

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

The third 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 52nd Court, Vancouver, Washington on November 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, David Logan, Heath Henderson, Les MacDonald, Vanessa Johnson, Matt Jenkins, and Kim Thur.

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

Visitors Present for Special Presentations: Jeff Hanmann, Tyler Ellis, Connie Pekarek, and Kevin Bulder.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: Introduction: Jeff Hanmann, Operations Supervisor – Matt Jenkins introduced Jeff Hanmann to the Board. Mr. Hanmann began employment recently as the Operations Supervisor at the Salmon Creek Treatment Plant. The Board welcomed Mr. Hanmann.

Introduction: Tyler Ellis, Operator 1 – Matt Jenkins introduced Tyler Ellis to the Board. Mr. Ellis began employment recently as the Operator 1 at the Salmon Creek Treatment Plant. The Board welcomed Mr. Ellis.

Introduction: Connie Pekarek, Administrative Assistant 4 – Matt Jenkins introduced Connie Pekarek to the Board. Ms. Pekarek began employment recently as the Administrative Assistant 4 at the Salmon Creek Treatment Plant. The Board welcomed Ms. Pekarek.

Promotion: Kevin Bulder, Operator 3 – Matt Jenkins recognized Kevin Bulder, who was recently promoted from Operator 2 to Operator 3 at the Salmon Creek Treatment Plant. The Board commended Mr. Bulder for his promotion.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving November 8, 2022 regular meeting minutes; November 15, 2022 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 11/15/22 in the amount of \$1,269,279.54; Voucher #s 58676-58707 Dated 11/07/22 and 11/15/22 in the amount of \$677,089.17; Payroll Benefits Warrant #s 10432-10442 Dated 11/14/22 in the

amount of \$300,799.72; and Payroll District Deposit Authorizations Dated 11/10/22 in the amount of \$227,205.10; Agenda Bill #22-071, authorizing the General Manager to sign the Developer Extension, Reimbursement, and Service Agreement with the developer for 50% of the costs of constructing the trunkline in an amount not to exceed \$1,665,178.54 and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the original Developer Extension, Reimbursement, and Service Agreement amount; and Agenda Bill #22-072, adopting Resolution #1858, establishing a Latecomer charge for sewer lines constructed in conjunction with the Felida Park Short Plat (Project #11-2021-0079) developer extension and authorizing the General Manager to sign the Latecomer Reimbursement Agreement with the developer of the Felida Park Short Plat project.

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.

Mr. Peterson then advised the Board that Matt Jenkins, the Wastewater Operations Manager (Treatment) will begin attending the last Board meeting of each month and presenting an activities report related to Alliance operations and engineering.

Business Services Director: Business Services Director Activities Report (District Code Updates; and Annual Compensation Plan Updates) – Kim Thur, Interim Business Services Director, presented proposed changes to District Code relating to General Manager authority for granting real property rights, amending salary ranges, signing grant agreements, expanding program eligibility for relocation reimbursements, and adding a hiring incentive program. The Board concurred with the proposed Code amendments and requested to include the adoption of the Code amendments on a future Consent Agenda for approval.

Ms. Thur then presented proposed minor edits to the District's Compensation Plan for the Board's review. The proposed changes provide additional clarity related to application of the merit increase when an employee is near or at the top of their salary range and provides the General Manager with additional authority when promoting someone from a non-exempt to exempt position. The Board concurred with the proposed edits to the Compensation Plan and requested to include adoption on a future Consent Agenda for approval.

Ms. Thur then reviewed proposed changes to public use of the District Board meeting room when the facility is available in first quarter 2023. Staff is recommending that, due to security risks

with the computer network system and the more expensive electronic equipment since the remodel, the District consider only allowing public use of the facility when a District employee or Board member is present for the event. The only exception would be to allow other public entities use of the facility for a public meeting. The Board concurred with staff's recommendations. Ms. Thur will update the policy and the website with the new information for use of the room.

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; Engineering Department; and Operations Department – Wastewater Collection System) – Heath Henderson briefly reviewed his report, including:

a) Draft agenda bill re: South Junction Trunk Sewer Upgrade Project – Interlocal Agreement Between Port of Ridgefield and Clark Regional Wastewater District for Stormwater Facility Maintenance and Mitigation. The Board concurred with the proposed recommendation and requested to include the item on a future Consent Agenda for approval.

b) Memo re: Holsinger Mixed Use Latecomer Reimbursement – The Board concurred with staff's recommendation to apply the Latecomer assessment using the Area method. Staff will move forward with notifying the affected property owners and preparing a Latecomer Reimbursement Agreement for the developer's signature. The reimbursement will be presented at future Board meetings, including a public hearing.

c) Memo re: NE 124th Avenue Cottages – District Laterals Reimbursement – The Board concurred with the proposed lateral costs as presented. Staff will move forward with calculating the assessments and informing the affected property owners. Staff will present the reimbursement at a future Board meeting on the Consent Agenda for approval.

d) Memo re: Interim Pump Station Request – Sanderling Park Subdivision – The Board concurred with the proposed Interim Pump Station Request since it met the policy parameters. Staff will present the agenda bill at a future Board meeting on the Consent Agenda for approval.

Mr. Henderson then presented a memo related to 2023 Fleet Update, outlining the updated costs for the fleet to be replaced in 2023. He also noted that there is a limited window for ordering the replacement pump service (crane) truck, the new general maintenance truck, and other vehicles. The District should submit its order as soon as possible to ensure it is accepted in the purchase system. The Board concurred with staff moving forward with the purchase and presenting an agenda bill to ratify and confirm the General Manager's previous signature on the POs at a future Board meeting.

Finance Director/Treasurer: David Logan, Finance Director/Treasurer, advised the Board

that they will receive the draft 2023 budget for their review at the December 13 Board meeting. Staff is requesting all comments from the Board no later than December 20.

Legal Counsel: Not present.

Board Clerk: Board Calendar of Events (December 2022) – Kim 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 3:41 PM.

Secretary