

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
August 23, 2022**

The third regular meeting of the month of August 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 August 23, 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, Les MacDonald, Heath Henderson, David Logan, and Kim Thur.

Visitors Present for Regular Meeting: Interested Citizen: Dan Clark.

Visitors Present for Special Presentations: Matt Jenkins, Kevin Rathje, Jeff Welch, and Dmitriy Bashkatov.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: Introduction: Kevin Rathje, Facility & Grounds Caretaker – Matt Jenkins, Wastewater Operations Manager, introduced Kevin Rathje, Facility & Grounds Caretaker, of the District at the Salmon Creek Treatment. The Board and staff welcomed Mr. Rathje.

Introduction: Jeff Welch, Maintenance Technician 3 – Mr. Jenkins introduced Jeff Welch, Maintenance Technician 3, of the District at the Salmon Creek Treatment. The Board and staff welcomed Mr. Welch.

Introduction: Dmitriy Bashkatov, Laboratory Coordinator – Mr. Jenkins introduced Dmitriy Bashkatov, Laboratory Coordinator, of the District at the Salmon Creek Treatment. The Board and staff welcomed Mr. Bashkatov.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving August 9, 2022 regular meeting minutes; August 16, 2022 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 08/15/22 in the amount of \$284,678.20; Voucher #s 58382-58426 Dated 08/08/22 and 08/15/22 in the amount of \$460,010.29; Payroll Benefits' Warrant #s 10372-10384 Dated 08/11/22 in the amount of \$297,165.94; Payroll Direct Deposit Authorizations Dated 08/10/22 and 08/15/22 in the amount of \$220,797.94; and Agenda Bill #22-055, adopting Resolution #1853, approving the final cost and pro rata share of District installed laterals for Felida Short Plat and authorizing staff to reimburse

the developer, Mark and Angela Sanchez, \$13,008.00 for installation of the laterals.

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 providing the materials from the recent City of Vancouver Council Work Session related to proposed future rates and charges.

Business Services Director: Business Services Director Activities Report (Human Resources; and Risk Management) – Shawn Moore briefly reviewed his report, including providing the Board with a copy of the District's consultant, Geosyntec, findings and recommendations related to the District's Health, Safety, and Environmental compliance programs.

Engineering Director: Engineering Director (District Engineer) Activities Report (District Campus Facilities Program; Tenny Creek Emergency Repair; Capital Program – Construction; Capital Program – Bid and Award; Capital Program – Design; Development Program; Engineering Department; and Operations Department – Wastewater Collection System) – Heath Henderson briefly reviewed his report, including:

a) A copy of the letter of understanding provided to the owners of Padden Parkplace related to the widening of NE 52nd Court and their proportionate share of the work.

b) A memo related to NE 10th Avenue Bridge County Road Project (CRP) Local Facilities Charge project. Following review of the memo, the Board concurred with staff's recommendation of applying the assessment using the ERU method to assess the cost of the mainline and a per parcel method to assess the cost of the laterals installed. Staff will move forward with contacting the affected property owners and then preparing the item for adoption on an upcoming Consent Agenda.

First Half 2022 Engineering Department Report – Mr. Henderson presented the First Half 2022 Engineering Department report for the Board's information.

First Half 2022 Operations Department Report – Mr. Henderson presented the First Half 2022 Operations Department report for the Board's information.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team) – David Logan briefly reviewed his report, including two draft agenda bills related to HRIS/Timekeeping/Payroll System Purchase and Professional Services Contract for HRIS/Timekeeping/Payroll System Implementation Support. Following review of the proposed

agenda bills, the Board decided to act on the items at this time.

AB #22-056 – HRIS/Timekeeping/Payroll System Purchase – Commissioner Kimsey moved to authorize the General Manager to sign the UKG Order Form in the amount of \$26,500 for one-time setup fees and \$31,632 for the annual service and equipment rental fee and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed 10% of the total Order Form cost.

Commissioner Kiggins seconded the motion, and it passed unanimously.

AB #22-057 – Professional Services Contract for HRIS/Timekeeping/Payroll System (HRIS) Implementation Support – Commissioner Kimsey moved to authorize the General Manager to sign the Professional Services Contract with Plante Moran for HRIS implementation services in the amount of \$46,475 and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed 10% of the total contracted price.

Commissioner Kiggins seconded the motion, and it passed unanimously.

First Half 2022 Financials/ERU Report – Mr. Logan presented the First Half 2022 Financials/ERU report for the Board's information.

Legal Counsel: No report. Kim Thur reported that District legal counsel will be onsite for the September 13 Board meeting.

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

HEARINGS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

With no further business to discuss, Commissioner Harker adjourned the meeting at 3:47 PM.

Secretary