda bill related to District Sewer Flow Metering Network Project – Purchased Services Contract. Following review of the draft agenda bill, the Board concurred with staff's recommendation and requested the item be included on a future Consent Agenda for approval.

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 January 1, 2022.

**Operations Director: Operations Director Activities Report (Staffing)** – Rich Ludlow briefly reviewed his report, including advising the Board of a recent theft of a portable pump at the Glenwood Pump Station.

**Legal Counsel: 2021 Legislative Session Report** – Eric Frimodt briefly reviewed the report with the Board.

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

**Board Calendar of Events (January 2022)** – Kim Thur briefly reviewed the calendar with the Board.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS: AB #22-003 – District Security System Contract** – Shawn Moore briefly reviewed the agenda bill requesting authorization to purchase a new security system for

the campus buildings.

Commissioner Kimsey moved to authorize the General to sign a contract with Johnson Controls Inc. for an amount not to exceed \$87,610.00, including sales tax, and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed ten percent (10%) of the originally contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

**HEARINGS:** None.

With no further business to discuss, Commissioner Harker adjourned the meeting at 4:45 PM.

\_\_\_\_\_  
Secretary

Approved 01/25/22