

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
March 11, 2025**

The first regular meeting of the month of March 2025 was held at the District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on March 11, 2025. Commissioner Harker called the meeting to order at 4:00 PM.

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

District Staff: John Peterson, Heath Henderson, Melissa Moe, Vanessa Johnson, David Logan, Bob Sanguinetti, Jeff Deacon, and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Regular Meeting: City of Ridgefield: Councilor Judy Chipman. Interested Citizens: Dan Clark, Leah Lothspeich, and Gregg Munn (virtual).

Visitors Present for Special Presentations: Elise Robbins, Kim Pendleton, and Alyx Vasquez-Pointer.

Visitors Present for Hearings: Les MacDonald.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: Introduction: Jeff Deacon, Construction Inspector – Jeff Deacon was introduced as the new Construction Inspector.

Introduction: Kim Pendleton, Account Specialist – Kim Pendleton was introduced as the new Account Specialist.

Introduction: Alyx Vasquez-Pointer, Assistant Account Specialist – Alyx Vasquez-Pointer was introduced as the new Assistant Account Specialist.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving the February 25, 2025 regular meeting minutes; and ratifying and confirming previous payments issued including electronic payments dated 02/17/25, 02/19/25, 02/24/25, and 03/03/25 in the amount of \$1,206,834.94; Voucher #s 60941-60991 dated 02/19/25, 02/24/25, and 03/03/25 in the amount of \$596,132.23; and Payroll Direct Deposit Authorizations dated 02/25/25 and 03/10/25 in the amount of \$564,018.18.

Commissioner Kimsey seconded the motion, and it passed unanimously.

COMMUNICATIONS: Items from the Audience: Ridgefield City Councilor Judy Chipman provided an update on City activities.

REPORTS: Board Members: Each Commissioner reported on their recent activities.

General Manager: General Manager Activities Report (Agency Coordination, District

and Professional Organization Functions, & Discovery Clean Water Alliance Update) – John Peterson briefly reviewed the report, including: a) Providing the final draft of the proposed letter from the District supporting an Alliance federal funding request for the Salmon Creek Treatment Plant Aeration Equipment Replacement project. The Board concurred with the proposed letter. b) A draft agenda bill related to Discovery Clean Water Alliance 117th Street Pump Station Controls Replacement Project – Authorization to Procure Materials. Due to the urgent need for the repair, staff is requesting the Board consider acting at today’s meeting. The Board elected to act at this time.

AB #25-013 – Discovery Clean Water Alliance 117th Street Pump Station Controls Replacement Project – Authorization to Procure Materials – Commissioner Kimsey moved waive competitive bidding requirements and authorize the General Manager to sign a purchase order as described above not to exceed \$152,791.95 for the procurement of materials necessary to replace the control system at the 117th Street Pump Station, and further authorize the General Manager, or written designee, to sign supplemental purchase orders not to exceed ten (10) percent of the original purchase order amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Business Services Manager/Board Clerk: Board Confirmation of Events (February 2025)

– The Board signed the confirmation sheet.

Board Calendar of Events (March 2025) – Ms. Thur briefly reviewed the calendar with the Board.

Collection Infrastructure Director (Engineering Director): Collection Infrastructure Director (Engineering Director) Activities Report (Capital Program & Engineering Department)

– Heath Henderson briefly reviewed the report, including: a) Draft agenda bill related to Gee Creek Facilities Upgrade Project – Professional Engineering Services Contract. The Board concurred with the draft agenda bill and requested to include on a future Consent Agenda for approval. b) Provided a presentation on the status of 2024 Organization Goal 1b – Further Develop Gravity System Asset Management Plan. No action was taken. c) Draft agenda bill related to 2025 Organizational Goal 1c: Asset Management Plan for Force Mains – Professional Engineering Services Contract. The Board concurred with the draft agenda bill and requested to include on a future Consent Agenda for approval.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team) – David Logan briefly reviewed the report.

Mr. Logan provided the Board with updates on three severely past due utility billing accounts.

Treatment Operations Manager: Not present.

District Legal Counsel: Eric Frimodt provided updates on recent Supreme Court cases.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #25-011 – Flagging and Traffic Control Services 2025 Unit Price Purchased Services Contract Award – Heath Henderson briefly reviewed the agenda bill. With the 2022 contract expiring, staff issued a Request for Quotations for a new traffic control services contract. Two bids were received on February 27. The lowest bidder was Advanced Government Services, LLC who submitted a bid valued at \$72,821.39. This unit price contract has a 1-year term with the option of extending the contract by a second year.

Commissioner Kiggins moved to authorize the General Manager to sign the Purchase Services Contract with Advanced Government Services LLC in an amount to exceed \$72,821.39 per year, with a maximum not to exceed amount of \$145,642.78 over a two-year period for miscellaneous traffic control services as needed, 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 Kimsey seconded the motion, and it passed unanimously.

AB #25-012 – District Fleet Purchase – On-Call Van – Heath Henderson briefly reviewed the agenda bill. Staff have been working via the State contract regarding specifications and costs for the planned replacement On-Call Van (M35). The current 2018 Ford 250 Transit Van supports daily District On-Call duties and needs replacement. The selected replacement vehicle is a 2025 Ford Transit Full-Size Cargo Van.

A final purchase order for the new vehicle is included with the agenda bill. The 2025 District Fleet Budget included \$70,000 for the planned replacement.

Commissioner Kimsey moved to authorize the General Manager to sign the purchase order to purchase a 2025 Ford Transit Full-Size Cargo Van for \$61,470.39 (including sales tax).

Commissioner Kiggins seconded the motion, and it passed unanimously.

At 4:38 PM, Commissioner Harker recessed the meeting into Executive Session for the purpose of considering a personnel matter, under RCW 42.30.110 section 1(g), reviewing performance of an employee, for approximately 10 minutes.

At 4:47 PM, Commissioner Harker reconvened the meeting.

Commissioner Kimsey moved to award a Platinum Award in the amount of \$600 each and 8 hours of paid time off each for the significant efforts outlined in Nomination Form #442 to the following employees: Dan Reveal, Tyler Schmitt, Luke Taylor, and Devin Parrish.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Harker recessed the meeting at 4:50 PM for approximately 10 minutes.

At 5:00 PM, Commissioner Harker reconvened the meeting.

HEARINGS: AB #25-010 – 5:00 PM – Highlands at Whipple Creek Latecomer Reimbursement - Commissioner Harker opened the hearing on the establishment of a Latecomer Reimbursement area for the Highlands at Whipple Creek and the amount for the sanitary sewer

facilities constructed in the vicinity of NW 11th Avenue and a public easement adjacent to the project.

Les MacDonald 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 property owners within the proposed Latecomer Reimbursement area were present physically or virtually.

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 Highlands at Whipple Creek Latecomer Reimbursement that includes the properties and proposed assessments as shown in the Final Assessments Table at a future Board meeting.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Harker thanked everyone for attending the hearing.

With no further business to discuss, Commissioner Harker adjourned the meeting at 5:04 PM.

Secretary