

**ICLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
April 9, 2013**

The first regular meeting for the month of April was held at the District Board meeting room, 8000 NE 52nd Court, Vancouver, Washington on April 9, 2013. 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, Ken Andrews, Robin Krause, Shawn Moore, Tom Burns, Heidi Rosenberg and Kim Thur.

Visitors Present for Special Presentations: Rylan Wirkkala.

Visitors Present for Regular Meeting: Rick Nelson and Betty Teunessen.

ADDITIONS & DELETIONS TO AGENDA: There were none.

SPECIAL PRESENTATIONS: Introduction of Rylan Wirkkala, Senior Accountant – Ken Andrews introduced Rylan Wirkkala who officially began employment on April 1 as the District's Senior Accountant. The Board welcomed Mr. Wirkkala.

Certificate of Achievement in Financial Reporting for 2011 Comprehensive Annual Financial Report (CAFR) – The Board presented the plaque to Ken Andrews and the Finance department for their efforts in preparing the District's CAFR, noting this is the 25th consecutive year that the District has been honored with the highest form of recognition in the area of governmental accounting and financial reporting.

CONSENT AGENDA: Commissioner Kimsey requested to remove AB #13-015 from the Consent Agenda for discussion.

Commissioner Kiggins moved to approve the Consent Agenda, approving March 26, 2013 regular meeting minutes; claim voucher warrant #s 43340-43401 in the amount of \$337,037.41 from the Maintenance Fund and \$27,670.87 from Capital Projects and payroll check #s 8045-8048 and direct deposit authorizations in the amount of \$178,020.15.

Commissioner Kimsey seconded the motion, and it passed unanimously.

AB #13-015 – Authorization to Schedule NE 119 Street Subdivision Offsite Latecomer Reimbursement Hearing – Commissioner Kimsey inquired whether both the area

and ERU assessment calculation methods would be included in the hearing.

Robin Krause reported that based on favorable input received for both methods at a recent open house, staff intends to present both methods for consideration at the hearing.

Commissioner Kimsey moved to authorize staff to schedule a public hearing for the NE 119 Street Subdivision Offsite Latecomer Reimbursement on Tuesday, May 14, 2013 at 5:00 PM or as soon thereafter as possible.

Commissioner Kiggins seconded the motion, and it passed unanimously.

COMMUNICATIONS: Items from the Audience – No one present wished to speak.

Board Members: Each Commissioner reported on their recent activities.

General Manager: General Manager Activities Report (Regional Sewer Program; Agency Coordination; and District and Professional Organization Functions) – John Peterson reviewed his report.

John Peterson reported on the recent status of the Ridgefield Wastewater Collection System Transfer Agreement, noting the schedule has been delayed approximately two weeks to allow for legal review to be completed.

Assistant Manager: Assistant Manager Activities Report (RFP FIN #01-12 Collection Agency Services; and Finance – Commercial Utility Billing Account Analysis) – Shawn Moore reviewed his report, including draft Agenda Bill #13-016.

The Board decided to take action on Draft Agenda Bill #13-016 at this time.

AB #13-016 – Collection Agency Services Contract with 4M Collections dba Discovery Financial Services – Commissioner Kimsey moved to authorize the General Manager to sign a Professional Services Contract with 4M Collections, LLC dba Discovery Financial Services, to provide collection agency services for the District.

Commissioner Kiggins seconded the motion, and it passed unanimously.

District Engineer: District Engineer Activities Report (Discovery Corridor Wastewater Transmission System; 2013 Capital Improvement Program; Recruitment – Pretreatment Coordinator; Project Open House; and Local Agency Coordination) – Robin Krause reviewed his report.

Memo re: Erickson Farms Phase 1 PUD – District Laterals Reimbursement – Robin Krause reviewed the memo with the Board. The Board concurred with the proposed lateral reimbursement and requested staff to include the resolution for adoption at a future Board

meeting within the Consent Agenda.

Finance Director: Finance Director Activities Report (Discovery Clean Water Alliance; 2012 Comprehensive Annual Financial Report and State Auditor's Office Audit; and Staffing) – Ken Andrews reviewed his report.

Mr. Andrews reported that the Audit Entrance Interview will be held in the near future. Once the date is confirmed, Kim Thur will review the Board's availability and ensure that a Board member is present.

Operations Manager: Operations Manager Activities Report (SCADA Software Procurement & Vendor Selection; and City of Ridgefield Operations Transition Plan Overview) – Tom Burns reviewed his report, including the proposed budget for the SCADA system update project. The Board concurred with and directed staff to implement the recommended approach.

Special Projects Manager: Special Projects Manager Activities Report (Ridgefield Wastewater Collection System Transfer Public Engagement Process Update) – Heidi Rosenberg reported that with the delay in the schedule mentioned by Mr. Peterson, the report included in today's Board agenda packet would need to be revised. Ms. Rosenberg anticipates presenting updated information at the April 23 Board meeting.

Ms. Rosenberg then reviewed the anticipated billing cycle for the new Ridgefield customers beginning in January 2014.

Executive Assistant: Kim Thur requested comments on the draft email she distributed to the Board regarding the Public Works Trust Fund. Discussion occurred on the proposed email. Ms. Thur will provide an updated draft to the Board for their consideration.

Legal Counsel: No report.

UNFINISHED BUSINESS: No items to discuss.

NEW BUSINESS: No items to discuss.

Commissioner Kimsey moved to adjourn the meeting.

Commissioner Kiggins seconded the motion, and it passed unanimously.

At 5:23 PM, Commissioner Harker adjourned the meeting.

Respectfully submitted,

Secretary