

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

The first regular meeting of the month of November 2022 was held at the District Board Room with also an optional Remote GoToMeeting attendance option, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on November 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, David Logan, Britny Carrier, Heath Henderson, Les MacDonald, Vanessa Johnson, Bob Sanguinetti, Leanne Mattos, and Kim Thur. District legal counsel Eric Frimodt.

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

Visitors Present for Felida Park Short Plat Latecomer Reimbursement Hearing: None.

**ADDITIONS & DELETIONS TO AGENDA:** None.

**SPECIAL PRESENTATIONS:** None.

**WORK SESSION: 2023 Budget Work Session #3 – Budget by Account** – David Logan and Britny Carrier presented the 2023 budget work session for the Board’s information, which included the proposed budget by account.

**CONSENT AGENDA:** Commissioner Kiggins moved to approve the Consent Agenda, approving October 25, 2022 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 11/01/22 in the amount of \$1,306,684.77; Voucher #s 58639-58675 Dated 10/26/22 and 11/01/22 in the amount of \$285,914.68; Payroll Benefits Warrant #s 10422-10431 Dated 10/21/22 & 10/27/22 in the amount of \$202,587.34; and Payroll District Deposit Authorizations Dated 10/25/22 in the amount of \$262,878.07; Agenda Bill #22-068, authorizing the General Manager, or written designee, to sign the Interlocal Agreement between the City of Ridgefield and Clark Regional Wastewater District for Specialized Services and Public Works Construction and further authorize the General Manager, or written designee, to sign Reimbursable Work Orders not exceeding \$350,000; and Agenda Bill #22-069, authorizing staff to schedule the 2023 budget public hearing on Tuesday, December 13, 2022 at 5:00 pm, or as soon thereafter as possible.

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.

**Business Services Director: Business Services Director Activities Report (Human Resources; and IT)** – Kim Thur, Interim Business Services Director, advised the Board that she is currently working on memo outlining the proposed updates (as part of the annual process) to the Employee Handbook and Compensation Plan. The memo will be presented at a future Board meeting.

**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 re: NW 11<sup>th</sup> Avenue Trunk Construction – Trails at Whipple Creek Developer Reimbursement. The Board concurred with the proposed recommendation and requested to include the item on a future Consent Agenda for approval.

b) 2023 Fleet Plan – Recommendations. The Board concurred with the proposed recommendation as presented.

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

**Legal Counsel:** Eric Frimodt briefly reviewed his report.

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

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

**HEARINGS: 5:00 PM – AB #22-070 – Felida Park Short Plat Latecomer Reimbursement** – Commissioner Harker opened the hearing on the establishment of a Latecomer Reimbursement area for the Felida Park Short Plat and the amount for the sanitary sewer facilities constructed in the vicinity of NW 38<sup>th</sup> Avenue and NW 127<sup>th</sup> Street 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 Felida Park 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.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

At 5:05 PM, Commissioner Harker recessed the meeting into Executive Session with District legal counsel for the purpose of considering a personnel matter, under RCW 42.30.110 section 1(g) for 15 minutes. No actions will be taken following the Executive Session.

At 5:21 PM, Commissioner Harker reconvened the regular meeting.

With no further business to discuss, Commissioner Harker adjourned the meeting at 5:22 PM.

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Secretary