

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
December 13, 2022**

The first regular meeting of the month of December 2022 was held at the District Board Meeting Room with also an optional Remote GoToMeeting attendance option, 8000 NE 52nd Court, Vancouver, Washington on December 13, 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, Heath Henderson, Vanessa Johnson, Les MacDonald, David Logan, Anna Tinoco, 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 Special Presentations: Marcella Laasch and Jason Oster.

Visitors Present for 2023 Budget Public Hearing: None.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: 10 Years of Service Award: Marcella Laasch, Interim Senior Administrative Assistant – The Board presented Marcella Laasch with her 10 years of service award and thanked her for her ongoing contributions.

10 Years of Service Award: Jason Oster, Senior Engineering Technician (Development) – The Board presented Jason Oster with his 10 years of service award and thanked him for his ongoing contributions.

Internship Program Presentation: Anna Tinoco, Engineering Intern – Anna Tinoco provided a presentation on her internship at the District.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kimsey moved to approve the Consent Agenda, approving November 22, 2022 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 11/15/22 and 12/06/22 in the amount of \$1,453,276.41; Voucher #s 58708-58763 Dated 11/18/22, 11/29/22, and 12/06/22 in the amount of \$756,712.65; and Payroll Benefits' Warrant #s 10444-10451 (Warrant 10443 was voided) Dated 11/21/22 and 11/30/22 in the amount of \$193,049.76 and Payroll Direct Deposit Authorizations Dated 11/23/22 and 12/09/22 in the amount of \$526,127.27; Agenda Bill #22-073, approving the Developer's request to install an interim pump station with the Sanderling Park subdivision; Agenda Bill #22-074, authorizing staff to schedule a public hearing for the Holsinger Mixed Use Latecomer

Reimbursement on January 10, 2023 at 5:00 PM or as soon thereafter as possible; Agenda Bill #22-075, adopting Resolution #1859, approving the final cost and pro rata share of District installed lateral for 124th Avenue (NE) Cottages and authorizing staff to reimburse the developer, HSR Capital Cottages 124th LLC, \$2,033.58 for installation of the latera; Agenda Bill #22-075, adopting Resolution #1860, making minor modifications to the District Administrative Code; amending Sections 2.16.010(C), 2.16.010(K), and 2.16.010(N) of the Clark Regional Wastewater District Cod and adding new Sections 2.16.010(O) and 2.16.010 (P) to the Clark Regional Wastewater District Code; Agenda Bill #22-077, ratifying and confirming previous General Manager action of signing the purchase orders to purchase two Ford Rangers for \$63,133.24 (including sales tax) and one For F-150 for \$45,344.80 (including sales tax); and Agenda Bill #22-078, adopting Resolution #1861, amending the Clark Regional Wastewater District Compensation Plan; authorizing the General Manager to make certain changes to the Compensation Plan; and repealing Resolution #1825.

Commissioner Kiggins seconded the motion, and it passed unanimously.

COMMUNICATIONS: Items from the Audience: No one present 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; Ridgefield Treatment Plant PLC Replacement; District and Professional Organization Functions; and Discovery Clean Water Alliance Update) – John Peterson briefly reviewed his report, including:

a) Draft agenda bill related to Salmon Creek Treatment Plant UV System Critical Spare Parts and Supplies Purchase. The Board concurred with the proposed agenda bill, and Commissioner Kimsey moved to approve Agenda Bill #22-081, to authorize the purchase of UV System Critical Spare Parts and Supplies from Trojan Technologies in the amount of \$103,930.75, plus sales tax, and further authorize the General Manager, or written designee, to sign supplemental purchase orders not to exceed an additional ten percent (10%) of the total purchase amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

b) Draft agenda bill related to Ridgefield Treatment Plant PLC Replacement – Ratify and Confirm Purchase of Programmable Logic Controller (PLC) and Associated Devices. The Board concurred with the proposed agenda bill, and Commissioner Kimsey moved to approve Agenda Bill #22-082, to authorize the previous purchase of PLC and associated devices for the RTP PLC Replacement project, #93-2022-0081, with CES in the amount of \$106,752.17, plus sales tax, ratify and confirm the purchase of PLC and associated devices, and further authorize the General

Manager, or written designee, to sign supplemental purchase orders not to exceed an additional ten percent (10%) of the total purchase amounts.

Commissioner Kiggins seconded the motion, and it passed unanimously.

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.

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

Legal Counsel: Eric Frimodt provided a brief report.

Board Confirmation of Events (November 2022) – The Board signed the confirmation sheet.

Board Calendar of Events (December 2022) – Leanne Mattos reviewed the calendar with the Board.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #22-080 – Whipple Creek East Pump Station F Design – Mill Creek Terrace Developer Reimbursement – Heath Henderson briefly reviewed the agenda bill.

Commissioner Kimsey moved to approve Agenda Bill #22-080, to authorize the General Manager to sign the Developer Extension, Reimbursement, and Service Agreement with the developer for the costs of designing the Whipple Creek East Pump Station F and associated force main in an amount not to exceed \$277,150.00 and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the original agreement amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

HEARING: 5:01 PM – AB #21-090 – Proposed 2023 District Budget – Commissioner Harker opened the hearing on the proposed 2023 budget for the Clark Regional Wastewater District.

Commissioner Harker then asked if anyone present wished to provide testimony on the proposed 2023 budget.

No one physically present or attending remotely provided testimony.

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 Harker explained the Board anticipates adopting the 2023 budget at the December 27 Board meeting.

Commissioner Harker thanked everyone for attending the hearing.

With no further business to discuss, Commissioner Harker adjourned the meeting at 5:03 PM.

Secretary

Approved 12/27/2022