

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
March 22, 2022**

The third 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 22, 2022. Commissioner Harker called the meeting to order at 3:00 PM.

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

District Staff: John Peterson, Shawn Moore, Heath Henderson, Les MacDonald, David Dolan, Robin Krause, David Logan, Rich Ludlow, and Kim Thur.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark. City of Battle Ground: Mayor Philip Johnson. Other: Kainan Bodenlos, Northbank Civil and Marine, Inc.

Visitors Present for Special Presentations: Brian Wolf, Britny Carrier, Christina White, and Veronica McPherson.

ADDITIONS & DELETIONS TO AGENDA: John Peterson noted that he would have two additional items for the Board's discussion/consideration that he will discuss during his Activities Report: a compensation package for a highly qualified Maintenance Specialist 1 candidate and a First Amendment to Employment Agreement for General Manager.

SPECIAL PRESENTATIONS:

Introduction: Christina White, Accounting Technician – Britny Carrier, Alliance Fiscal Manager, introduced Christina White, the District's new Accounting Technician. The Board and staff welcomed Ms. White.

Introduction: David Dolan, Senior Construction Manager – Robin Krause, Principal Engineer, introduced David Dolan, the District's new Senior Construction Manager. The Board and staff welcomed Mr. Dolan.

Introduction: Veronica McPherson, Accountant – Brian Wolf, Accounting Manager, introduced Veronica McPherson, the District's new Accountant. The Board and staff welcomed Ms. McPherson.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving March 8, 2022 regular meeting minutes and March 15 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 03/15/22 in the amount of \$1,959,195.63; Voucher #s 57945-57990 Dated 03/15/22 in the amount of \$167,724.15;

Payroll Benefits Warrant #s 10274-10284 Dated 03/15/22 in the amount of \$247,026.29; Payroll District Deposit Authorizations Dated 03/10/22 in the amount of \$176,479.48; Agenda Bill #22-014, adopting Resolution #1832, approving an Assignment and Assumption Agreement between the District, Clark County, and Tribeca Transport, LLC and adopting Resolution #1833, approving an Assignment and Assumption Agreement between the District, Clark County, and Wayne Resleff Dump Trucking; Agenda Bill #22-015, authorizing the General Manager to sign the Professional Engineering, Land Surveying, Architecture, and Landscape Architecture Services Contract with PBS Engineering Inc. in an amount not to exceed \$107,475 for the Curtin Creek Ph 1 SEP and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the total contracted amount; Agenda Bill #22-016, authorizing the General Manager to sign the Professional Engineering, Land Surveying, Architecture, and Landscape Architecture Services Contract with Murraysmith Inc. in an amount not to exceed \$296,068 for the DCWTS Phase 2 project and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the total contracted amount; and Agenda Bill #22-017, adopting Resolution #1834, adopting the Clark Regional Wastewater District Reimbursable Business Expense and Travel Advance Policy; authorizing the Finance Director/Treasurer to make certain changes to the Reimbursable Business Expense and Travel Advance Policy; and repealing Resolution No. 1659.

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; Transition of Salmon Creek Treatment Plant Operational Responsibility; 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 Matt Peterson, Tribeca Transport, and Natural Selection Farms – Salmon Creek Treatment Plant Biosolids Land Application Contracts. The Board concurred with the proposed agenda bill and requested to include on a future Consent Agenda.

Mr. Peterson reported on ad hoc meetings with various Alliance Member agencies he had since the last Alliance Board of Director's meeting on Friday, March 18. In addition, Mr. Peterson explained the Alliance would be holding a Special Meeting on Friday, March 25 to authorize staff to issue bonds.

Mr. Peterson advised the Board that the District has the opportunity to hire a highly qualified

Maintenance Specialist 1 candidate. Staff is requesting the Board's authority to establish an appropriate compensation package for the candidate.

Commissioner Kimsey moved to authorize the General Manager to establish an appropriate compensation package for a highly qualified Maintenance Specialist 1 candidate, including a starting salary and vacation accrual rate.

Commissioner Kiggins seconded the motion, and it passed unanimously.

John Peterson provided the Board with a proposed First Amendment to Employment Agreement for General Manager, which allows the General Manager to cash out 64 hours of accrued vacation in 4-hour increments for April-November 2022 pay periods.

Commissioner Kimsey moved to authorize the President of the Board to sign the First Amendment to Employment Agreement for General Manager.

Commissioner Kiggins seconded the motion, and it passed unanimously.

John Peterson reported that staff is requesting a special Board meeting for the following items: Alliance – Salmon Creek Treatment Plant Phase 5B Project Package 2 – Equipment and Materials Early Procurement Award and the Salmon Creek Treatment Plant Phase 5A Package 2-Salmon Creek Treatment Plant Columbia River Effluent Pipeline Construction Contract Award.

Commissioner Kimsey moved to schedule a special District Board meeting on Tuesday, March 29, 2022 at 4:00 PM.

Commissioner Kiggins seconded the motion, and it passed unanimously.

John Peterson reported that starting with the 2022 reporting process, staff will be providing department reports on a semi-annual basis; first-half reports will be presented each August and second half will be presented each March.

Business Services Director: Business Services Director Activities Report (Human Resources; IT; Facilities; Public Information Officer) – 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) Memo related to Ritter Subdivision Latecomer Reimbursement. The Board concurred with the Latecomer Assessments and applying the Front Foot method to assess the cost of the sewers. Staff will move forward with notifying the affected property owners and preparing an agreement for the developer's signature. The reimbursement will be presented at future Board meetings, including a public hearing.

4th Quarter 2021 Engineering Department Report – Mr. Henderson briefly reviewed the report.

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

4th Quarter 2021 Financials/ERU Report – Mr. Logan briefly reviewed the report.

Operations Manager: Operations Manager Activities Report (Campus Improvements; Safety Consultant; Ridgefield Treatment Plant; and Replacement Portable Pump) – Rich Ludlow briefly reviewed his report, including:

a) Draft agenda bill related to Authorization to Purchase Replacement Portable Pump. The Board concurred with the proposed agenda bill and requested to include on a future Consent Agenda.

4th Quarter 2021 Operations Department Report – Rich Ludlow briefly reviewed the report.

Legal Counsel: No report.

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

HEARINGS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #22-018 – 2022 Salmon Creek Treatment Plant Restoration and Repair Projects Construction Contract Award – Robin Krause briefly reviewed the agenda bill.

Commissioner Kimsey moved to award the construction contract as advertised for the 2022 Salmon Creek Treatment Plant Restoration and Repair Projects to Northeast Electric, LLC, authorize the General Manager to sign a contract with Northeast Electric, LLC for the bid amount of \$2,173,420 (including sales tax) and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed fifteen (15) percent of the total contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

AB #22-019 – Purchase of Electronic Data Processing and Telecommunications – Salmon Creek Treatment Plant Control System Network Separation – Robin Krause briefly reviewed the agenda bill.

Commissioner Kimsey moved to authorize the previous purchase of IT equipment for the Salmon Creek Treatment Plant Control System Network Separation project, #93-2020-0081, with SHI in the amount of \$284,901.97, plus sales tax, ratify and confirm the purchase of IT equipment, and further authorize the General Manager, or written designee, to sign supplemental purchase

orders not to exceed an additional ten percent (10%) of the total purchase amounts.

Commissioner Kiggins seconded the motion, and it passed unanimously.

With no further business to discuss, Commissioner Harker adjourned the meeting at 4:10 PM.

Secretary

Approved 04/12/22