

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
October 25, 2022**

The third regular meeting of the month of October 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 October 25, 2022. At Commissioner Harker's request, Commissioner Kimsey 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, Les MacDonald, Heath Henderson, David Logan, Britny Carrier, Kristen Thomas, Matt Jenkins, Leanne Mattos, and Kim Thur.

Visitors Present for Regular Meeting: None.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: None.

WORK SESSION: 2023 Budget Work Session #2: 2023 Budget Operations & Maintenance Account, Training & Business Travel Budgets, and Budget Decision Packages – David Logan, Finance Director/Treasurer, and Britny Carrier, Finance Manager, presented the 2023 Budget Work Session #2: 2023 Budget Operations & Maintenance Account, Training & Business Travel Budgets, and Budget Decision Packages for the Board's information and review. Mr. Logan, Kim Thur, Interim Business Services Director, Kristen Thomas, Regulatory Compliance Manager, and Heath Henderson, Engineering Director, each reviewed their proposed Budget Decision Package for the Board's consideration.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving October 11, 2022 regular meeting minutes; October 18, 2022 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 10/15/22 and 10/18/22 in the amount of \$877,601.53; Voucher #s 58563-58638 Dated 10/13/22 and 10/18/22 in the amount of \$1,643,947.14; Payroll Benefits' Warrant #s 10411-10421 Dated 10/12/22 in the amount of \$300,754.63; Agenda Bill #22-065, authorizing the General Manager to sign the Developer Extension Reimbursement and Service Agreement with the developer for the costs of designing the pump station and force main for the Sanderling Park/Carty Road Pump Station in an amount not to exceed \$233,450.00 and further authorize the General Manager, or designee, to sign supplemental amendments not to exceed ten (10) percent of the original Developer Extension, Reimbursement and Service Agreement amount; and Agenda Bill #22-066,

adopting Resolution #1857, adopting the District Financial Reserve and Fund Balance Policy.

Commissioner Harker 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; System Development Charges (SDCs) Forecast) – John Peterson briefly reviewed his report, including:

a) A draft agenda bill related to purchase of workstation furniture as part of the Salmon Creek Treatment Plant operational responsibility transition process. Mr. Peterson noted that these items were provided as supplemental materials under separate cover to the Board yesterday. The Board concurred with the purchase and requested to approve the agenda bill at this time.

Commissioner Harker moved to approve Agenda Bill #22-067, authorizing the General Manager, or designee, to purchase the furniture and fixtures for the Salmon Creek Treatment Plant Administration Building not to exceed a total cost of \$150,000 (including sales tax).

Commissioner Kiggins seconded the motion, and it passed unanimously.

b) Draft letter to provide to the development community related to anticipated multi-year System Development Charge increases for each of the District service areas, including a proposed new service area for the properties where Clark County lifted the Urban Holding designation in 2019 (greater Fairgrounds/179th Street corridor). The Board concurred with the content of the proposed letter and requested staff to mail it as soon as possible to provide notice to the development community.

Business Services Director: Business Services Director Activities Report (Human Resources) – Kim Thur briefly reviewed the report. Ms. Thur then provided a copy of a press release that was issued last week related to temporary closure of NE 99th Street (from NE 107th Avenue west to the Clark County Landfill) to perform sewer repairs. Ms. Thur noted that the release was recently published in *The Columbian* newspaper.

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 draft agenda bill related to an Interlocal Agreement between the City of Ridgefield and Clark Regional Wastewater District for

Specialized Services and Public Works Construction. The Board requested to include this item on a future Consent Agenda for approval.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team) – David Logan briefly reviewed the report, including the Annual Total Employee Benefits Cost Review memo.

Legal Counsel: No report.

Board Clerk: Board Calendar of Events (November 2022) – Leanne Mattos briefly reviewed the calendar with the Board.

HEARINGS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

With no further business to discuss, Commissioner Kimsey adjourned the meeting at 4:05 PM.

Secretary