

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
February 8, 2022**

The first regular meeting of the month of February 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 February 8, 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, David Logan, Rich Ludlow, and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark. City of Ridgefield: Councilor Judy Chipman.

Visitors Present for Special Presentations: Kristen Thomas, Chris Stangl, Gabi Morgan, Brian Wolf, Nichole Chambers, and Robin Krause.

Visitors Present for Townhomes at Hidden Crest Latecomer Reimbursement Hearing: None.

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

**SPECIAL PRESENTATIONS: Promotion: Kristen Thomas, Regulatory Compliance Manager** – Robin Krause announced Kristen Thomas' recent promotion to Regulatory Compliance Manager. The Board and staff congratulated Ms. Thomas on her promotion.

**Introduction: Chris Stangl, Construction Manager** – Robin Krause introduced Chris Stangl, the District's new Construction Manager for Alliance projects. The Board and staff welcomed Mr. Stangl.

**Introduction: Gabi Morgan, Accounting Technician** – Brian Wolf introduced Gabi Morgan, the District's new half-time Accounting Technician. The Board and staff welcomed Ms. Morgan.

**Introduction: Nichole Chambers, Administrative Assistant 3** – Heath Henderson introduced Nichole Chambers, the District's new Administrative Assistant 3. The Board and staff welcomed Ms. Chambers.

**WORK SESSION:** None.

**CONSENT AGENDA:** Commissioner Kimsey moved to approve the Consent Agenda, approving January 25, 2022 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 12/31/21 and 02/02/22 in the amount of \$1,375,257.71; Voucher #s 57859-57887 Dated 02/02/22 in the amount of \$36,935.25; Payroll

Benefits Warrant #s 10245-10254 Dated 01/25/22 & 01/27/22 in the amount of \$136,218.90; and Payroll District Deposit Authorizations Dated 01/10/22 and 01/25/22 in the amount of \$324,467.48.

Commissioner Kiggins seconded the motion, and it passed unanimously.

**COMMUNICATIONS: Items from the Audience:** Judy Chipman, City of Ridgefield Councilor, introduced herself and noted she would be the new liaison for the City of Ridgefield and would be attending District Board meetings once a month.

**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 (Alliance Update)** – John Peterson briefly reviewed his report, including providing a copy of 2022 District and Alliance Legislative Priorities. Mr. Peterson reported that staff will be sharing the document with the District’s legislators during the legislative session.

**Business Services Director: Business Services Director Activities Report (Human Resources; and IT)** – 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 Resolution Amending District Code sections 5.08.010 (Accessory Dwelling Units) & 5.28.020 (ERUs) – Heath Henderson briefly reviewed the agenda bill and resolution, which updates the definition of Accessory Dwelling Unit, changes the flow value to 0.6 ERU, establishes an effective date of March 1, 2022, and authorizes staff to apply applicable refunds of charges and monthly rates retroactively any applicable permits granted 3 years prior to the effective date. The Board requested to act on the item at this time.

**AB #22-008 – Resolution Amending District Code Sections 5.08.010 (Accessory Dwelling Unit) & 5.28.020 (ERUs)** – Commissioner Kimsey moved to adopt Resolution #1829, relating to accessory dwelling units; amending Sections 5.08.010 and 5.28.020 of the Clark Regional Wastewater District Code; and establishing an effective date for implementation of the amendments.

Commissioner Kiggins seconded the motion, and it passed unanimously.

b) Draft agenda bill re: Request for Segregation of Pleasant Hollow Subdivision Latecomer Charge. The Board concurred with the proposed recommendation and requested to include the item on a future Consent Agenda for approval.

**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 February 1, 2022.

**Operations Manager: Operations Manager Activities Report (Flagging and Traffic Control; Campus Improvements; and Ridgefield Treatment Plant)** – Rich Ludlow briefly reviewed his report.

**Legal Counsel:** Eric Frimodt provided a report from the recent Washington Association of Sewer and Water Districts Commissioner Workshop.

**Board Clerk: Board Confirmation of Events (January 2022)** – The Board signed the confirmation sheet.

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

At 4:41 PM, Commissioner Harker recessed the meeting for 19 minutes.

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

**HEARINGS: 5:00 PM – AB #22-007 – Townhomes at Hidden Crest Latecomer Reimbursement** – Commissioner Harker opened the hearing on the establishment of a Latecomer Reimbursement area for the Townhomes at Hidden Crest project and the amount for the sanitary sewer facilities constructed in the vicinity of NE 133<sup>rd</sup> Street and NE 72<sup>nd</sup> Avenue within public right-of-way and public sanitary easements of the project.

Heath Henderson provided the background information on the project.

Commissioner Harker then asked if anyone attending remotely or in person wished to provide testimony on the sanitary sewer facilities and the Latecomer reimbursement. No one was physically or virtually present.

Commissioner Kimsey moved to close the public hearing.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Harker announced the public hearing was closed.

Commissioner Kimsey stated that he believed the proposed reimbursement area and cost is appropriate and meets the requirements of RCW Chapter 57.22. He then moved to direct staff to prepare a resolution for approval and adoption of the Townhomes at Hidden Crest Latecomer Reimbursement that includes the properties and proposed assessments as shown in the Final Assessment Table at a future Board meeting.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Harker thanked everyone for attending the hearing.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

With no further business to discuss, Commissioner Harker adjourned the meeting at 5:05 PM.

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Secretary

Approved 03/08/22