

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
February 27, 2024**

The second regular meeting of the month of February 2024 was held at the District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on February 27, 2024. Commissioner Kimsey called the meeting to order at 3:00 PM.

Those in attendance were Commissioners Denny Kiggins, Norm Harker, and Neil Kimsey.

District Staff: John Peterson, Heath Henderson, Britny Carrier, Les MacDonald (virtual attendance), Vanessa Johnson (virtual attendance), Bob Sanguinetti, Matt Jenkins, and Kim Thur.

Visitors Present for Regular Meeting: None.

Visitors Present for Special Presentations: Melissa Armstrong, Tom Sedlacek, Carrie Schmidt, Leanne Mattos, Kelly Solomon, Laine Keniston, Maria Webster, and Brandon Wilmoth.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: Introduction: Carrie Schmidt, GIS Analyst – Melissa Armstrong introduced Carrie Schmidt, the new GIS Analyst, to the Board.

5 Years of Service Award: Leanne Mattos, Administrative Services Manager – Kim Thur and the Board recognized Leanne Mattos for 5 years of service.

10 Years of Service Award: Brandon Wilmoth, Maintenance Specialist 2 – Heath Henderson and the Board recognized Brandon Wilmoth for 10 years of service.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Harker moved to approve the Consent Agenda, approving the February 6, 2024 special meeting minutes; February 20, 2024 regular meeting minutes; and ratifying and confirming previous payments issued, including Electronic Payments dated 02/21/24 in the amount of \$543,366.01; Voucher #s 59938-59992 dated 02/21/24 in the amount of \$1,317,406.01; Payroll Benefit Warrant #s 10626-10631 dated 02/09/24 in the amount of \$183,967.40, and Payroll Direct Deposit Authorizations dated 02/09/24 and 02/23/24 in the amount of \$532,767.81.

Commissioner Kiggins seconded the motion, and it passed unanimously.

COMMUNICATIONS: Items from the Audience: None.

REPORTS: Board Members: Commissioners Kiggins, Harker, and Kimsey reported on their recent activities.

General Manager (Agency Coordination, District and Professional Organization Functions, & Discovery Clean Water Alliance Update) – John Peterson briefly reviewed the report.

Business Services Manager/Board Clerk: Business Services Manager/Board Clerk

Activities Report (2024 Annual Business Meeting; and Employee Handbook) – Kim Thur briefly reviewed the report, including requesting the Board to close the office early on March 28 to allow all staff to attend the Annual Business Meeting at The Heathman Lodge. Ms. Thur advised the Board if approved, staff would ensure that advanced notice was provided on the District website and posted on entry doors at each campus location.

Commissioner Harker moved to close all District offices on March 28 at 2:00 PM for the remainder of the workday to allow staff to attend the 2024 Annual Business Meeting.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Board Calendar of Events (March 2024) – Kim Thur briefly reviewed the calendar with the Board.

Collection Infrastructure Director: Collection Infrastructure Director (Engineering Director) Activities Report (Emergency Projects; Development Program; and Operations Department) – Heath Henderson briefly reviewed the report, including three attachments:

Attachment A – Draft Agenda Bill re: Whipple Creek East Pump Station F Design – Mill Creek Terrace Phase 1 Revised Developer Reimbursement Agreement. The Board concurred with authorizing the General Manager signing the revised agreement with the developer for costs of designing the pump station and force main in the amount of \$329,700.00 and requested staff to include the item on an upcoming Consent Agenda for approval.

Attachment B – Draft Agenda Bill re: Whipple Creek East Pump Station F Construction – Mill Creek Terrace Phase 2 Developer Reimbursement Agreement. The Board concurred with authorizing the General Manager signing the agreement with the developer for costs of constructing the pump station and force main in the amount of \$1,982,935.00 and requested staff to include the item on an upcoming Consent Agenda for approval.

Attachment C – 2024 Fleet Update. Mr. Henderson noted that staff currently expects costs to be within the overall budget considering the savings and adjustments that have been made to the schedule.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team & Customer Account Team) – Britny Carrier reviewed the report, including a draft agenda bill relating to Enterprise Resource Planning Conversion – Professional Services Contract with Plante Moran. The Board concurred with authorizing the General Manager signing the Professional Services Agreement with Plante Moran for the needs assessment, vendor evaluation, and solicitation development services in the amount of \$202,780.00 and requested staff to include the item on an upcoming Consent Agenda for approval.

Treatment Operations Manager: Treatment Operations Manager Activities Report (Discovery Clean Water Alliance (Alliance) Operations Program Update; Alliance Engineering

Program Update; & Alliance Regulatory Program Update) – Matt Jenkins briefly reviewed the report.

District Legal Counsel: No report.

HEARINGS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #24-012 – Salmon Creek Treatment Plant Primary Sludge Pump Replacement – Construction Contract Award – Mr. Peterson briefly reviewed the agenda bill, noting that five bids were received. Staff determined the lower bidder to be non-responsible and notified them in accordance with the project specifications. The lowest responsible bidder is Tapani Inc. with a bid amount of \$1,649,590.60, which is 26% under the engineer's estimate.

Commissioner Harker moved to award the construction contract as advertised for the Salmon Creek Treatment Plant Primary Sludge Pump Replacement project to Tapani, Inc., authorize the General Manager to sign a contract with Tapani, Inc. for the bid amount of \$1,649,590.60 (including sales tax), and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed fifteen (15) percent of the original contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

At 3:42 PM, Commissioner Kimsey recessed the meeting into an Executive Session until 3:50 PM for the purpose of considering a personnel matter related to RCW 42.30.110 Section 1(g), reviewing the performance of an employee.

At 3:48 PM, Commissioner Kimsey reconvened the meeting.

Commissioner Harker moved to award a Platinum Award to Veronica McPherson in the amount of \$600 and 16 hours of paid time off for her development of the budgeting model and tool.

Commissioner Kiggins seconded the motion, and it passed unanimously.

With no further business to discuss, Commissioner Kimsey adjourned the meeting at 3:45 PM.

Secretary