

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

The first regular meeting of the month of March 2022 was held at the District Operations Building Conference Room with also an optional Remote GoToMeeting attendance option, 8000 NE 52nd Court, Vancouver, Washington on March 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, Jerry Barnett, Tom Grange, David Logan, Rich Ludlow, Matt Jenkins, Hilary Gorham, Kim Gribner, and Kim Thur. District legal counsel Eric Frimodt.

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

Visitors Present for Special Presentations: Dan Reveal.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: 5 Years of Service Award: Dan Reveal, Maintenance Specialist 3 – The Board presented Dan Reveal, Maintenance Specialist 3, with his 5 years of service award and thanked him for his ongoing contributions to the District.

Introduction: Kim Gribner, HR Specialist – Hilary Gorham, HR Manager, introduced Kim Gribner, the District's new HR Specialist. The Board and staff welcomed Ms. Gribner.

Introduction: Tom Grange, Senior Construction Manager – Heath Henderson, Engineering Director, introduced Tom Grange, the District's new Senior Construction Manager. The Board and staff welcomed Mr. Grange.

Introduction: Matt Jenkins, Wastewater Operations Manager (Treatment) – John Peterson, General Manager, introduced Matt Jenkins, the District's new Wastewater Operations Manager for wastewater treatment. The Board and staff welcomed Mr. Jenkins.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving February 8, 2022 regular meeting minutes; February 15, 2022 regular meeting minutes; and March 1, 2022 special meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 01/31/22, 02/15/22, and 03/01/22 in the amount of \$3,695,557.22; Voucher #s 57888-57944 Dated 02/15/22 and 03/01/22 in the amount of \$181,161.66; Payroll Benefits Warrant #s 10255-10273 Dated 02/10/22, 02/22/22, and 02/25/22 in

the amount of \$393,243.99; Payroll District Deposit Authorizations Dated 02/10/22 and 02/25/22 in the amount of \$350,947.63; Agenda Bill #22-009, adopting Resolution #1830, providing for segregation of the Local Facilities Charge Lot within the Pleasant Hollow subdivision; and Agenda Bill #22-010, adopting Resolution #1831, establishing a Latecomer charge for sewer lines constructed in conjunction with the Townhomes at Hidden Crest (Project #11-2019-0030) developer extension and authorizing the General Manager to sign the Latecomer Reimbursement Agreement with the developer of the Townhomes at Hidden Crest subdivision.

Commissioner Kimsey seconded the motion, and it passed unanimously.

COMMUNICATIONS: Items from the Audience: No one 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 (Alliance) Update) – John Peterson briefly reviewed his report, including a draft agenda bill related to Clark County/District Assignment and Assumption Agreement with Tribeca Transport, LLC and Wayne Resleff Dump Trucking – Salmon Creek Treatment Plant Biosolids Hauling. The Board concurred with the proposed agenda bill and requested to include on a future Consent Agenda.

Business Services Director: Business Services Director Activities Report (Human Resources; IT; and Facilities) – Shawn Moore briefly reviewed his report, including a memo related to District Campus South Parcel Valuation and Vet Center Interests. Mr. Moore clarified that the additional property sought by the clinic is not required to meet code requirements for the currently proposed project.

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 NE 20th Avenue Trunk Project – Permanent Easements & Temporary Construction Easements. The Board concurred with the proposed recommendation. The Board requested to act on the item at this time.

AB #22-012 – NE 20th Avenue Trunk Project – Permanent Easements & Temporary Construction Easements & Temporary Construction Easements – Commissioner Kimsey moved to authorize the General Manager to sign: Temporary Construction Easement and the Sanitary Sewer Easement and Agreement with Vintage Oaks Condominium Association and further authorize payment in the amount of \$57,054.00; Temporary Construction Easement and the Sanitary Sewer Easement and Agreement with American Legion Post 176 and further authorize

payment in the amount of \$98,798.00; and Temporary Construction Easement and the Sanitary Sewer Easement and Agreement with WGN-Salmon Creek, LLC and further authorize payment in the amount of \$50,506.00.

Commissioner Kiggins seconded the motion, and it passed unanimously.

b) Draft agenda bill related to Curtin Creek Phase 1 Septic Elimination Program Project – Professional Engineering Services Contract with PBS Engineering for design services. The Board concurred with the proposed recommendation and requested to include the item on a future Consent Agenda for approval.

c) Draft agenda bill related to Discovery Corridor Wastewater Transmission System Phase 2 Project – Professional Engineering Services Contract with Murraysmith Inc. for preliminary design services. The Board concurred with the proposed recommendation and requested to include the item on a future Consent Agenda for approval.

d) Memo related to JKM Short Plat Latecomer Reimbursement. The Board concurred with the Latecomer Assessments and applying the Area method to assess the cost of the sewers. District staff will move forward with notifying the affected property owner and preparing a Latecomer Reimbursement Agreement for the developer to sign. The reimbursement will be presented at future Board meetings, including a public hearing.

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

a) Draft agenda bill related to Resolution Re-Adopting Reimbursable Business Expense and Travel Advance Policy. Following review of the proposed changes and a Board request to include language that allows air travel to be purchased at the lowest reasonable cost available, the Board concurred with the proposed recommendation and requested to include the item on a future Consent Agenda for approval.

b) Past due utility billing aging report through March 1, 2022, and a past due utility billing 3-year quarterly lookback report.

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

a) Draft agenda bill related to Traffic Control Purchased Services Contract. The Board concurred with the proposed recommendation. The Board requested to act on the item at this time.

AB #22-013 – Traffic Control Purchased Services Contract – Commissioner Kimsey moved to authorize the General Manager to sign the Purchased Services Contract with Western

United Civil Group, LLC in an amount not to exceed \$130,702.22 for miscellaneous traffic control services as needed, and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the total contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Legal Counsel: Eric Frimodt provided a report on the COVID-19 masks restrictions lifting in Washington state effective March 12.

Board Clerk: Board Confirmation of Events (February 2022) – The Board signed the confirmation sheet. Commissioner Harker noted that he should have been paid on February 24 as a travel day for the conference in Orlando, FL. Kim Thur stated she would ensure that he is paid for that day with his March events.

Board Calendar of Events (March 2022) – Ms. Thur briefly reviewed the calendar with the Board.

HEARINGS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #22-011 – Cougar Creek Trunk Repair Project – Construction Contract Award – Heath Henderson briefly reviewed the agenda bill. The project was advertised on January 13, and bids opened on February 17. Three bids were received. Iron Horse, LLC submitted the lowest responsive bid of \$1,960,208.04, which is 0.7% less than the project estimate. Staff recommends awarding the bid.

Commissioner Kimsey moved to award the construction contract as advertised for the Cougar Creek Trunk Repair project to Iron Horse LLC, authorize the General Manager to sign a contract with Iron Horse LLC for the bid amount of \$1,960,208.04 (including sales tax) and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed twenty (20) percent of the total contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

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

Secretary