

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
April 23, 2013**

The third regular meeting for the month of April was held at the District Board meeting room, 8000 NE 52nd Court, Vancouver, Washington on April 23, 2013. Commissioner Harker called the meeting to order at 3:00 PM.

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

District Staff: John Peterson, Ken Andrews, Robin Krause, Shawn Moore, Steve Bacon, Heidi Rosenberg (arrived at 4:45 PM), Hugh Findlay and Kim Thur. District legal counsel Rod Kaseguma.

Visitors Present for Special Presentations: Mike Pye and Tony Bisson.

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

ADDITIONS & DELETIONS TO AGENDA: John Peterson reported that staff has two revised Agenda Bill #s 13-018 and 13-019 to present to the Board during New Business.

SPECIAL PRESENTATIONS: Mike Pye, Maintenance Specialist II – 20 Years of Service Award – The Board presented Mike Pye with his 20 years of service award and thanked him for his ongoing efforts.

The Board decided to address the memo re: Tuttle Lateral – 617 NW Overlook Drive (Parcel #098674-090) at this time.

Memo re: Tuttle Lateral – 617 NW Overlook Drive (Parcel #098674-090) – Steve Bacon reviewed the memo. Following review of the memo, the Board requested that three options be provided for further consideration before determining the amount the District will reimburse the property owner for the lateral charges.

Assistant Manager Activities Report (Agency Coordination – Vancouver Clark Parks & Recreation Department; Website Redesign; & Policy Development – Extended Vacancy) – Shawn Moore briefly reviewed his report.

WORK SESSION: First Quarter 2013 Capital Program Update – Robin Krause presented the first quarter 2013 Capital Program update, providing a brief update on each project.

First Quarter 2013 Development Program Report – Robin Krause presented the first quarter 2013 Development Program report.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving April 9, 2013 regular meeting minutes; April 19, 2013 regular meeting minutes; claim voucher warrant #s 43402-43465 in the amount of \$456,843.17 from the Maintenance Fund; approving Agenda Bill #13-017, adopting Resolution #1585, approving the final cost and pro rata share of District installed laterals for Erickson Farms Phase 1 PUD and authorizing staff to reimburse the developer, Lake Shore Development Corporation, \$2,885.60 for installation of the laterals.

Commissioner Kimsey 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.

The Board requested the proposed WASWD Bylaws amendments be included as an agenda item on May 14, so the Board can determine its comments to WASWD on the proposed amendments.

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

District Engineer: District Engineer Activities Report (Discovery Corridor Wastewater Transmission System; 2013 Capital Program; District Oversize/Overdepth Policy Review; GIS Services Support; and Local Agency Coordination) – Robin Krause reviewed his report, including the proposed approach to the District's oversize/overdepth policy. The Board concurred with staff's approach and requested staff draft a Code amendment for further review.

Memo re: Covington Road Crossing Local Facilities Charge Project – Robin Krause reviewed the memo with the Board. The Board concurred with the proposed local facilities charge assessments utilizing the ERU method and directed staff to hold an additional open house with the affected property owners to discuss the actual project costs.

Memo re: Hazel Dell Avenue Local Facilities Charge Project – Robin Krause reviewed the memo with the Board. The Board concurred with the proposed local facilities charge assessments utilizing the parcel method and directed staff to hold an additional open house with

the affected property owners to discuss the actual project costs.

Memo re: NE 25th Avenue Local Facilities Charge Project – Robin Krause reviewed the memo with the Board. The Board concurred with the proposed local facilities charge assessments utilizing the ERU method and directed staff to hold an additional open house with the affected property owners to discuss the actual project costs.

Finance Director: Finance Director Activities Report (Discovery Clean Water Alliance; 2012 Comprehensive Annual Financial Report and State Auditor's Office Audit; and ERU Report – First Quarter 2013) – Ken Andrews reviewed his report, including the first quarter 2013 ERU report.

Human Resources/Risk Management Director: Human Resources/Risk Management Director Activities Report (Emergency Planning & Preparedness) – Hugh Findlay reviewed the memo in his report.

The Board requested to continue to be informed of any emergency planning activities, as well as receive an executive summary of the District's Emergency Plan and an outline of Board roles and responsibilities for the plan.

Operations Manager: No report.

Executive Assistant: No report.

Legal Counsel: Rod Kaseguma provided an update on the Ridgefield wastewater collection system transfer agreement, including the updated schedule for the City of Ridgefield and the District. The agreement is now scheduled to be approved by the City on June 20 and the District on June 25.

SPECIAL PRESENTATIONS: Introduction of Heidi Rosenberg, Capital Program Manager – John Peterson and Robin Krause introduced Heidi Rosenberg as the District's Capital Program Manager effective April 26, 2013. Ms. Rosenberg was hired as the District Special Projects Manager, a limited-term position, to manage the Ridgefield wastewater collection system transfer project. The District is pleased that Ms. Rosenberg accepted a permanent position with the District.

UNFINISHED BUSINESS: No items to discuss.

NEW BUSINESS: REVISED AB #13-018 – NE 10th Avenue South, County Road Project & District Installed Infrastructure: Clark County Reimbursable Work – Commissioner Kimsey moved to authorize the District Engineer to sign the Clark County

Reimbursable Reporting Category Requisition for the NE 10th Avenue South project in the amount of \$103,399.00.

Commissioner Kiggins seconded the motion, and it passed unanimously.

REVISED AB #13-019 – NE 119th Street at 50th Avenue, County Road Project & District Installed Infrastructure: Clark County Reimbursable Work – Commissioner Kimsey moved to authorize the District Engineer to sign the Clark County Reimbursable Reporting Category Requisition for the NE 119th Street at NE 50th Avenue project in the amount of \$90,078.00.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Kimsey moved to continue the meeting until May 14, 2013 at 3:00 PM at the District office.

Commissioner Kiggins seconded the motion, and it passed unanimously.

At 5:25 PM, Commissioner Harker continued the meeting.

Respectfully submitted,

Secretary