

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
April 25, 2023**

The last regular meeting of the month of April 2023 was held at the District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on April 25, 2023. Commissioner Kiggins called the meeting to order at 3:00 PM.

Those in attendance were Commissioners Norm Harker, Denny Kiggins, and Neil Kimsey. District Staff: Kim Thur, Heath Henderson, Robin Krause, Matt Jenkins, Vanessa Johnson, Connie Pekarek, Melissa Armstrong, and Laine Keniston.

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

Visitors Present for Special Presentations: John Brown.

Visitors Present for Public Hearing: None.

**ADDITIONS & DELETIONS TO AGENDA:** Staff requested to table two special presentations celebrating the promotions of District staff, as they were unable to attend the Board meeting. Staff additionally requested to add a draft agenda bill to the Treatment Operations Manager Report. The draft agenda bill was provided as supplemental materials to the Board on Monday.

**SPECIAL PRESENTATIONS:** Matt Jenkins recognized the District's Maintenance & Asset Supervisor, John Brown, for his five years of service. The Board and staff thanked Mr. Brown for his accomplishments.

**WORK SESSION:** None.

**CONSENT AGENDA:** Commissioner Kimsey moved to approve the Consent Agenda, approving April 11, 2023 special meeting minutes and April 18, 2023 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 4/17/23 and 04/19/23 in the amount of \$2,252,771.96; Voucher #s 59120-59155 Dated 04/12/23 and 04/19/23 in the amount of \$131,358.78; Payroll Benefits Warrant #s 10532-10538 Dated 04/06/23 and 04/17/23 in the amount of \$163,850.22; Agenda Bill #23-032, adopting Resolution #1874, relating to the District Septic Elimination Program; amending Sections 5.28.090, 5.44.040, 5.44.060, and 5.44.070 of the Clark Regional Wastewater District Code; Agenda Bill #23-033, adopting Resolution #1875, approving the final cost and pro rata share of District installed laterals for North Haven Phase 4 and authorizing staff to reimburse the developer, Haven Development Corporation, \$15,178.97 for installation of the laterals; Agenda Bill #23-034, authorizing the General Manager to sign a Purchased Services Contract with Pacific Power Group, LLC for a three-year duration for a total not to exceed amount of \$208,762

and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed fifteen percent (15%) of the total contracted amount; and Agenda Bill #23-035, adopting Resolution #1876, amending the Clark Regional Wastewater District Reimbursable Business Expense and Travel Advance Policy; authorizing the Finance Director/Treasurer to make certain changes to the Reimbursable Business Expense and Travel Advance Policy; and repealing Resolution #1847.

Commissioner Harker 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:** Kim Thur provided a brief verbal update on John Peterson's National Association of Clean Water Agencies Fly-In trip to Washington DC, noting that Mr. Peterson met with Senators Murray and Cantwell today.

**Business Services Director: Business Services Director Activities Report (Human Resources; and American Public Works Association)** – Kim Thur briefly reviewed her report, including providing a 2022 recap of the District's Reward & Recognition program.

**Collection Infrastructure Director (Engineering Director): Collection Infrastructure Director (Engineering Director) Activities Report (Capital Program – Bid and Award; Capital Program – Design; and Development Program)** – Heath Henderson briefly reviewed his report.

**Semi-Annual 2022 Engineering Department Report** – Mr. Henderson presented the Semi-Annual 2022 Engineering Department report for the Board's information.

Following the presentation, Mr. Henderson asked the Board if they wished to continue to review the additional Capital Program handouts within the report. The Board decided the materials within the department report provided enough detail and the additional materials were unnecessary going forward.

**Semi-Annual 2022 Collections Operations Department Report** – Mr. Henderson presented the Semi-Annual Collections Operations Department report for the Board's information.

**Finance Director/Treasurer: Semi-Annual 2022 Finance Department Report** - Britny Carrier, Finance Manager, presented the Semi-Annual 2022 Finance Department Report to the Board In David Logan's absence.

**Treatment Operations Manager: Operations Manager Activities Report (Discovery Clean Water Alliance (Alliance) Operations Program Update; and Alliance Engineering Program Update)** – Matt Jenkins briefly reviewed his Operations Program report.

Robin Krause then briefly reviewed the Alliance Engineering Program report. Mr. Krause presented a draft agenda bill related to Alliance 2021-2026 Task Assignment Professional Engineering Services Contract Amendment 4 with Jacobs Engineering for Multiple Program

Elements. The Board concurred with the proposed agenda bill and requested to act at this time.

Commissioner Kimsey moved to approve Agenda Bill #23-037, authorizing the General Manager to sign the Professional Engineering Services Task Assignment Contract Amendment #4 with Jacobs Engineering Group Inc. for a contract increase of \$1,100,000 and total contract amount not to exceed \$7,422,000 for the Alliance Capital Project Delivery work and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the total contracted amount.

Commissioner Harker seconded the motion, and it passed unanimously.

**Semi-Annual 2022 Pretreatment Program Report** – Mr. Krause reviewed the Semi-Annual 2022 Pretreatment Program Report.

Mr. Krause reviewed a draft agenda bill, which was provided as supplemental materials to the Board, related to Ratify Purchase and Waiving Competitive Bidding for Emergency 36<sup>th</sup> Avenue Pump Station Generator Replacement/Installation. The Board concurred with the proposed agenda bill and requested to act at this time.

Commissioner Harker moved to approve Agenda Bill #23-038, to ratify the Treatment Operations Manager executing a purchase order with Peterson CAT for the purchase and installation of the new generator at 36<sup>th</sup> Avenue Pump Station, and waiving the competitive bidding requirements pursuant to: (1) RCW 39.04.280(1)(b), including such additional costs associated with accessories or appurtenances required for the operation of the generator and related installation costs; and (2) RCW 39.04.280(1)(c) relating to the emergency situation previously recognized relating to the failure of the District's generator.

*It is the intent of this action that the District Treatment Operations Manager be authorized to proceed with efforts to acquire the new generator and to authorize such additional actions as are necessary to address the emergency situation.*

Commissioner Kimsey seconded the motion, and it passed unanimously.

**Legal Counsel:** No report.

**Board Calendar of Events (May 2023)** – Kim Thur briefly reviewed the calendar with the Board.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

At 3:59 PM, Commissioner Kiggins recessed the meeting for approximately 61 minutes.

At 5:00 PM, Commissioner Kiggins reconvened the regular meeting.

**HEARING: 5:00 PM – AB #23-036 – 124<sup>th</sup> Street Properties Latecomer Reimbursement** – Commissioner Kiggins opened the hearing on the establishment of a Latecomer Reimbursement

area for 124<sup>th</sup> Street Properties and the amount for the properties and proposed assessments in vicinity of NE 124<sup>th</sup> Street and NE 65<sup>th</sup> Avenue within public right-of-way of the project.

Heath Henderson provided the background information on the project. Commissioner Kiggins 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 Harker seconded the motion, and it passed unanimously.

Commissioner Kiggins announced the public hearing was closed.

Commissioner Harker 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 124<sup>th</sup> Street Properties Subdivision Latecomer Reimbursement that includes the properties and proposed assessments as shown in the Final Assessment Table at a future Board meeting.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Kiggins thanked everyone for attending the hearing.

With no further business to discuss, Commissioner Kiggins adjourned the meeting at 5:03

PM.

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Secretary