

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
May 10, 2022**

The first regular meeting of the month of May 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 May 10, 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, and Kim Thur.

Visitors Present for Regular Meeting: City of Ridgefield: Councilor Judy Chipman.

Visitors Present for Special Presentations: Matt Jenkins, Shawn Spain, and Brandon Ahola.

ADDITIONS & DELETIONS TO AGENDA: There were none.

SPECIAL PRESENTATIONS: Promotion: Shawn Spain, Treatment Plant Operator 1 – Matt Jenkins, Wastewater Operations Manager, announced Shawn Spain’s recent promotion to Treatment Plant Operator 1. The Board and staff congratulated Mr. Spain.

Promotion: Isaac Saavedra, Maintenance Technician 2 – Isaac Saavedra was not in attendance. The presentation will be rescheduled.

Introduction: Brandon Ahola, Treatment Plant Operator 3 – Mr. Jenkins introduced Brandon Ahola, a new Treatment Plant Operator 3. The Board and staff welcomed Mr. Ahola.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving April 26, 2022 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 03/31/22 & 05/04/22 in the amount of \$1,421,798.07; Voucher #s 58102-58140 Dated 04/29/22 and 05/04/22 in the amount of \$103,966.63; Payroll Benefits Warrant #s 10303-10312 Dated 04/29/22 in the amount of \$156,249.26; Payroll District Deposit Authorizations Dated 04/25/22 in the amount of \$180,552.64; and Agenda Bill #22-030, authorizing the General Manager to sign the Reimbursement and Release Agreement between Clark County and the District and further authorizing the District payment to Clark County in the amount of \$77,663.22.

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; District Organization Chart – Proposed Update; and Discovery Clean Water Alliance (Alliance) Update) – John Peterson briefly reviewed his report, including a draft agenda bill related to Resolution Amending District Classification Ranges and Positions Table and Organization Chart. The Board decided to act on the agenda bill at this time.

AB #22-033 – Resolution Amending District Classification Ranges and Positions Table and Organization Chart – Commissioner Kimsey moved to adopt Resolution No. 1841, amending the Clark Regional Wastewater District classification ranges and position table and organization chart; and repealing Resolution No. 1822.

Commissioner Kiggins seconded the motion, and it passed unanimously.

John Peterson noted that with the organization chart update, the Ridgefield Treatment Plant operators will now report to Matt Jenkins. Mr. Peterson then thanked Rich Ludlow for managing the Ridgefield Treatment Plant operations since the responsibility transitioned to the District in 2018, including hiring qualified personnel and overseeing the transition process.

Business Services Director: Business Services Director Activities Report (Human Resources; IT; Facilities; and Emergency Management) – Shawn Moore briefly reviewed his report, including a memo related to Employee Handbook – SCTP Amendments. The Board concurred with the proposed edits and requested to include the item on a future meeting agenda for approval.

Engineering Director: Engineering Director (District Engineer) Activities Report (District Campus Facilities Program; Capital Program – Construction; Capital Program – Design; Development Program; and Engineering Department) – Heath Henderson briefly reviewed his report, including:

a) Draft agenda bill related to NW 11th Avenue Trunk Design – Trails at Whipple Creek Developer Reimbursement. Following discussion, the Board concurred with the proposed agenda bill and requested to include the item on a future Consent Agenda for approval.

b) Draft agenda bill related to Whipple Creek West Pump Station A Design – Trails at Whipple Creek Developer Reimbursement. Following discussion, the Board concurred with the proposed agenda bill and requested to include the item on a future Consent Agenda for approval.

c) Draft agenda bill related to Villagio Mixed Use Phase 1 – Oversize Reimbursement. Following discussion, the Board concurred with the proposed agenda bill 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 the past due utility billing aging report through May 1, 2022.

Operations Manager: Operations Manager Activities Report (Campus Improvements; Collection System; and Ridgefield Treatment Plant) – Rich Ludlow briefly reviewed his report.

Legal Counsel: Eric Frimodt provided an update on Governor Inslee’s COVID-19 response.

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

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

At 4:52 PM, Commissioner Harker recessed the meeting for approximately 8 minutes.

At 5:00 PM, Commissioner reconvened the meeting.

HEARINGS: HEARINGS: 5:00 PM – AB #22-031 – JKM Short Plat Latecomer Reimbursement – Commissioner Harker opened the hearing on the establishment of a Latecomer Reimbursement area for the JKM Short Plat and the amount for the sanitary sewer facilities constructed in the vicinity of NE 114th Street and NE 127th Avenue within public right-of-way 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 JKM Short Plat 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.

HEARINGS: 5:00 PM – AB #22-032 – Ritter Subdivision Latecomer Reimbursement – Commissioner Harker opened the hearing on the establishment of a Latecomer Reimbursement area for the Ritter Subdivision and the amount for the sanitary sewer facilities

constructed in the vicinity of NE 119th Street and NE 138th Avenue within public right-of-way and 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 Ritter Subdivision 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 5:07 PM.

Secretary